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Meetings of the Week

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<tr>
<th>Date</th>
<th>Time</th>
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<tr>
<td>Monday</td>
<td>8/22/11</td>
<td></td>
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<tr>
<td>Tuesday</td>
<td>8/23/11 2:00 p.m.</td>
<td>President's Council Canceled</td>
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<tr>
<td>Wednesday</td>
<td>8/24/11 9:30 a.m.</td>
<td>Instructional Cabinet D-102</td>
</tr>
<tr>
<td>Thursday</td>
<td>8/25/11</td>
<td></td>
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<tr>
<td>Friday</td>
<td>8/26/11</td>
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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 25</td>
<td>4:00 p.m.</td>
<td>District</td>
</tr>
<tr>
<td>Thursday, September 8</td>
<td>4:00 p.m.</td>
<td>District</td>
</tr>
<tr>
<td>Thursday, September 22</td>
<td>3:30 p.m. 4:00 p.m.</td>
<td>Board Open Door Session City College</td>
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Facility - Staff Resources at City College

For current updates: [www.sdcity.edu/faculty-staff.asp](http://www.sdcity.edu/faculty-staff.asp)

* District Resources  * Directories  * Web Site Updating and Development  
* Communications/Publications Guidelines  * Forms/Procedures/Applications  
* President's Bulletin  * Meetings Calendar  
* Faculty/Staff Fitness Center Calendar  
* Sites of Interest We Host
Campus Events
Many new events are added throughout the semester. To add an event to the campus calendar or to promote your event under STUDENT ANNOUNCEMENTS, simply click on the Webmaster link at the bottom of the www.sdcity.edu home page and provide information on your event. An event flyer can be attached also. Check the campus calendar at www.sdcity.edu/events.asp.

Saville Theatre: www.sdcity.edu/savilletheater

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

Saturday, September 10: Jazz88 Ocean Beach Music and Art Festival, Tickets $30, www.OBMusicFest.org
Thursday, September 15: Divya Devaguptapu: BharataNaatyam Dancing, 9:40 a.m. - 10:50 a.m., Saville Theatre
Monday, September 19: Dreamscape: Krump Dancing, 11:15 a.m. - 12:30 p.m., Saville Theatre

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

Committee Reports
Committee Reports can be found in your Outlook mail under Public Folders.

Academic Senate www.sdcity.edu/academicsenate
Chairs’ Cabinet
Curriculum
Curriculum Tech Review
Environmental Stewardship Committee www.sdcity.edu/esc
Flex Committee www.sdcity.edu/faculty-staff.asp
Foundation Board Meeting

Institutional Assessment Committee www.sdcity.edu/iac
Instructional Services Council
Institutional Technology Council
Master Planning & Resources Oversight Council
Review of Services
Student Services Council

Seeds At City Urban Farm
Farmers Market every Thursday from 9:30 a.m. - 11:30 a.m. Come get your fresh local organic veggies cultivated by city college students. Please bring your own bag.

If you are interested in subscribing to our weekly community-supported agriculture (CSA) which consists of a bag of seasonal produce, herbs, and flowers please contact Erin Rempala at erempala@sdccd.edu. Bags will be $20 per week to pickup and $25 per week to deliver to your location on campus. Come and visit the urban farm, or come and visit us online at www.sdcity.edu/seedsatcity. (Rempala)
News to Use from Business Services

New Information for Fall 2011 Semester

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. (Davis)

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. (Davis)

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. (Davis)

Conference Room Reservations

Please notify Business Services (Joyce Thurman, 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. (Davis)

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. (Davis)

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. (Davis)

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. (Davis)

Retention/Removal Of Records - Internal Guideline

For the Internal Guideline for Retention/Removal of Records, please see the PublicFolders under City, Business Services. (Davis)
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. (Davis)

EvacuChair

The EvacuChair is available near A-225 (east wing). If a need arises which requires use of the EvacuChair 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

(Davis)

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. (Davis)

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. (Davis)

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. (Davis)

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. (Davis)

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. (Davis)
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.

(Davis)

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.

Meters cost .50 cents per hour and are limited to one-hour maximum parking. 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 faculty member. (President’s Office)

Staff Newsletter

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

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

E-mailed submissions eliminate re-typing and typos. Thank you. (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. (Davis)
FRIENDS OF DOWNTOWN SCHOLARSHIP
Applicant Questionnaire
For San Diego City College
(Please print in black or blue ink or type)

Name: ___________________________________________  CSID # __________________

(Last)                                    (First)

Address: ___________________________________________  City: __________________

State: ________    Zip Code: _________________    Phone: _________________________

GPA: _______   Units Completed: _______    E-mail: ______________________________

Major or Field of Interest: Advertising / Public Relations    ___ Computer Science    ___
Development / Construction      ___ Education ___
Finance / Banking ___ Media / Journalism ___
Property Management / Service ___ Non-Profit ___
Nursing ___ Real Estate ___
Sales / Marketing ___ Retail ___
Other: ___________________________________________

CRITERIA FOR THE FRIENDS OF DOWNTOWN SCHOLARSHIP RECIPIENT:
1. Must be currently enrolled in a minimum of 9 units at San Diego City College with plans to continue the following semester.
2. Must have already complete 18 units of college, to be verified by SDCC.
3. Must have a 3.0 or higher GPA, to be verified by SDCC
4. Must attach a one-page essay about your educational, community and career goals.
5. Must be U.S. Citizen or a resident alien.

