



# insider

Staff News for Santa Rosa Junior College, October 26, 2001

## District Police Force Prepares for Emergencies

SRJC Community and Colleagues:

In light of the recent world events, I would like to take this opportunity to communicate that our police department is well equipped to assist the college community in addressing concerns of workplace safety.

Our police department is in constant contact and collaboratively works with local, state, and federal law enforcement agencies to have the most current information, training, and resources available to serve our educational community. Since the terrorist events, we have also collaboratively worked with our hazardous material specialist at SRJC to ensure we have coordinated all response and preparedness procedures in the event of biological hazards.

I am sure that many of you have had concerns regarding biological hazards since the recent reports of anthrax contamination in areas of the United States. When our agency learned of these events we immediately contacted our mailroom staff and provided up-dated training regarding suspicious packages and mail handling procedures that coincide with the State and Federal recommended guidelines.

Additionally, we have provided weekly safety training every Friday for the college community during the month of October.

For any emergency information, questions regarding resources, or to request department training in your specific area, please contact myself or our department Crime Prevention and Outreach Unit directly at either 527-1000 or 521-7839.

Terry L. Stewart, *Chief of Police*

## SRJC Fact Book Presentation Set for November

SRJC's new "Fact Book" with information, graphs, and details about the college's demographics, programs and services, will be released in early November. Two public presentations about the information included in the Fact Book have been scheduled for the Santa Rosa campus: Thursday, November 8, from 3-4:30 p.m. and Friday, November 9, from 10-11:30 a.m. Both presentations will be held in room 2009, Lark Hall. A public presentation will also be held at the Petaluma campus on Thursday, November 8, from 10:30 a.m. to noon in room 154 of the Mahoney Library.

The presentations are being sponsored by the college's Institutional Planning Council (IPC) and the Office of Institutional Research (OIR). Jeanne Johnson and KC Boatsman from the Office of Institutional Research will be making the presentations.

"This information is particularly useful for department chairs, program directors, planning and accreditation committees, as well as all interested faculty and staff," explained Curt Groninga, Vice President of Administrative Services.

Copies of the Fact Book will be in both the Mahoney Library and Plover Library and the information will also be available on CD to interested faculty and staff.

The presentations are open to the college community, but please RSVP to Staff Development, ext. 4287, to reserve a seat.

## Urge Your Students to Be Good Neighbors

Please take a moment in your classes or in your departments to encourage students who park in the neighborhoods surrounding SRJC's Santa Rosa campus to be good neighbors as they travel to and from the college.

Neighbors have called with reports of garbage thrown on lawns, squealing car tires as drivers race through the narrow neighborhood streets, and blaring car stereos which shatter the peace and quiet of the afternoon.

This may be where we all go to work and/or school, but it where our neighbors live and where their children play. Thoughtfulness and courtesy go a long way!



## Law Enforcement Career Day Set for Nov. 3

Recruiters from law enforcement agencies throughout the North Bay Area will be discussing available job opportunities in the areas of law enforcement, corrections, and communication dispatch, and the requirements necessary to get the jobs, during "Law Enforcement Career Day," Saturday, November 3, from 9 a.m. to 3 p.m. in Newman Auditorium on SRJC's Santa Rosa campus.

Admission is free. The day's activities will include administration of the reading and writing test, which is certified by the Peace Officer Standards and Training (POST) as an entry level examination for law enforcement candidates. Participants should bring their own brown bag lunches, and a ballpoint pen and pencil. For more information about Law Enforcement Career Day, call SRJC's Public Safety Training Center, (707) 776-0721.

## Jim McLain Joins Foundation Staff

Jim McLain, former business services manager in Mendocino County, has been selected as the new Finance and Operations Manager of the Santa Rosa Junior College Foundation.

McLain replaces Marge Milner who retired this fall. For the past six years McLain has been responsible for the overall management of the programmatic, administrative and fiscal functions with the Division of Alcohol and Other Drug Programs for the County of Mendocino. He was previously Program Administrator for the Treatment Research Unit in the Department of Psychiatry at UC San Francisco.

A native of Michigan, McLain has a degree from Lansing Community College. He earned his B.A. at the University of Colorado at Boulder and his MPA from Golden Gate University. He and his wife, Anne, live in Santa Rosa. Anne happens to also work at SRJC as the administrative secretary in the Human Resources Department.

## SRJC Blood Drive a Success

The Blood Drive which was sponsored by Associated Students in September, attracted more than 150 donors who gave 118 pints of blood, according to records released by the Blood Bank of the Redwoods.

"We had a wonderful turn out and I'm sorry to say not enough time to handle every student and staff member who wished to give blood," said Tammy Silveira, a spokesperson from the Blood Bank.

