Welcome Back
2012 - 2013

Meetings of the Week
For all meetings go to: www.sdcity.edu/meetingscalendar
* Post your campus meetings at: www.sdcity.edu/websiteupdating

San Diego Community College District Board Meetings

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Thursday, August 23</td>
<td>4:00 p.m.</td>
<td>District</td>
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<tr>
<td>Thursday, September 13</td>
<td>3:30 p.m.</td>
<td>Board Open Door Session City College</td>
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<td></td>
<td>4:00 p.m.</td>
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<tr>
<td>Thursday, October 18</td>
<td>3:30 p.m.</td>
<td>Board Open Door Session Mesa College</td>
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<td>4:00 p.m.</td>
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<tr>
<td>Thursday, November 8</td>
<td>4:00 p.m.</td>
<td>District</td>
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<tr>
<td>Thursday, December 13</td>
<td>4:00 p.m.</td>
<td>District</td>
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Seeds@City Farm
Please visit the Seeds@City farm stand each Thursday—starting August 30th—from 9-11:15am in its new location in Gorton Quad, just outside of the cafeteria. For more information: http://www.sdcity.edu/CampusLife/SeedsCity/WeeklyFarmStand

Interested in becoming a community-supported agriculture shareholder? As a CSA shareholder, you make a commitment to help support a farm by prepaying for a share in their weekly harvest. At Seeds@City, we’ll have your CSA share ready for you to pick up every Thursday morning between 9:30-11am. Our CSA shares ($20/week subscription) contain organic vegetables, fruit, herbs and flowers grown here on campus and picked that morning by City College students, staff, and faculty. http://www.sdcity.edu/Campus-Life/SeedsCity/CommunitySupportedAgricultureCSAProgram. Please email the farm manager, Erin Rempala erempala@sdccd.edu for more information.” (Rempala)
City College • Mesa College • Miramar College

IMPORTANT Changes in Parking Enforcement
FALL 2012

PARKING permits will be required to park in all student lots beginning the first day of the semester, August 20, 2012.

Students without a valid permit will be cited

One-Day Parking Permit Machine Locations
City: CTC / V bldg parking structure floors 2, 5, & 6 located at 17th & C St.
Mesa: Lot 1 (west end next to information booth), lot 2, lot 3, lot 4 and two on each level of the parking structure located on Mesa College Drive at the entrance to the college.
Miramar: Black Mtn. Rd entrance, lot 2, and one on each level of the parking structure located on Hillery Drive at North Campus Rd.

Daily permits are $1 per hour/$5 per day – cash & coin ONLY

Students may NOT park in faculty/staff lots at any time, with or without a permit!

For more information, visit the College Police web page at:
http://police.sdccd.edu/parking/parking.cfm
San Diego Community College District Police Department

The San Diego Community College District Police Department (also referred to as SDCCD Police or College Police) is a POST certified full service agency operating in compliance with all state standards for recruiting and training under California Penal Code 13522.

We are the largest community college police department in the state of California, authorized by Penal Code section 830.32 and Education Code section 72330. Our law enforcement authority extends to any place in the state for the purpose of performing our primary duty and is identical to that of municipal and county law enforcement officers. Officers receive the same basic and ongoing training as city and county peace officers throughout the state, plus additional training to meet the unique needs of a campus environment.

SDCCD Police Officers provide the primary law enforcement response on and around the three colleges, six continuing education centers and various San Diego Community College business offices, classrooms and properties.

The department handles all patrol, investigation, crime prevention education, emergency preparedness and related law enforcement duties for the college district and operates 24 hours a day, seven days a week. The SDCCD Police coordinate with the City of San Diego Police Department, operating under a mutual aid agreement in the campus areas and surrounding communities.

Campus Events

Check the Campus Calendar on the City home page often for new events. To add a campus event to the calendar, simply click on the WEBSITE UPDATE link at the bottom of any web page for the EVENTS CALENDAR UPDATE information. An event flyer can be attached also. www.sdcity.edu/events.

Saville Theatre: www.sdcity.edu/savilletheater

World Cultures: http://www.sdcity.edu/worldcultures

Athletic events: http://www.sdcity.edu/athletics

Faculty - Staff Resources at City College

For current updates: www.sdcity.edu/facultyandstaff.asp

- Academic Senate
- Campus Handbook
- Classified Senate
- Committees
- Curricunet
- District Resources
- Faculty Daily Announcements
- Faculty Handbook
- Faculty Textbook Ordering
- Fitness Center Calendar
- Forms
- Key Services
- Meetings Calendar
- President’s Bulletin
- Publication Guidelines
- Student Learning & Administrative Outcomes
- Website Updating
THANK YOU FOR HELPING SAVE LIVES!

2012 BLOOD DRIVES
SAN DIEGO CITY COLLEGE
9:00 a.m. - 3:00 p.m.
Gorton Quad
- Thursday, August 23
- Tuesday, September 11
- Thursday, October 18
- Thursday, November 8
- Wednesday, December 5

• To avoid waiting, you can schedule an appointment: www.sandiegobloodbank.org.
  Click on appointments, and provide sponsor code: SDCC
• Please eat a good meal and drink plenty of fluids before donating blood.
• All donors must show proof of identification.

