

CITY CURRENTS



A NEWSLETTER FOR THE CITY COLLEGE COMMUNITY

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MAY 24–30, 2004

Faculty Association honors 2003-2004 retirees at fête



Photo by Monica Davey

Congratulating Professor Abdul Jabbar (seated) of the English Department on his retirement from City College of San Francisco are (left to right) Board President Lawrence Wong, Trustee Johnnie L. Carter, Jr., Academic Senate President David Yee, Board Vice President Milton Marks III and Dr. Philip R. Day, Jr., Chancellor. Professor Jabbar is seated in a chair like the ones all retirees receive after at least 20 years of service to City College. The Faculty Association celebration in the Pierre Coste Room was a time to honor all retiring employees for their dedication and wish them well in their new endeavors.

Faculty, classified and administrators who have retired during the 2003-2004 academic year include: **Cleve Barnes**, Clerk, Ocean; **Mary Kay Beavers**, Mathematics, Ocean; **Barbara Cabral**, IDST, Ocean; **Yvonne Y. Chang**, ESL, Downtown; **Mathieu Cochenec**, Culinary Arts & Hospitality, Ocean; **Peter Degroot**, Social Sciences, Ocean; **Azucena DelValle**, Financial Aid Assistant, Ocean; **Linda P. Diamond**, Business, Ocean; **Verity Dierauf**, Art, Ft. Mason; **Sandra Ericson**, Fashion, Ocean; **Carmen Espana**, Personnel Clerk, Gough; **Susan Evans**, Behavioral Sciences, Ocean; **Araceli Golnoghli**, Senior Clerk Typist, Downtown; **Thomas P. Haggerty**, Mathematics, Ocean; **Lee A. Hastings**, Art, Ft. Mason; **Lynetta D. Haynes-Oliver**, Business, John Adams; **Helen Hendricks**, Nursing, Ocean; **Carmel Holmes**, Clerk Typist, Gough; **Patrick Hughes**, Administration, Chinatown; **Michael Hulbert**, English, Ocean; **Kim-Dung L. Huynh**, Continuing Student Counseling, Ocean; **Abdul Jabbar**, English, Ocean; **Joanne K. Jauregui**, DSPS, Castro/Valencia; **Anton C. Landmesser**, ESL, Downtown; **Julian Latorre**, Senior Personnel Clerk, Gough; **Nicholas Maffei**, Business, John Adams; **Susan Mase**, DSPS, John Adams; **Louise Nakamura**, DSPS, John Adams; **Peyton Nattinger**, CDEC Mentoring, Ocean; **Russell Nichols**, ESL, Chinatown; **Margaret Osterkamp**, Fashion, John Adams; **Diane See**, Older Adults, Mission; **Glen Simpson**, ESL, Ocean; **Randi P. Slaughter**, ESL, Ocean; **Warlita Songco**, Licensed Vocational Nursing, John Adams; **Deanne K. Spears**, English, Ocean; **Daniel Tsang**, Information System Operator, Ocean; **Elsie Tudd**, Accountant, Gough; **Peter Tunney**, Carpenter, Ocean; **Yolanda Tyson**, Clerk Typist, Ocean; **Rachel Webb**, English, Ocean; **Mary W. Yang**, ESL, Chinatown.

CITY CURRENTS

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City Currents welcomes submissions from all members of the City College of San Francisco Community.

Please note that the deadline is 10 AM Monday one week prior to the issue date.

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James Blomquist new Interim Associate Vice Chancellor for Facilities Planning

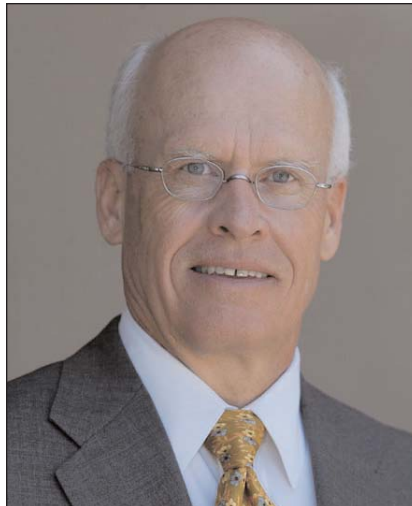


Photo by Monica Davey

JAMES BLOMQUIST

James Blomquist has been appointed Interim Associate Vice Chancellor Facilities Planning and Management in the Office of the Vice Chancellor Finance and Administration. The Board of

Trustees approved the appointment April 29. The total duration of this position is not to exceed one year.