Another blood drive will be held on the Santa Rosa campus on December 5. For more information, call the Student Affairs Office, 527-4424.

## Bike Thefts Increase

SRJC has been experiencing a rash of bike thefts over the past few weeks. Take a minute and let students know about these thefts and explain that the use of a "U bolt" style lock greatly reduces the chance of theft. The smaller cable style locks can be easily cut.

Please encourage students, faculty and staff to alert District Police immediately at 527-1000 if they observe any suspicious activity or behavior.

## Santa Rosa Campus Group Meets to Lose Weight

Several staff and faculty members on the Santa Rosa campus have formed an informal "Weight Watchers" group that meets Thursdays, from noon to 1 p.m. in the Oak room in the Doyle Student Center.

"Our group of men and women have lost a total of 225 pounds since our meetings began in March," said Debbie Eakin, Agriculture/Natural Resources. "It's a small investment for a large payoff in better health and roomier clothes!"

The group is open to anyone who wants to join. For more information about the group, contact Deborah Balmino-Graham at ext. 1528.



A series of free, noontime workshops dealing with technology issues at SRJC are being offered between October 31 and November 28 on the college's Santa Rosa campus.

The workshops, which are held from 12 noon to 1 p.m., are sponsored by the college's Educational Technology Committee (ETC). Workshop participants are invited to bring their lunch. The workshop schedule is:

### Wednesday, October 31:

**"Outlook Tips: PC Oriented,"** with Business Office Technology instructor Carole Bennett. Pioneer Hall Assembly Room.

### Wednesday, November 7:

**"Scanning for the Web,"** with John Hemenway, computer trainer for Academic Computing. Pioneer Hall Assembly Room.

### Wednesday, November 14:

**"Becoming Camera Ready: Preparing Images for Reproduction,"** with Mike Garcia, graphic designer for Public Relations. Room 1, Plover Library.

### Wednesday, November 28:

**"How to Buy a Digital Camera,"** with Russ Bowden, manager of Media Services. Room 1, Plover Library.

For more information about any of these workshops, contact Robert Ethington in Student Affairs, (707) 527-4573.

## Photography Exhibit Opens Nov. 1 at Mahoney Library

Photographs demonstrating the abundance of Sonoma County's harvest, taken by Healdsburg resident and photographer John Youngblood, will be exhibited at Santa Rosa Junior College's Petaluma campus, November 1 through 30.

The exhibit, co-sponsored by the college's Arts and Lectures Committee and the Friends of the Petaluma Campus, will be on display in the Mahoney Library. The library is open Mondays through Thursdays from 8 a.m. to 8 p.m., Fridays from 9 a.m. to 1 p.m., and Saturdays from noon to 5 p.m. Admission is free.

A reception to meet the artist will be held at 6 p.m. Thursday, November 1, in the Mahoney Library.

For more information about the exhibit, call SRJC's Mahoney Library, 778-3974.

## Eileen Cichocki Named Employee of the Month for October

For anyone who has ever dealt with budgets at Santa Rosa Junior College, it comes as no surprise that Eileen Cichocki, Budget Technician, is being honored as Employee of the Month. No one has taken the fear and loathing out of that six-letter word, "budget" better than Eileen. She has the ability to transform the most complicated concepts into simple language that even the most financially-challenged faculty and staff can understand. The Board sees the results of her work in the annual budget document and in the dazzling PowerPoint presentations that she helps produce.

A native of California, Eileen grew up as an Army brat. She was born at Hamilton Air Force Base in Novato and traveled throughout the world with stops in both Japan and Germany. In fact she graduated from the Frankfurt American High School in Germany. Her family had always used Sonoma County as a base, so when it came time to go to college, it was natural that Eileen attend SRJC and then Sonoma State. She earned her B.A. degree in Environmental Studies and Planning with an emphasis in urban planning and completed an internship in planning for the city of Cloverdale. Eileen is currently completing her MBA at SSU.

SRJC first learned of Eileen's talents when she worked as a student employee in the Student Employment Office. When a full time job in Payroll opened up in 1993, Eileen was hired. Her reputation as "enthusiastic, always accurate, witty, and a good team player," made her a natural when the Budget Technician position was created in 1995. She is responsible for working with all departments at the college as they manage their budgets.

In fact, because of her work, everything works more smoothly, according to Lamont Royer, Controller. "Eileen's overall knowledge of budget procedures contributes significantly to the effectiveness of the District's budget process." Ron Root, Vice President of Business Services, said that Eileen is one of the most skilled budget analysts that he has worked with during the past 30 years.

One of the recipients of Eileen's budget advice added, "Eileen always goes above and beyond her job. And no matter how silly your question may be, Eileen never makes you feel foolish. She is an absolute dynamo!"

