



insider

Staff News for Santa Rosa Junior College, September 14, 2001

Academic Senate Initiates Discussion of Public Opinion Survey/Bond Issue Sept. 19

SRJC's Academic Senate will open its meeting of September 19 to the campus community for a special presentation by Dr. Robert Agrella on the results of the public opinion survey recently completed by the firm of Fairbank, Maslin, Maulin & Associates.

The meeting will begin at 3:15 p.m. in Newman Auditorium on SRJC's Santa Rosa campus.

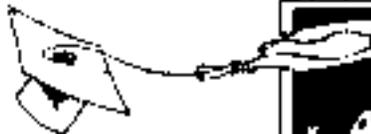
The survey, which was conducted in late summer, was not only designed to help the college plan for the future, but to also help the Board determine the level of community support which exists for a possible bond election.

In addition to discussing the survey results, Dr. Agrella will review the various steps that the college will take as it approaches a decision on whether or not to go to the voters requesting approval of a bond for capital outlay projects. There will be time for questions following the presentation.

"We would like to invite everybody and anybody who wants to come," explained Brenda Flyswithhawks, Academic Senate President. "The Senate will be devoting its entire meeting to this issue because we feel it is of utmost importance not just to the faculty, but to the district at large."

This will be the first of several forums that the Academic Senate will sponsor on the subject of a bond campaign, she added.

The session will be videotaped for those who are unable to attend. Copies of the videotape will be available for check out at Plover Library, Mahoney Library, and the Academic Senate office.



Applications Available for Newman Endowment

Grant applications are now available for funding campus cultural enrichment activities through the Randolph Newman Cultural Enrichment Endowment.

The endowment, now in its second year of funding, will award a total of \$8,000 for projects planned for fall 2002, spring 2003 and summer 2003.

Applications are due by Wednesday, October 31. To receive an application packet, please contact the SRJC Foundation at 527-4348 or e-mail Liz Donath at edonath@santarosa.edu for an electronic copy.

A committee comprised of members of the campus community and SRJC Foundation board of directors reviews application materials. Grant recipients will be announced by December 3, 2001.

Funds for the Randolph Newman Cultural Enrichment Endowment are part of the legacy gift Dr. Randolph Newman, SRJC's second president, provided to SRJC. The endowment provides funding for a free or ticketed cultural enrichment activity that will benefit SRJC students and present an opportunity to the college that otherwise might not be available. These activities will be open to the public.

Women in Law Enforcement Seminar Held Sept. 15

Opportunities open to women in the field of law enforcement, and what training and experience they need for the jobs, will be discussed in a one-day career seminar scheduled Saturday, September 15, at Santa Rosa Junior College.

"Women in Law Enforcement," will be held from 9 a.m. to 2 p.m., in Newman Auditorium, Emeritus Hall on SRJC's Santa Rosa campus. Admission is free. Participants should bring a bag lunch.

Representatives from law enforcement, corrections, and probation departments throughout the North Bay will participate in panel discussions and answer questions regarding their specific job functions, duties, and entry requirements. Job applications will also be available along with a list of current job openings in the North Bay. For more information, contact SRJC's Public Safety Training Center, (707) 776-0721.

Drive By, But Don't Stop at New Training Center!

SRJC's new Public Safety Training Center, located at 5743 Skylane Boulevard in Windsor, is scheduled to be completed in by mid-December or early January.



The Public Safety Training Center programs, now operating at the Coast Guard Training Center at Two Rock, will be moved in phases to the new location, beginning in late January or early February. A dedication date has not yet been selected.

While you are welcome to drive by the new facility, please do not go onto the construction site.

"The contractor has recently expressed concern about site visitors coming to the PSTC unannounced and wandering through the construction area unescorted, putting themselves and construction workers at risk," said Curt Groninga, Vice President of Administrative Services. "Construction sites are dangerous and hazardous places throughout the building process. Until the keys are officially turned over to the College, the contractor controls the site and he is very concerned about folks getting injured."

For more information, contact the Administrative Services Office, 527-4432.

Volunteers Sought as Monitors for Hiring Committees

Regular contract faculty and members of the management team are being recruited to become part of a corps of trained monitors to sit in on faculty and management hiring committees.

It is the District Compliance Officer's job to monitor faculty and management hiring proceedings. However, most of the college's regular faculty hiring takes place in the spring semester, usually concentrated in late March, April and May, often resulting in more than one set of interviews being scheduled for the same day. Volunteer monitors are called upon to substitute for the District Compliance Officer when needed.

The role of the monitor is as follows: attend all meetings and interviews of search committees to ensure that all procedures are followed appropriately and that all discussion / deliberation is job-related, and ensure that all candidates are afforded equal opportunity. The monitor has the authority to recommend that the District Compliance Officer stop search proceedings if, in his / her judgment, the committee is violating law or district procedure.

Each monitor will be required to participate in a training session of two hours (to take place in early November) and monitor a minimum of one search committee (depending on how many recruitments SRJC has in any given year). Monitor duties include meeting with the committee when it selects candidates for interview (approximately two to three hours), and participating in one to two days of interviews and deliberations (2-3 days).