Blomquist has been engaged by City College of San Francisco as a consultant in private practice since 2001, working on the CCSF Master Planning Process, the Institutional Master Plan EIR (Environmental Impact Report) development; as project manager of the new Chinatown North Beach campus, and assisting the CCSF Chancellor's Office in conducting community outreach efforts.

Prior to that Blomquist was employed in the private sector, most recently working with Forest City Enterprises on the construction process of 835 Market Street, San Francisco, a project put on hold in 2001 due to local economic conditions.

Blomquist holds a Master of Business Administration degree from Indiana University (1996) and a Bachelor of Environmental Design from University of Minnesota, School of Architecture (1972).



Veronica Lawrence new Student Trustee

Veronica Lawrence has been elected the new Student Trustee to the Board of Trustees of City College of San Francisco. She was born in the Pomo Nation in Santa Rosa and reared in Oakland. She is Associated Students President at the Downtown Campus and will assume her new duties as Student Trustee on June 1.

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From reluctance to enthusiasm in 3 Years: CNIT online courses

By Laraine Koffman

Computer Networking and Information Technology Instructor

After a long Computer Information Science (CIS) department meeting in 2001, the faculty agreed that the first and perhaps only online course to be offered by the department should be Unix Shell Scripting, since the beginning Unix students had not been gaining enough practice writing scripts. The focus of the discussion was questioning whether an online course could provide sufficient rigor and if cheating could be prevented. The go-ahead was given because the course was not required, was not a prerequisite, and the students would definitely benefit from more practice. Students who thought they could cheat would find they were unprepared and would not learn or do well in the successive course. In the attempt to prevent cheating, an in-person comprehensive final exam with positive identification was mandated. **Peter Wood** has been offering this class ever since.

From this very tentative beginning, we discovered vast categories of students who were not being served by the standard method of delivery of our courses. These students enrolled in online courses in great numbers: full-time workers, single parents, disabled and homebound people, people with transportation and parking problems, and people with unusual work schedules (often our working students are sent on assignment out of state); even City College students on their study-abroad assignments participated. So when the Department subsequently split due to its large size, the Computer Networking and Information Technology (CNIT) subset began to experiment with offering more online courses.

Introduction to Networking was the next course to be offered online. Although it provided much needed foundation and background material, many online students were skipping the campus sections. Much to our surprise, we found the quality of student work and their enthusiasm far exceeded that of the in-person sections. One reason for this was that working students added a higher level of experience

they shared with others and the online Discussion Board gave them 24-hour access to communicate with each other. CNIT's Industry Advisory Board stressed developing teamwork and group projects in our course offerings. Students used the chat rooms and the group presentation tools built into WebCT to facilitate this. We had mixed results — just as in the real world — some students did all the work while others coasted. But the experience of planning and organizing research and reporting back to the class was a good project management learning experience for the students. CNIT students began requesting more online course offerings, particularly those that could help them complete department certificates. With only slight changes in the methodology section of the course outlines, new online sections were developed for many of our classes.

Those classes that benefit from hands-on lab exercises used a hybrid approach using in-person lab sessions, an Open Lab room, and simulation exercises on a CD-ROM. **Richard Taha's** CNIT 240 Windows Network Essentials course uses short streaming videos that show step-by-step how to install Windows 2003 Server. Not only can online students benefit from hearing the explanation (captioning is provided for reading), but the students can replay each segment as often as they wish — something you cannot do in a regular class!