NOTE: scholarship recipients will be selected at the discretion of the Friends of Downtown Scholarship Committee. Not all eligible students will be selected to receive a scholarship, due to limited funds.

INFORMATION ABOUT THE FRIENDS OF DOWNTOWN SCHOLARSHIPS:
1. Number of awards for 2011-2012 School Year: 40+ Total (1 per student)
2. Amount of each award: $500.00, if student meets the criteria listed above
3. Scholarships to be awarded on campus in November.

APPLICATION PROCEDURE:
1. Return completed application with attached essay to the Office of Student Affairs (Room D-106) on or before Noon September 27, 2011.
2. Applicant must submit a one-page typed, double spaced essay describing their educational, community and career goals, as well as need for this scholarship. The essay should include background information, volunteer activities on campus and/or in the community, why the applicant is applying for this scholarship, and why they should be considered. Attach essay to application.
3. If qualified, you will be contacted to participate in a group interview scheduled in October 2011.

APPLICATION DEADLINE: September 27, 2011 - Noon

RELEASE - Materials/Publicity
I understand and agree that, despite the confidentiality of this material, it will be necessary for persons administering this fund to review my information and other transcript and grade point information available in school records. I understand and authorize the use of my name, photograph and general academic information for use in any lawful manner deemed appropriate for public information by the San Diego Community College District and/or news organizations in news releases, and electronic and print publications of college informational and/or marketing materials in the event that I am selected as a recipient of this scholarship.

Signed: _________________________________    Date: ____________________________

NOTE: The District and College provide notice of all student scholarship opportunities made know to them regardless of the qualifications, which the entities offering the scholarships may attach to the scholarships. The District and College do not discriminate or grant preferential treatment on the basis of color, race, gender, ethnicity or national origin in their public education programs.

FRIENDS OF DOWNTOWN, INC.    San Diego, CA 92101
THE JAZZ88 OCEAN BEACH MUSIC & ART FESTIVAL

SATURDAY - SEPT. 10TH 2011
Newport Ave. Between Cable St. and the Ocean • Opens at 10AM

8 STAGES • 23 BANDS • 80 FINE ARTISTS

DR. JOHN AND THE LOWER 911
DR. LONNIE SMITH • CHARLIE MUSSELWHITE
DONALD HARRISON QUARTET • CHARLIE SHOEMAKE QUARTET
MUNDELL LOWE • ROBERT WALTER QUARTET • WAYNE WALLACE LATIN QUINTET
CHARLIE HUNTER • HOT CLUB OF COWTOWN • MARK MCGRAINE & PLUNGE
GENE PERRY’S SALSA ORCHESTRA • STYLETONES • ALLISON ADAMS TUCKER with JOSH NELSON
JAZZ & ALLSTARS • ESP • NATHAN JAMES TRIO • DANNY GREEN QUARTET • JANICE EDWARDS • STEPH JOHNSON
SAN DIEGO SCHOOL FOR THE CREATIVE & PERFORMING ARTS • MISSION BAY HIGH SCHOOL DIXIE JAZZ BAND
THE MLK COMMUNITY CHOIR

OB PIER MAIN STAGE • COMMUNITY STAGE • THE HARP
THE ELECTRIC CHAIR SALON • NICK’S AT THE PIER
WINSTON’S • GALLAGHER’S PUB • HODAD’S

CRAFTS & FOOD VENDORS
Discounts at OB Restaurants with Festival Wristband
Kids 12 and Under Free • 21+ at Selected Venues

TICKETS $30
VIP Packages Available
For Tickets and Info
WWW.OBMUSICFEST.ORG
or Call 619-388-3037

OCEAN BEACH
San Diego City College
Blood Drive
Wednesday, August 24, 2011
9 am to 3 pm
Parked in the Quad
1313 Park Boulevard
San Diego 92101

To make an appointment online, go to www.sandiegobloodbank.org.
Click on “Donate Blood” and “Bloodmobiles.”
Enter sponsor code: SDCC

Please eat a good meal and drink plenty of fluids before donating blood. All donors
must show proof of identification. Please pass this information on to a friend if you have
given blood in the last eight weeks (16 weeks for double red cell donations).

For more information or to schedule an appointment to donate,
visit SanDiegoBloodBank.org or call 1-800-4MY-SDBB (1-800-469-7322)