In addition to her work as the Budget Technician, Eileen serves on the district's Budget Advisory Committee, Scholarship Committee, and Classified Staffing Task Force. This fall she is also working on Standard Nine for the Accreditation Committee.



Juggling a three year old daughter (with another baby due in February), a full time job, and completion of her master's degree, Eileen doesn't have much extra time for community and volunteer work. Her hobbies are working with husband Jeff on home improvement and landscaping projects and taking road trips with her family.

Although she is a whiz with numbers, what Eileen enjoys the most about her job is working with people throughout the district. "I work with employees from a variety of department and that allows me glimpses of the wonderful programs we have going on all over campus," she said.

She said being named Employee of the Month was flattering. "I am honored to receive this acknowledgement for a job that I really enjoy doing."

For those who work with Eileen and who are the beneficiaries of her expertise, the acclaim is long overdue. "Eileen is diligent, hard working, and most deserving of this recognition," they said.

### Arts & Lectures Events

Admission to all events is free. For more information, contact SRJC's Community Education Office, 527-4372.

Thursday, November 1

#### Honoring Our Dead: An Investigation of Diversity

Santa Rosa campus

A procession will begin at noon at the college's World Culture Garden near Barnett Hall and culminate at the Jesse Peter Museum where an altar will be set up. A discussion will be held about the holiday and how it is observed in various cultures.

Thursday, November 1

#### Celebrating the Day of the Dead: El Día de los Muertos

Petaluma campus

The musical group Kausay will perform songs of the people of the Andes at 7 p.m., followed by a poetry reading by Bill Churchill, Carmel Castillo, and Rafael Jesus Gonzalez at 7:30 p.m. in the Mahoney Library.

Monday, November 5

#### Images and Preludes From Paris

A lecture/recital by pianist Deborah Clasquin featuring works by Debussy and Messaien

12:15 p.m., Newman Auditorium, Emeritus Hall on the Santa Rosa campus.





# Sonoma County Junior College District Personnel Agenda for October 2001

*We Tip Our Hats*

SRJC Faculty & Staff Copy Center was recently awarded one of the highest customer service ratings in the nation for college and university copy centers. An extensive review based upon customer response was conducted by an independent consulting firm last May. Congratulations to **Carol Wolfe**, Coordinator, and **John Silveira**, Copy Center Operator, for getting an "A" in customer service!

**Bony Saludes**, a student in the SRJC Seniors Program's Autobiographical Writing class that meets weekly at Friends House, won three honorable mention awards in the area of memoir/personal essays in the Writers Digest 2001 Contest. His work was judged against more than 2,700 entries in the category. Saludes is a retired police reporter from The Press Democrat. Another student in the program, **Marge Maggiora**, received a check for a photo and brief story that was published last month in GRIT. And a third student, **Jim Fitch**, will sign books and read from Desert Sailor, his autobiographical novel about his experiences during World War II, at the Petaluma Military Museum on November 11.

SRJC instructor **Geets Vincent**, who's written for the Sonoma County Herald Recorder for some time, has launched a column for the paper called "Duly Noted." Her first effort in the October 17 edition, described the SRJC Private Investigating course that instructor Anthony Hopkins taught through the college's Community Education program.

## Management

### Resignation/Intent to Retire

1. Johnson, Beverly: Supervisor, Admissions & Enrollment Services/Admissions, Records & Enrollment Development, 1.0 FTE, 12 months/year, effective 11-1-01, retirement 11-2-01.