Almost every course in the CNIT Department is now available in both delivery methods. Often we have both face-to-face and online sections offered in the same semester so students can switch back and forth between the two. They can



Photo by Patricia Delich

Pictured left to right are CNIT department faculty Peter Wood, Pierre Thiry, Carmen Lamha, Sam Bowne, and Laraine Koffman.

come to campus to hear a live lecture or participate in a scheduled lab time. They can also use the online reference materials as a supplement to the classroom section or as a way of keeping in touch when work sends them away.

CNIT offers the certificate Fundamentals of Networking that can be completed entirely online. Two additional certificates will be offered in Fall 2004: Wireless Networking and Network Security. With sixteen offerings in the catalog, the CNIT department is also developing an online survey to collect the VTEA data.

As more students become familiar with the format and procedures of online courses and in using WebCT, they need less orientation and have more success with the courses. Not only are the students in CNIT becoming familiar with the opportunities provided by the online courses, the faculty is as well. By Fall 2004 every full-time CNIT faculty member and a number of part-timers will have been trained in online course development. The consistency in the interface design makes it easier not only for students, but faculty as well. One faculty member can develop a course and another can teach it (if needed by scheduling).

Although we were off to a slow start, online delivery of courses is now part of our lives; not only as a convenience, but also as enrichment.

Asian Coalition presents awards to classified, faculty



Nellie N. Lee (right), Business Manager, Downtown Campus, receives her award as Outstanding Classified Employee of the Year from Louise Louie.



Sunny Clark (right), Director of Student Health Services, was named Outstanding Faculty Member of the Year at the Asian Coalition dinner. Winnie Leong announces the award.

Zuri Berry to sports writing workshop

Guardsman Sports Editor **Zuri Berry** recently participated in the Los Angeles Times 2004 Sports Journalism Workshop held May 6-8. The three-day tuition-free program targets the nation's top 25 student journalists who have an interest in a career in sports journalism. The 19-year-old Berry was one of three California community college students selected. The rest of the attendees came from four-year colleges from around the nation. Berry is the first City College journalism student selected for this annual national sports writing workshop.



Pictured left to right are Negar Siadatnejad, SHINE coach; Camilla Bixler, SHINE Coordinator; and William Blanchard, SHINE Leadership Program.

San Francisco Mayor Gavin Newsom declared May 6th Project SHINE Day

Project SHINE (Students Helping in the Naturalization of Elders), celebrated another semester of intergenerational service learning on May 6th at the San Francisco State Downtown Conference Center.

One of the highlights of the day was the proclamation by Mayor **Gavin Newsom** declaring May 6th "Project SHINE Day in San Francisco." Dean of Matriculation **Nick Chang** read the proclamation to the students, instructors and guests. He told the students how proud the entire college was of their commitment to intergenerational service. Dr. **Gail Weinstein**, the SHINE partner at San Francisco State University, echoed his praise on behalf of SFSU.

Maureen McNulty of Coro Foundation awarded certificates to students in the SHINE Leadership Project who had participated in Coro training. McNulty congratulated the SHINE leaders for acquiring the skills to effect social change and invited the students to consider scholarship opportunities available at Coro.

Ron Rowell of the San Francisco Foundation expressed the foundation's support for the work SHINE students are doing to strengthen our community.

Guests from Emory University and Perimeter Community College, who had come from Atlanta to learn more about Project SHINE, talked with students and instructors to learn more about the details of replicating the program in their area.

Project SHINE Coordinator **Camilla Bixler** thanked **Christine Francisco**, Coordinator of Mentoring and Service Learning, for her support throughout the year and Acting Dean of Student Affairs **MaryLou Leyba-Frank** for her commitment to service-learning.

Throughout the three-hour event, artists **Margie Burke**, **Reiko Kubota** and **Maggie Malloy** from the Mural Exchange Project helped students create a mural giving visual representation to the SHINE experience. Inviting the students to paint, draw or write on the large canvas, the artists noted that color is a language.

FROM THE PRESIDENT'S DESK

Looking ahead to accreditation and thanking colleagues

By David Yee
President Academic Senate

This is the second in my column about accreditation. The last column addressed accreditation from a general viewpoint. This week's column will go over accreditation from the City College perspective and final comments from the President.

Where we have been?