Six Students Win Emmy Awards in the RTVC Department!

It was a proud moment for me and our Department, as 6 of our students represented City College’s Radio and TV Department last weekend at the Pacific Southwest Emmy Awards. Six of our students won in the following categories:

**Student Production – Newscast**
- Diana Gonzalez: One Year Anniversary Special, Neiko Will, James Smith, San Diego City College
- Occupy Up Close, Neiko Will, San Diego City College
- Centless in San Diego, Steven Commer, San Diego City College

**Student Production - News: General Assignment**
- San Diego Marks the End of D.A.D.T. (Don't Ask Don't Tell) , Alex Miller Pastore, Laura Kaplan-Nieto, San Diego City College

(Castaneda)
Pay Warrants

Electronic deposit of your pay warrant is convenient and credited to your account at midnight preceding the pay date. You can access your Pay Advice and more through the self service Web Advisor link found under Employee Resources in the District website.

For those who still choose to pickup their warrants, please be advised that they are held in Business Services for 5 workdays (including payday) and then sent back to the District Payroll Department. (Granderson)

Travel Requests

To ensure timely processing of checks for travel & conference, e.g. advances, and direct pays for registration and transportation, etc., PLEASE submit them early enough so that they arrive in Business Services two-and-one-half weeks prior to the registration deadline and/or date of travel. Incomplete forms will be returned to requestor.

After “packaging” by Business Services, the travel requests are approved/signed by the president and then sent to various department(s) at the District Office for sign-off before a check is processed. Checks are generated once a week.

Any Travel Request that is submitted after the date of travel must be accompanied by a letter of justification describing the extenuating circumstances that precluded following procedure. (Granderson)

Campus Access Beyond Normal Hours of Operation

If you have a reason to be on campus beyond normal hours of operation, please let College Police know you are here.

Dispatch can be reached at 388-6405 or the College Police Business Office is 388-3461. This is for your safety as well as for the security of the campus environment. Thank you. (Granderson)

Conference Room Reservations

Please notify Business Services (Earline Barrett, ext. 3428) when the need arises to cancel a reservation for a conference room (D101, D102, D121A, B104,) and/or the staff lounge etc. This will allow for rescheduling of the room if needed as meeting space on the campus is minimal. Thank you. (Granderson)

Fire Alarms

When a fire alarm sounds, you MUST evacuate the areas affected. Alarms are specific to “regions” which means they sound only in the areas requiring evacuation. Doors should be closed but left unlocked when you leave the area. Remain outside until notified by College Police or Plant Operations that you can re-enter.

If evacuation is necessary for “other” reasons, College Police, and if required, other designated staff will convey that information in person. Doors should be locked in this instance. Re-entry is permissible only on the advisement of designated staff or College Police. (Granderson)

Volunteer Workers

Please be reminded that any and all unsalaried persons performing voluntary services (volunteers) for City College MUST have a current Volunteer Worker Notification Form on file with Business Services. This form must be completed before the person performing the services actually starts. One is needed for each “dates of assignment” period. The time period entered in the “dates of assignment” line cannot go beyond the fiscal year in which the volunteer started. (Granderson)

Emergency “Phones”

Reminder: Emergency “Phones” have been installed in most classrooms. Most are located on the front wall (teaching area) of the classroom. Others, due to original cable installation, may be on other walls. You should familiarize yourself with the “Callbox” location in each of your teaching environments.

It Is A Red Square Apparatus And You Only Need To Push The Button For Direct Dial To College Dispatch.

Keep access to these phones clear of desks, TV/VCR’s, overhead projectors and any other equipment. (Granderson)

Retention/Removal Of Records - Internal Guideline

For the Internal Guideline for Retention/Removal of Records, please see the Public Folders under City, Business Services. (Granderson)
Medical Incidents

If you witness an accident or injury that appears to require immediate medical attention, call either 9-911 or 388-6405 or use the designated College Police key on your phone.

Calling 388-6405 summons College Police who will assess and evaluate the need for additional medical response. If you believe the situation is a medical emergency, it is appropriate to dial 9-911 first and College Police after that so the responder can be met and directed to the proper location. If the incident happens in a classroom, use the emergency phone in the classroom, which dials directly to Dispatch. (Granderson)

Evacuchair

The EvacChair is available near A-225 (east wing). If a need arises which requires use of the EvacChair please contact one of the following for assistance.

- Derrall Chandler - Facilities Services, Ext. 3537
- Darwin Brown - DSPS, Ext. 3513
- Dotti Cordell - Health Services, Ext. 3450
- Debra Reed - Biology, Ext. 3256
- Patricia Fernandez - Digital Print Production & Mail Services, Ext. 3444

(Evacuchair)

Equipment Transfer Documents

To move excess or obsolete equipment, submit an Equipment Transfer Document (ETD) to Administrative (Business) Services. DO NOT drop off any items in the area east of the L Building.