"Those who have served as monitors report that the experience was rewarding in that they developed a heightened awareness of the search process, a greater familiarity with other areas of the institution, an appreciation of the challenges involved in teaching in various disciplines, and a *really* good feeling about having helped the district in the selection process," said Marie Thompson, District Compliance Officer.

If you are interested in volunteering to work as a monitor, please contact Marie Thompson in the District Compliance Office, 527-4303 or e-mail: mthompson@santarosa.edu.

Dow Gothard Recognized as Employee of the Month for August

Dow Gothard's job at SRJC not only gives him the opportunity to meet interesting people but as he admits, "it gets me out of my wife's hair for a few hours a day." Dow, who has been working as the parking attendant for the carpool lot and staff lot "C" at SRJC's Santa Rosa campus since 1991, came out of retirement to take the job.

He had been retired from his career as a truck driver and electrician for four years when his daughter, Melissa Spaht, saw the job announcement for part time work at SRJC. Melissa was working in the college's Accounting Office and thought the job would be a perfect one for her dad. It has been a perfect fit, and according to Dow's supervisor, District Police Chief Terry Stewart, SRJC couldn't have found a better candidate for the job. Terry and some of Dow's co-workers nominated him as the Employee of the Month. Dow was honored at the August meeting of SRJC's Board of Trustees.

Dow is in a unique position as the first person that many employees and students see as they come onto the Santa Rosa campus. His interaction with them can set their mood for the day, many an employee and student has left the parking lot feeling better because of Dow's upbeat attitude, friendly smile, and sincere interest in their well being.

"He is constantly cheerful," said Helen Lazar from the Disability Resources Department. "He always has something positive to say and is personable and friendly to all. And he has a nice sense of humor!"



"Dow is always early to work and he makes a point to know everyone by name in the carpool lot and the C Lot staff reserved area," Terry Stewart added. "By knowing his customers by name and their vehicles, he knows if someone belongs in the lot when they have forgotten their parking permit."

A native of Corinth, Mississippi, Dow grew up in Chicago and graduated from Lane Technical High School. He began working as a semi truck driver in Chicago and then became an electrician. He and his family moved to Sonoma County in 1966 because of the job opportunities.

Dow and his wife Anne have five children, daughters Melissa and Lucianne and sons Dow, Jr., Scott and Joe. When he is not working at SRJC or enjoying his hobbies of reading and walking, he can entertain his 12 grandchildren and four great grandchildren.

While his wife may appreciate having mornings to herself when Dow works his 7 a.m. to noon shift at SRJC, it is fun for Dow, too. He truly enjoys the people he meets at SRJC and many have become friends.

"When Dow leaves at the end of each semester, he ends up with a pile of gifts his customers have given him such as cookies, cakes, etc.," Terry said.

Dow said he was very honored to be named Employee of the Month, adding that the recognition came as a complete surprise. Terry Stewart and the staff and students who frequent the carpool lot and staff lot "C" say the honor is well deserved. "Dow is an asset to the District and an excellent employee," Terry said.

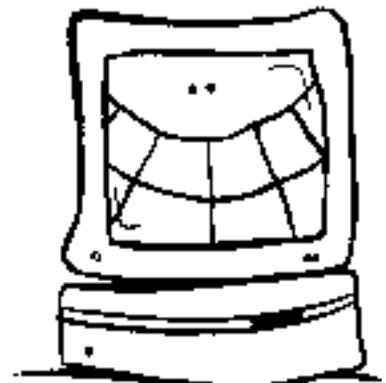
Faculty and Staff Computer Buy Available Through Oct. 12

For the third year in a row, faculty and staff will have the opportunity to purchase personal computers at district prices and make payments through payroll deduction.

The Employee Computer Purchase Program was approved by the Board at its August 14 meeting. The program will not only be offered this year, but will become an annual program with an application window open for one month each fall.

Faculty and staff who qualify will have from September 10 through October 12 to sign up for the program. The program is open to all full time district faculty and staff and also adjunct faculty with a full semester employee agreement, whose net pay is sufficient to reimburse the district for the cost of the system ordered.

Information about the systems available for purchase is available at the following website: <http://www.santarosa.edu/comperv/staffbuy/>





Sonoma County Junior College District Personnel Agenda for September 2001

Management

Employment

1. Boatsman, Kathleen: Director of Institutional Research/Administrative Services, 1.0 FTE, 12 months/year, replacement/B. Adam, effective 9-6-01.