In the Fall 2003 the Academic Senate approved, after discussion with the Chancellor and the Executive Council, an organizational chart for the Self Study at CCSF. The org chart was based on the Self-Study following a format that is written using as "Chapters of the self study" the four new Standards.

In November 2003, the Academic Senate learned that Western Association of Schools and Colleges (WASC) preferred that the Self Study be written using "Chapters with themes that are weaved throughout the four standards." In a February meeting the Academic Senate took a stance that advocated a modification of the previously approved Self Study organization chart. After much discussion, it was agreed that the Self Study would be conducted in two phases.

The first phase would collect data and evidence using the four standards. After the data and evidence are collected, they would be used in the Self Study as evidence for the recurring themes. Thus the committees will collect the data using the standards as the methodology, but the Self Study Report will be written from a "themes" perspective.

The organizational structure for the Self-Study consists of: Accreditation Leadership Team, Steering Committee, Standards Committees, Thematic Teams. The Accreditation Leadership Team is responsible for overall completion of the self-study. The Steering Committee is responsible for oversight of the self-study process. The Standards Committee will review and analyze the evidence supporting the college's achievements relative to the four WASC standards. The Thematic Teams will discuss the progress of the College relative to the six WASC themes.

In March and April 2004, the leadership team for the Accreditation workshop recruited faculty, staff, students, and administrators to volunteer to work on a Standard of choice. Orientations were conducted to give more insight into the process and the expectations. To date, more than 70 volunteers have attended an orientation.

Before the end of the semester, the Steering Committee (the Leadership Group and co-chairs of the Standards Committees) will meet to discuss plans and get organized for the Fall.

To volunteer your service, please contact **Ann Zinn**, azinn@ccsf.edu, by e-mail or by telephone at 415-239-3304.

Why is this important to you ?

If you are interested in serving on the Accreditation Self-Study (Steering Committee, Standards Committee, Thematic Teams), but feel it is too late, don't worry. In the Fall Flex days, there will be orientations for accreditation. The Academic Senate office has a tape of the orientation conducted by the Accreditation Commission (WASC) for viewing. The Standards Committees will be meeting on Fridays starting in the Fall.

This will be my last column as Academic Senate President. As I look back over the past two years, there have been many issues discussed and examined. Among them include: Honorary AA/AS degree, math graduation requirement, and many ESS recommendations. Many people have stated that the input of faculty doesn't make any difference. However, I have witnessed first hand that the voice of the Academic Senate does make a difference.

When I first started teaching at CCSF, little would I expect that I would be elected to the Executive Council of the Academic Senate. I continue to be honored that faculty would elect me to the Executive Council. However, the greatest achievement for me was being elected President of the Executive Council. I am very appreciative of the confidence placed by my fellow colleagues in my abilities. The experience gained over the past two year was phenomenal. I have learned so many things about CCSF. Although there were difficult times as President, the one thing that I am very grateful for was the ability to serve and represent the faculty of CCSF. As I leave the Presidency, I will especially miss the opportunity to serve the faculty in academic and professional matters. I want to thank the many people who have helped me during the past two years. I especially want to thank the officers who have worked with me the past two years: **Jane Sneed** (1st Vice President, 2002-2003), **Frederick Teti** (1st Vice President, 2003-2004), **Francine Podenski** (2nd Vice President, 2002-2004), and **Glenn Nance** (Secretary, 2002-2004). I also want to thank the Immediate Past President, **Ophelia Clark**, for her enormous assistance over the past two years. My appreciation to the office staff, **Anna Harvey** and **Mary Rattley**, as well as the student workers who kept the office functioning, while I attended my official duties. Finally, thanks to the faculty for their support and belief that I would be able to represent the faculty. Many thanks to all.

Official Minutes of the Academic Senate Executive Council

Downtown Campus, Room 720 — 2004 April 28

Council Members Present: David Yee, Fred Teti, Francine Podenski, Glenn Nance, Rosemary Brinson, Dominique Chapuis, Fred Chavaria, Ophelia Clark, Sunny Clark, Maria Franco, Darrel Hess, Lynda Hirose, Camille Hoffman, Christopher Kox, Winnie Leong, Pablo Rodriguez, Lisa Romano, Louis Schubert, Chris Shaeffer, Elisa Shore, Jane Sneed

Council Members Absent: Gonzalo Castro-Gonzalez, Ann Clark, Shama Hasib, Christopher Johnson, Joshua Law, Barry Lynch, Madeline Mueller, John Odell

I. Call to Order

The meeting was called to order at 2:45 P.M. by First Vice President Teti.