### Classified

### Employment

1. Donica, Danielle: Continuation of Temporary Working Out of Class, Human Resources Technician/Human Resources, .50 FTE, 12 months/year, reason: to complete system updates for Classification Study, effective 9-1-01 to 9-30-01.
2. Escher, Jason: Continuation of Temporary Working Out of Class, Hazardous Materials Specialist/ Environmental Health & Safety, 1.0 FTE, 12 months/year, partial coverage/ Environmental Health & Safety Coordinator vacancy, effective 9-1-01 to 10-31-01.
3. Hill, Wendy: Temporary Working Out of Class, 1.0 FTE, 12 months/year, reason: partial coverage for recruiting while Human Resources Supervisor on vacation and Human Resource Recruiter on 20% family leave.
4. Kalogiannis, Marie: Temporary Increase in Hours, A&R Technician III/ Admissions, Records & Enrollment Development/ Petaluma Campus, from: .50 FTE to: 1.0 FTE, coverage/ M. Kleiner position, effective 9-4-01 to 12-31-01.
5. Long, Sara: Temporary Increase in Hours, A & R Technician III/Admissions, Records & Enrollment Development/ Petaluma Campus, 12 months/year, from: .50 FTE to: 1.0 FTE, coverage/M. Kleiner position, effective 9-4-01 to 12-31-01.
6. Lopez, Dinna: Permanent Increase in Hours, Administrative Assistant I/ Emeritus Service Center 217 days/year, from: .75 FTE to: 1.0 FTE, effective 8-20-01.
7. Muskar, Susan: Continuation of Temporary Working Out of Class, Administrative Assistant I/Human Resources 1.0 FTE, 12 months/year, reason/partial coverage for Human Resources Technician, effective 9-1-01 to 9-30-01; and Administrative Assistant I/ Human Resources, 12 months/year, from 1.0 FTE to .50 FTE, reason: 50% coverage for Human Resource Technician vacancy, effective 10-1-01 to 12-31-01.
8. Olsen, JoAnn: Temporary Working Out of Class, Financial Aid Technician II/ Financial Aid, 1.0 FTE, 12 months/year, coverage/FA Program Loan Specialist, effective 8-23-01 to 10-31-01.
9. Pearson, Bonnie: Temporary Working Out of Class, Administrative Assistant II/ Community Education, 1.0 FTE, 12 months/year, coverage/partial duties of Director vacancy, effective 9-1-01 to 11-3-01.
10. Reynolds-Gipson, Margaret: Financial Aid Program Specialist/Financial Aid, 1.0 FTE, 12 months/year, replacement/ L. Cornell, effective 8-30-01.
11. Sendejas, Joann: Permanent Increase in Hours, Lab Assistant I/ Consumer & Family Studies, 238 days/year, from: .50 FTE to: .7279 FTE, effective 8-15-01.
12. Soto, Esther: Continuation of Temporary Working Out of Class, Administrative Assistant I/ Environmental Health & Safety, 1.0 FTE, 12 months/year, partial coverage/Environmental Health & Safety Coordinator vacancy, effective 9-1-01 to 10-31-01.

13. Vasquez, Christine: Permanent Increase in Hours, Art Gallery & Museum Coordinator/Jesse Peter Museum, 217 days/year, from: .50 FTE to: 1.0 FTE, effective 8-20-01.

### Promotions/Transfers

1. Babbini, Carol: Transfer from: Administrative Assistant I/Facilities Operations 1.0 FTE, 12 months/year to: Administrative Assistant I/ Physical Education, Dance & Athletics, 1.0 FTE, 12 months/year, replacement/L. Dolce, effective 10-1-01.
2. Evans, Carolyn: Promotion/Transfer from: Administrative Assistant II/Financial Aid 1.0 FTE, 12 months/year, to: Administrative Assistant III/ Admissions, Records & Enrollment Development, 1.0 FTE, 12 months/year, replacement/ R. Turner, effective 9-24-01.
3. Olsen, JoAnn: Promotion from: Financial Aid Technician I/ Financial Aid, 1.0 FTE, 12 months/year, to: Financial Aid Technician II/Financial Aid, 1.0 FTE, 12 months/year, replacement/ T. James, effective 8-23-01.
4. Rettig, Cecilia: Promotion/Transfer from: Clerical Assistant II/ Vocational Projects & Services, 1.0 FTE, 12 months/year, to: Administrative Assistant II/Career Center, 1.0 FTE, 12 months/year, replacement/K. McMahon, effective 9-24-01.
5. Wilder, Stephen: Promotion from: Network Technician/Computing Services, 1.0 FTE, 12 months/year, to: Senior Network Technician/Computing Services, 1.0 FTE, replacement/ F. Rang & M. Berger, effective 9-4-01.

### Resignation

1. Kleiner, Marcia: Coordinator/Admissions, Records & Enrollment Development/ Petaluma campus, 1.0 FTE, 12 months/year, effective 8-31-01.

### Resignation/Intent to Retire

1. Baciagalupi, Donna: Account Technician I/Accounting, 1.0 FTE, 12 months/year, effective 9-3-01.

### Classified Staffing

### Academic Computing

1. Increase in time base, incumbent: Elona Russell, from: Lab Assistant II/Academic Computing, .475 FTE, 171 days/year, Grade I, to: Lab Assistant II/ Academic Computing, .725 FTE, 171 days/year, Grade I.

### Theatre Arts

2. New classification & position, Theatre Arts Costume Technician/Theatre Arts, .375 FTE, 161/171 days/year, Grade M.

### Admissions, Records & Enrollment Development

3. New Position, A&R Technician II/ Admissions, Records & Enrollment Development .50 FTE, 12 months/year, Grade I.

### Approval to Hire

### Management

1. Manager, Public Relations, replacement/ K. Campbell-Price.

### Classified

1. Accompanist/Coach, Music, replacement/ R. Young.

# insider

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