What's In The News!

Meetings of the Week

Monday 1/24/11

Tuesday 1/25/11 2:00 p.m. President’s Council Canceled

Wednesday 1/26/11 9:30 a.m. Instructional Council D-102
3:30 p.m. Master Plan, Assessment and Resource Oversight Council D-102

Thursday 1/27/11 12:00 p.m. Foundation Board Meeting D-102

Friday 1/28/11

Calendar of SDCCD Board Meetings

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Thursday, January 27, 2011</td>
<td>4:00 p.m.</td>
<td>District</td>
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<td>Thursday, February 10, 2011</td>
<td>4:00 p.m.</td>
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<td>Thursday, March 10, 2011</td>
<td>4:00 p.m.</td>
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<td>Thursday, March 24, 2011</td>
<td>3:30 p.m.</td>
<td>Board Open Door Session Miramar College</td>
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<td>4:00 p.m.</td>
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<td>Thursday, April 14, 2011</td>
<td>3:30 p.m.</td>
<td>Board Open Door Session ECC</td>
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<tr>
<td>Thursday, May 26, 2011</td>
<td>4:00 p.m.</td>
<td>District</td>
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<td>Thursday, June 9, 2011</td>
<td>4:00 p.m.</td>
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Evening and Weekend Administrator: Cellular Phone (619) 559-3468
ID Stickers
New District ID label stickers with an expiration date of December 31, 2011 are now available in the Reprographics room from Patricia Fernandez.

Evaluation Peer Letters
Faculty involved in peer evaluations are required to submit a letter of recommendation. In order for the evaluation to progress to the Tenure, Promotion, and Professional Development Committee, the letter must: 1) include a clear statement of recommendation; 2) be printed on official college letterhead; 3) have an original signature; and 4) accompany the completed evaluation submitted to the dean. Letters that do not meet these requirements will be returned and the accompanying evaluation will be held until corrections are made. (Butler)

Construction Updates
For all construction project updates and notices, please go to:
http://www.sdcity.edu/CollegeServices/CampusResources/MapandCampusInformation/BuildingUpdates.aspx

Campus Events
Many new events are added throughout the semester on the Campus Events Calendar at http://www.sdcity.edu/Events.aspx. To add an event to the Campus Calendar go to the bottom of any web page and click on request website update, then click on Event Calendar Update. To post your event under STUDENT ANNOUNCEMENTS, simply click on the Webmaster link at the bottom of the web page and provide information on your event. An event flyer can be attached also.

Saville Theatre: http://www.sdcity.edu/CampusLife/SavilleTheatre.aspx
World Cultures: http://www.sdcity.edu/CampusLife/WorldCulturesProgram.aspx

January 23 - February 28: Display of Tuskegee Airmen - Learning Resource Center
Wednesday, February 2: David Matlin, “Prisons: Inside the New America”, 11:15 a.m. - 12:35 p.m., Saville Theatre
Thursday, February 3: Pastor Barry Minkow, “Education, Not Incarceration”, 9:30 a.m. - 10:50 a.m., Saville Theatre

Athletic events: http://www.sdcity.edu/CampusLife/Athletics.aspx

Environmental Stewardship Committee
Farmer's Market every Tuesday, 9:00 a.m. - 11:45 a.m. Come get your fresh organic veggies - cultivated with love by City College students. Please bring your own bag. (Wilson)
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)

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, Business Services or 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)

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)

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)

Emergency “Phones”

REMEMBER: 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)

Equipment Transfer Documents

To move excess or obsolete equipment, submit an Equipment Transfer Document (ETD) to 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 will relocate the equipment for staging for pickup by the Distribution Center. (Davis)

Retention/Removal of Records-Internal Guideline

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

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)

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 (ensuring the travel is submitted to the Travel Conference Committee per their posted deadlines) so 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 the 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)

No Smoking
City College is a SMOKE FREE campus. For areas adjacent to City of San Diego Property: Legislation was signed into law in September 2003 that expands the smoke-free zones around public buildings. Smoking is prohibited within 20 feet of a main exit, entrance, or operable window of a public building. (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 email; 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 pass word 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: (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)

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 Browne - DSPS, Ext. 3513
Dotti Cordell - Health Services, Ext. 3450
Debra Reed - Biology, Ext. 3256
Patricia Fernandez - Digital Print Production & Mail Services. Ext. 3444
(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)

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.(Davis)
English Center

An English Center orientation is a great way to introduce your students to the services we offer. We encourage instructors to request orientations for all of their classes early in a new semester. **You have the option of having your orientations in your classroom or in the English Center.**

If you’d like more information or if you’re ready to request an orientation, go here and fill out the online form. If you’d like to learn more about the services we offer students and faculty, visit us at [www.sdcity.edu/englishcenter](http://www.sdcity.edu/englishcenter). (Baron)

Blood Drive

Thank you all for what you do to make these drives so successful!

**Blood Drive**  
**Wednesday, January 26, 2011**  
**9:00 a.m. to 3:00 p.m.**  
**Gorton Quad**

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). (Cordell)

City College’s Greatest Talent Show

Tryouts will be held every Friday starting Jan. 28th, Feb. 4th, and Feb. 11th. Try outs will take place in Room C-114 from 5:00 p.m. to 9:00 p.m.

Show information is as follows:

- **Where:** Saville Theatre  
- **When:** Saturday, February 26, 2011  
- **Time:** 7:00 p.m.  
- **Tickets:** $10.00/$12.00 at the door  
- **Prizes:** 1st place, 2nd place, and 3rd place

All proceeds will go to the City College Counseling Department Scholarship Fund. For additional information contact: Tandy Ward, ASG Activities Coordinator and Counselor x3981. (Ward)

Submissions

Please submit ALL Bulletin articles directly to Erin Flanagan and Barbara Butler in the President's Office by 12:00 p.m. on Thursday one week prior to publication.

Thank you.