II. Adoption of Agenda

The agenda was adopted by consensus.

III. Announcements

Councilmember Leong announced that the Asian Coalition is having its Scholarship Dinner “Shanghai by Night” on Friday, April 30, 2004, 6:30 P.M. at the Meriwa Restaurant, 728 Pacific Ave., San Francisco. Raffle tickets for the scholarships are on sale.

First Vice President Teti announced that he and fifteen students from the Omega Chapter of the Alpha Gamma Sigma Honor Society attended the Statewide convention in San Jose this weekend. Student Rachel Perez won a prestigious academic excellence scholarship.

IV. Officers’ Reports

President Yee:

(1) I attended the Accreditation Training Session for Standard IV and was elected co-chair of this group;

(2) I also attended a seminar sponsored by the State Chancellor’s office on transfer to the U.C. System. The seminar covered various transfer options that community college students who plan to attend college in this system have. The

point was made that community college students perform very well in the U.C. system.

First Vice President Teti

(1) I participated in the Officer’s meeting with our counterparts on the Administrators’ Association to discuss Council concerns;

(2) Second Vice President Podenski and I held a Shared Governance Listening Session at the Downtown Campus on Monday, and I held another session at the John Adams Campus yesterday. I referred concerns to the Communications Committee Chair (a.k.a. Ms. Podenski) and she is following up on them now;

(3) I chaired an Academic Policies Committee meeting on Monday. Our only action was to urge the College to inform IGETC students that they can earn a CCSF AA/AS degree, if they fulfill two Breadth Requirements;

(4) I will be giving the Senate report at tomorrow Evening’s Board meeting;

(5) The Officers met with AFT representatives and they wanted to know how we felt about a formula that would allow AA and BA faculty to qualify for the higher salary levels. At this time, only faculty with MA’s and PhD’s qualify for salary at these levels. They asked us to get back to them with Council’s opinion about this;

(6) Finally, on behalf of the Senate Officers, I congratulate all employees of the San Francisco Community College District who have celebrated, are celebrating, or intend to celebrate entrance into committed relationships, publicly or privately, and especially to those generally denied legal recognition of their espousal.

Second Vice President Podenski

(1) The decision not to mail out the Fall ’04 Time Schedules has been rescinded. A way to do the mailing has been found at no cost to the General Budget;

(2) A new grant has made it possible for faculty to integrate technology into their classes. New software would allow faculty to have a web page for each course they teach or activity that they do. For more information, contact the TLC Coordinator, Carol Reitan.

Secretary Nance

The Officers were surprised to find, in the meeting with AFT representatives, that AA and BA faculty are not told of their pay limitations when they are hired, even though they fully qualify for the positions that they teach.

V. Committee Appointments: Teti

2004-04-28-01 Council approved by consensus the following faculty to the Administrators Evaluation Oversight Committee:

Madeline Mueller [Music]

Lisa Romano [Counseling Services]

Fred Teti [Math]

David Yee [Physics]

VI. Unfinished Business

Report on Shared Governance Review: Yee/Podenski

The Officers met with Administrator’s Association representatives to discuss concerns related to Shared Governance Review. Two changes that they wanted to make were: 1) “Administrators” be added to page #1, instead of listing them as “staff;” and 2) Administrators be mentioned as “advising” the Chancellor in the Shared Governance appointment process. After discussion, Council decided to take their sentiments and concerns to the next College Advisory Counsel meeting and let them know that the Administrators should be meeting as an Administrative Council, a body already mentioned in the Shared Governance agreement.