Items identified as “dropped off” will be delivered back to their point of origin pending receipt of appropriate ETD’s. When the approved ETD is received, Facilities (Plant Operations) will relocate the equipment for staging for pickup by the warehouse. (Granderson)

Accident Reports

In order to advise District Risk Management of workplace injuries as soon as possible after they occur, supervisors (not the injured employee) should complete the Injury and Illness Incident and Investigation Report and FAX both sides to Risk Management at FAX 388-6898.

The original and the Workers’ Compensation Claim Form should then follow the normal process. Send a “copy” of both forms to Business Services. (Granderson)

Keys And Alarms

A reminder to all faculty and staff, please DO NOT loan your keys or share your alarm codes with someone else.

Anyone requiring access to a specified area must fill out and submit a Key Request Form for their personal key/alarm. Thank you. (Granderson)

Food Vendors

Outside food vendors cannot be brought on campus without express approval through Student Affairs.

There is a Request for Placement on Master Calendar Form required which addresses the selling of food or refreshments and the Food Service Supervisor’s approval. (Granderson)

Purchasing Supplies

The purchasing of supplies and then requesting reimbursement should only be done on an approved emergency or last resort basis.

Supplies must be ordered through the standard requisitioning process from District authorized vendors. (Granderson)

Help Desk - Computing Service Requests (CSR) - Telephone Service Orders (TSO)

Please refer to the following guidelines when preparing Computing Service Requests or Telephone Service Requests. Both forms can be found in Outlook email Public Folders, All Public Folders, Business Services.

When calling the Help Desk, 619-388-7000 or ext 7000 from a District telephone please, limit your calls to current computer problems such as troubleshooting, broken or inoperable equipment and/or software.

The appropriate form (CSR/TSO) shall be submitted via the Dean/Chair to Business Services for all requests for new equipment or modifications to current equipment (computers/phones/extensions), accounts including transfers/deletions, moving/relocating equipment, requests for voice mail and other related computer/telephone requests other than repairs to inoperable equipment/software.

If you have a question as to where to direct your request, call Business Services, 388-3428. (Granderson)
Email Storage Limits

If your email becomes over its storage limits: 1) You are unable to respond to received emails, or originate and send new emails; and 2) The accrual of unnecessary emails utilizes limited space on the District server. Please delete any unnecessary accrued email you may have.

If you’d like to “archive” it (which doesn’t count against your mailbox storage limit), try the process below. You need to do it while you’re logged in at work; you can’t do it over the Internet.

1. Open Outlook and go to File->New->Outlook Data File…
2. Click OK to select create a new Personal Folders File (.pst)
3. In the create or open Outlook data file box select your H:drive
4. You can type a name for your archive (personal folder) and click ok. I would not recommend using a password as archives are already protected by your account)
5. The new archive folder should show up in your Folder list.
6. You can now create folders in archive folder and drag emails or complete folders to your archive.
7. The contents of your archive folder does not count against your 100mb mailbox limit as it will be stored on the H: drive.

(President’s Office)

Parking Lot #10

Metered parking in Lot # 10 is for visitor use ONLY and faculty/staff and student permits are not honored.

The President’s Office does not process reservations requests for events or give out parking permits.

Lot #10 Spaces can be reserved for visitors through Debra Picou’s office at 388-6416 or by fax to x6439. (President’s Office)

Professional Development and Sabbatical Leave Forms

The Professional Development and Sabbatical Leave forms for faculty are available online. From the City College website, go to the Faculty/Staff resources at the top of the SDCC homepage.

From there, look to the left of the screen and scroll down to the forms, then instructional section. There you will see Professional Development and Sabbatical Leaves. Hard copy forms are no longer be available in the President’s office.

When all forms are completed with required signatures, please return paperwork to Barbara in the President’s Office. If forms are not completed correctly they will be returned to the faculty member. (President’s Office)

No Smoking

City College is a SMOKE FREE Campus. Legislation was signed into law in September 2003 that expands the smoke-free zones around public buildings.

Smoking, prohibited within 20 feet of an exit, entrance, or operable window of a public building. (Granderson)

President’s Office

Staff Newsletter

Please submit ALL Bulletin e-mail articles directly to Barbara Butler in the President’s Office.

Articles must be submitted to the President’s Office, via email by Thursday, 12:00 noon, one week prior to publication.

E-mailed submissions eliminate re-typing and typos. Thank you. (President’s Office)

Faculty Evaluations

Faculty Evaluations are to be completed with the check-off form, making sure that all Evaluation forms are complete and all peer letters are on letterhead, signed and attached to the evaluation paperwork, before going to the Vice Presidents for sign off.

The check-off sheet must be complete to ensure all evaluation paperwork is attached with evaluation or it will be returned to the appropriate Dean for missing paperwork and completion of the form.

This is to ensure that the evaluations are to the District Office on time. When all forms are completed with required signatures, please return paperwork to Barbara in the President’s Office. (President’s Office)