Classified

Employment

1. Alton, Loretta: Administrative Assistant III/Matriculation/Assessment, 1.0 FTE, 12 months/year, replacement/J. Vastola, effective 8-20-01.
2. Booher-Poggi, Michelle: Scheduling Technician, Senior/Petaluma campus, 1.0 FTE, 12 months/year, replacement/G. Sheehan, effective 8-15-01.
3. Busch, Lisa: Temporary working out of class, Administrative Assistant II/Matriculation, 1.0 FTE, 12 months/year, coverage/Administrative Assistant III position, effective 7-1-01 to 9-1-01.
4. Dobson, Annette: Temporary assignment to two departments, Clerical Assistant II, .50 FTE, 217 days/year, from: Transfer Center, to: Articulation and Transfer Center, reason/funding source change, effective 8-17-01 to 6-27-02.
5. Garcia, Gilberto: Farm Equipment Operator, Agriculture/Natural Resources/Shone Farm, 1.0 FTE, 12 months/year, effective 7-30-01.
6. Garcia, Rosa: Police Officer/District Police, 1.0 FTE, 12 months/year, replacement/S. Dineen, effective 7-16-01.
7. Miller, Debra: Micro Computer lab Specialist/SRJC Technology Academy/Petaluma, 1.0 FTE, 12 months/year, effective 8-21-01.
8. Ochoa, Ruben: Temporary working out of class, Custodian/Facilities Operations/Petaluma, 1.0 FTE, 12 months/year, coverage/C. Gachet medical leave, effective 8-2-01 to 8-23-01.
9. Parks, Brian: Police Officer/District Police, 1.0 FTE, 12 months/year, replacement/D. Berges, effective 7-16-01.
10. Preston, Tim: Temporary working out of class, Network Technician/Computing Services, 1.0 FTE, 12 months/year, coverage/additional duties in absence of supervisor, effective 7-1-01 to 10-31-01.
11. Root, Marlene: Cancel temporary working out of class, Testing Specialist (GED)/Assessment Services, 1.0 FTE, 12 months/year, reason/A. Chaney returned to work, effective 8-01-01.

Shift Differential

1. Holzworth, Jeff: Police Officer/District Police, 1.0 FTE, 12 months/year, effective 8-1-01.
2. Nielsen, Mike: Police Officer/District Police, 1.0 FTE, 12 months/year, effective 8-1-01.
3. Pell, John: Police Officer/District Police, 1.0 FTE, 12 months/year, effective 8-1-01.
4. Seevers, Lloyd: Police Officer/District Police, 1.0 FTE, 12 months/year, effective 8-1-01.

39-Month Re-Hire List

1. Frazier, Patricia: Administrative Assistant II/Redwood Empire SBDC, 1.0 FTE, 12 months/year, reason/all leaves exhausted, effective 5-29-01 to 8-30-04.
2. Jenke, Bobbie, Learning Facilitator/Disability Resources, .25 FTE, 161/171 days/year, reason/all leaves exhausted, effective 8-11-01 to 11-12-04.

Leave of Absence

1. Jourdain, Alicia: Request for personal leave of absence without pay, Administrative Assistant III/Business/CIS/Off-Campus, reason/educational, effective 11-12-01 to 1-1-02.

Resignations

1. Dolce, Lynn: Administrative Assistant I/Physical Education, Dance & Athletics, 1.0 FTE, 12 months/year, effective 8-24-01.
2. Simmons, Rebecca: Child Care Assistant/Child Development, .50 FTE, 199 days/year, effective 7-19-01.
3. St. Clair, Susan: Administrative Assistant III/Academic Affairs, 1.0 FTE, 12 months/year, effective 9-19-01.

Approval to Hire

Classified

1. Administrative Assistant I, Physical Education, Dance & Athletics, replacement: L. Dolce.
2. Administrative Assistant II, Redwood Empire SBDC, replacement: P. Frazier.
3. A & R Technician III (Evaluations), Admissions, Records & Enrollment, new position, Board approved 6-12-01.
4. Community Services Officer, District Police, replacement: J. Cantrell.
5. Personnel Technician (.50 FTE), Human Resources, replacement: D. Donica, .50 FTE, job share created and Board approved 8-14-01.

United Way Agency Fair Set for September 19

SRJC is hosting the second annual United Way Agency Fair, Wednesday, September 19, from 11 a.m. to 2 p.m. on the Santa Rosa campus.

Representatives from twenty agencies that are supported by United Way will have information tables in the outdoor stage area under the oaks just north of Burbank Auditorium.

The event, which is coordinated by the college's United Way committee, will kick-off SRJC's fall 2001 United Way campaign. Stop by the tables to meet agency staff, learn more about how you can help through a United Way pledge, and enter your name to win a raffle prize.

Approximately 20 businesses and SRJC departments have donated items for the raffle including two grand prizes: a Harvey Henningsen portrait package and an executive office chair from Office Depot.

Agency fair flyers and raffle tickets (on the back of the flyer) will be in staff college mail boxes a few days prior to the event. You do not have to be present for the drawing, but you need to be present to enter.

Remember to bring your raffle tickets to the fair!

For more information, contact Stephanie Thompson, ext. 4956.

We Tip Our  Hats

Art instructor **Philip Buller**, is offering a two day painting retreat at Green Gulch Farm Zen Center in Sausalito, September 29 & 30. There will be instruction in both painting and meditation.

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