Continued on Page 7

Official Minutes of the Academic Senate Executive Council

Downtown Campus, Room 720 — 2004 April 28 — *Continued from Page 6*

Report on Accreditation Self-Study: Yee/Clark

Orientations have begun for the Accreditation Self Study. The largest turnout was for Standard II which is of particular concern to many faculty. Orientations for other Standards also took place. Orientations will continue to be held in the Fall '04 semester. Everything seems to be going well. Anyone who's interested in volunteering for one of the committees can contact Ann Zinn (azinn@ccsf.edu) as soon as possible.

Update on Executive Council Election: Yee

There has been a very good response from faculty voting for Fall '04 Council members.

The deadline for voting is Friday, April 30. Urge everyone to vote. The Senate Office staff will count them next week and get the results out.

Update on Information Competency Working Group Proposal: Teti

Teti distributed copies of a revised draft of the Information Competency Working Group proposal. Council members will direct questions or comments, to Teti. (See Exhibit A.)

VII. New Business:

A. Resolution on State Budget Cuts and Student fees: Teti

Teti distributed a draft of a resolution opposing Governor Schwarzenegger's proposed education budget cuts and fee hikes. After discussion by Council, the resolution was passed unanimously with several changes. (2004-04-28-02 See Exhibit B.)

B. Report on Proposed Changes to Program Review for Instructional Units: Podenski

Podenski distributed Copies of the draft "Program Review Self Study Framework

For Instructional Units (2004-2010), Framework For CCSF Program Review" and of the "Program Review Self Study Framework For Administrative Units (2004-2010) Program Review Committee". The concern is that new criteria have been proposed in the Student Assessment Learning Outcomes area. Robert Gabriner, Director of Research, Planning, and Grants brought the changes before the Program Review Committee by. The Committee was set to accept it. However, the faculty on the committee had some serious concerns. These include (1) The content issue: The criteria launch off into the whole area of student learning outcomes. We may want to decide that criteria now and next semester as a body. (2) The work load issue: One department Chair has estimated that his faculty would have to write specific outcomes for 300 courses. Dean Gabriner feels that these changes have to be made in conjunction with the current Accreditation process. However, Council feels that they don't necessarily have to be completed for this WASC report, if at all. Many basic professionally ethical questions which will have to be answered, such as: Will funds be allocated for additional hours for faculty? Can grades be used to measure student outcomes? Council was in agreement that adequate time should be spent to resolve this issue. The fact that we are in the process of creating evidence should be sufficient for the Self Study report.

C. Presentation on VTEA: Phyllis McGuire, Associate Vice Chancellor, of Workforce and Economic Development, and Dean of the Evans Campus and of the School of Applied Science

Although we don't know what the budgetary allocation will be for the Fall 2004, we are estimating it will be about one million dollars. The areas that have tentatively been approved for funding by the Allocation Group are: Health Care

Technology, Office of Mentoring and Service Learning, The Bridge to Biotech Program, Interdisciplinary Studies, Multimedia Program, Business, Computer Science, Consumer Education, Diagnostic Medical Imaging, Photography, Health Science, Graphics, Engineering, Broadcast, Learning Assistance, Dental Assisting, Film, Design, Collaborative, Horticulture, and Auto. Information was also presented about the Occupational Educational Survey, which measures the student's interest in particular areas and is linked to CCSF programs in these areas. Employers in the Bay Area make extensive use of the VTEA website when looking for employees. Associate Vice Chancellor McGuire confirmed that CCSF's industry partners find that the CCSF Voc Ed students they hire have satisfactory quantitative reasoning skills.

VIII. Adjournment

Council adjourned at 4:30 P.M. to take the annual photograph.

Respectfully submitted,

Glenn Nance, Secretary

Executive Council election results listed

The Spring 2004 Academic Senate Executive council election results are listed in the order of votes received:

1. Jane Sneed; 2. Susan Lopez; 3. Karen Saginor; 4. Mark Fan; 5. Lisa Romano; 6. Pierre Thiry; 7. Marie Osborne; 7. Denise Quinn; 9. Lynda Hirose; 10. Grace Yu; 11. Melinda Weil; 12. Dominique Chapuis; 13. Alvin Randolph; 14. Christopher Greger; 15. David Lisker; 16. Darrel Hess; 17. Loren Bell; 18. Mark Robinson.

