

Staff News for Santa Rosa Junior College, May 23, 2003

President's Address to the Community Scheduled May 29

Sonoma County community leader and past SRJC Board of Trustees member Christine Pedroncelli will be honored for her years of service on Thursday, May 29, when she receives the President's Medallion at Santa Rosa Junior College's President's Address to the Community.

The annual luncheon, which is open to the public, features a state-of-the-art college address by SRJC President Robert F. Agrella and the Medallion Award presentation. The event, hosted by the Santa Rosa Chamber of Commerce, will be held from 11 a.m. to 1:30 p.m. in Haehl Pavilion on SRJC's Santa Rosa campus. Individual tickets are \$40 per person while sponsorship tables of eight with preferred seating are available for \$425 per table. For information about SRJC's President's Address to the Community or to make a reservation for the event, contact the Chamber at 636-2841.

Four Day Work Week Begins May 27

SRJC's Santa Rosa and Petaluma campuses will move to a four day work week after employees return from the Memorial Day Holiday on May 27.

Both campuses will be open to the public during regular hours, Monday through Thursday, May 27 through July 31. The Admissions Office at the Santa Rosa campus will be open until 7 p.m., and the Petaluma Admissions Office will be open until 6:45 p.m., Monday through Thursday, during the four day work week period.

Extra Schedules Available for \$1!

Numerous measures have been taken at SRJC to increase the efficiency and cost effectiveness of SRJC programs, services, and products as a result of the state's significant budget cuts. A change in the production and distribution of the *Schedule of Classes* has also been initiated. Complimentary copies of the *Fall 2003 Schedule of Classes* have been mailed to each residence in the District, but the college will now charge \$1 for each additional copy of the *Schedule*.

The printed *Fall 2003 Schedule of Classes* was mailed to the service region May 16. In addition, postcards were mailed to 20,000 post office boxes throughout the District that announce the availability of the printed *Schedule* to residents who may wish to order it. Staff members who need a *Schedule* to do their job will receive one complimentary issue of the *Schedule*.

Additional printed *Schedules* for internal distribution and use by departments may be requested through Cheri Winter on ext. 4520. *Schedules* may be purchased for \$1 at the following sites:

Santa Rosa Campus:

Bookstore

Admissions & Records Office

Community Education Office

Petaluma Campus:

Bookstore

Admissions and Record Office

Windsor Public Safety Training Center:

Administration Office

Direct any questions to the Scheduling Office at ext. 4520 or to the Office of Academic Affairs at ext. 1514.

Last Insider Until the Week of July 7!

This week's Insider will be the last issue distributed until the week of July 7. Both June and July Employee of the Month will be spotlighted in July Insiders. Material for Insider publication can be forwarded to the Public Relations Office via email (wshelley@santarosa.edu) or through campus mail.

Employee of the Month: Kate Jolley

SRJC's May Employee of the Month is Kate Jolley, Business Services Specialist in Accounting. She was introduced at this week's Board of Trustees meeting by her supervisor Kathleen Bradbury, Accounting Manager, and was presented with a plaque honoring her as Employee of the Month (EOM), as well as season tickets from SRT and other gifts from her co-workers.

Hired full time by Santa Rosa Junior College in 1995 after having worked in the Accounting Office for one year as a student worker and one year as an STNC employee, Kate's key responsibilities include general ledger posting reports and closing, financial end of financial aid, and deposits and transfers.



When asked what she likes most about her job, she quickly responds, "I really enjoy almost all of my duties."

Kate attributes her success at SRJC to a "great set of co-workers," and notes that both her greatest accomplishment and greatest challenge since joining the SRJC Accounting team was standing in "when the Accounting Manager was on sick leave at year-end and I had to handle the audit, which came out great."

According to her co-workers, Kate contributes to students and employees as a lead worker in the Accounting Office. "She is always available to help others, no matter how busy she is with her own duties. She is cooperative, patient, and helpful when assisting other departments, and has been instrumental in training new staff, student workers, and STNCs," emphasizes Kathleen.

Kate demonstrates a strong commitment to achieving her tasks with efficiency, thoroughness, and quality, and goes above and beyond to offer assistance. For example, from July to September Kate not only had accomplished the many responsibilities on her own desk that included year-end closing and preparation materials and figures for audits, but she also took on providing key assistance to the accounts payable position that was vacant due to an employee's retirement.

"There is no doubt in my mind," emphasizes Kathleen, "that the audit would not have gone as smoothly as it did if Kate had not been willing to step up to the plate." During the audit Kate maintained a positive attitude and worked many extra hours at a very crucial time, while simultaneously continuing her college coursework and earning an accounting degree. She also assumed many duties normally performed by her supervisor who was on medical leave for nearly four months.

Her colleagues describe her as "not only a pleasure to supervise," but as a coworker who is "a pleasure to work with." She is intelligent, professionally composed, willing to learn new techniques and methods, and does not shy away from taking on increased responsibility."

Kate was born in San Francisco, grew up in Petaluma where she graduated from Petaluma High School, and she attended SRJC, earning an associate degree. She is currently studying with the University of Phoenix on-line to earn a bachelor's degree. She shares her life with husband Jason and their son Taylor, and when asked about special hobbies she says, "After work, school, and family, I don't have a whole lot of time left."

Her reaction to being named EOM, "I was shocked and honored! I would like to thank everybody who I work with. They are the greatest!"

Thank you, Kate, for a job well done, and congratulations for being selected SRJC's Employee of the Month.

We Tip Our & Hats

SRJC Librarian **Micca Gray**, presented a workshop titled, "Information Competency: How to Get it Rolling on Your Campus," to librarians and faculty from all over the state in Walnut Creek on March 21, and in Ontario, California, on March 28. The workshops were funded by the Council of Chief Librarians and by an Instructional Improvement Grant. Micca visited Walla Walla Community College in Washington to co-present with Dan Crump from American River College on May 8-9. The two-day workshop presentation for College Librarians and Media Specialists (CLAMS) was titled, "Information Competency as a Graduation Requirement." On May 2 she attended the Academic Senate meeting to co-present at a breakout session on Information Competency. Information Competency, now a 1-unit general education graduation requirement, covers tools for finding information, evaluating information integrity, and understanding the legal issues.

Stephen Petty, retired Humanities Instructor, is active doing research. His article on Walt Whitman and the 19th Century landscape movement appeared in <u>Interdisciplinary Humanities</u> this past fall and this spring his article on Cabeza de Vaca, the first European to cross the continent, was one of ten selected by Southwest Texas State University for its new Cabeza Web site funded by a National Endowment of the Humanities grant.

SRJC student **Margo Van Veen** was awarded a first prize in Category A (Advanced Level) in the nationwide competition by the Alliance Française. The three-hour written test included writing a composition in French about the preservation of the French language in today's world. For her excellent essay, Margo was awarded a round-trip airfare to Paris, tuition for a class at the Alliance Française in Paris, and a \$200 stipend. SRJC French instructor **Dr. Jacqueline Lindenfeld**, who is Margo's French teacher, was also recognized for outstanding teaching.

SRJC Art Instructor **Marsha Connell** will participate in Art at the Source, an open studio tour sponsored by the Sebastopol Center for the Arts. Her oil and watercolor paintings, collages, drawings and prints can be viewed at 234 North High Street, Studio 35B in Sebastopol, May 31, June 1, June 7 and 8, from 10 a.m. to 5 p.m. Access artatthesource.org for information.



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