Total ballots cast: 435. Valid ballots: 422. Invalid Ballots: 13.

Seating of new Senate officers took place at the May 12 Executive Council meeting.

Shane Bauer to study Arabic in Mideast

City College has a winner in this year's national competition for the David L. Boren Undergraduate Scholarships to study abroad **Shane Bauer** has won \$15,000 to study Arabic and Middle Eastern cultures in the Yemen. Because of a very recent State Department travel advisory he can no longer go there but will study instead in Damascus, Syria. He has a 4.00 GPA and has studied Arabic for 4 semesters concurrently at UC Berkeley. Shane is the 25th CCSF student to receive this coveted award where our students are almost entirely in competition with students from the major private and public schools. "I am already working with some potentially good candidates for next year," says the NSEP advisor, **Sue Light**, "and hope to get more from the informational meetings to be held the week before Labor Day, 2004." Faculty are encouraged to suggest this scholarship to outstanding students. Contact: Sue Light (415) 452-7396 e-mail: laurasue12@juno.com.

ESL students win awards

Two credit ESL students were grand-prize winners in the Houghton-Mifflin ESL essay contest. **Ngar (Gloria) Gee's** winning essay was entitled "New Life in New Country." She was encouraged by her ESL 140 instructor from last semester, **Karen Batchelor**, to enter the contest. **Ying Chan**, took ESL 60 with **Mo-Shuet Tam** and ESL 150 with **Juan Aninao** and is now a student at the College of Arts and Crafts. Each student received \$100. **Tiffany Ziwei Wang**, a noncredit ESL student at John Adams, won the CATESOL Adult Level essay contest. She was encouraged to enter the contest by her instructor, **Laila Kramer**. Tiffany read her essay and was awarded the \$500 prize at the annual President's Luncheon at the CATESOL Conference in Santa Clara on April 23.

College for Teens Program continues

The College for Teens Program was created under the leadership of Chancellor **Philip R. Day, Jr.**, and Vice Chancellor **Don Griffin** last summer in response to the summer school budget cut from both San Francisco Unified School District (SFUSD) and City College of San Francisco (CCSF) to serve high school students. The 2003 Program was highly successful. It offered 29 classes and served 780 high school students with a class completion rate of 97%. CCSF Foundation and the Local Union 38, United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry under the leadership of **Larry Mazzola** raised \$16,000 to fund 100 full scholarships and 32 partial scholarships to allow all SFUSD low income students to attend the Program. Four weeks into the registration with four weeks before classes begin on June 14, the Program has enrolled more than 700 high schools students. The Program continues to offer partial and full scholarships to low income students attending SFUSD. The Program has awarded full and partial scholarships to 65 low income students to date. For registration and scholarship information, please go to the CCSF website www.ccsf.edu/collegeforteens or call 415-267-6549. This Program is administered by Dean **Judy Teng**.

Prescription drug co-pay reimbursement change

Human Resources and Payroll have streamlined the prescription drug co-pay reimbursement process. Reimbursements will now be part of your paycheck. They do not affect your payroll taxes, deductions, or your W2 totals. This will save the district money and reduce redundancies in workloads.

If approved and receiving a payroll check, reimbursements will be paid to you on your next paycheck/direct deposit. Payments will show on your paystub listed as 'drgreimb'; If approved and you do not receive a payroll check, you will receive an accounts payable check. Eligible employee may receive drug co-pay reimbursement as long as: (1) You submit the ORIGINAL receipts (no photocopies/printouts); (2) You submit provider approved prescription drug purchase; (3) You submit receipts within 90-days of purchase; (4) Your spouse/domestic partner and/or dependent children MUST be enrolled on your benefits coverage plan; (5) Your receipts MUST print the health provider's name (Kaiser member MUST purchase through Kaiser's pharmacy).

Employees currently eligible for reimbursement are: Board of Trustees, Administrators, FT/LTS Faculty, FT (Temp & Perm) Classified and FT (Temp & Perm) STO. Not eligible are PT Faculty, PT Classified, PT STO and As Needed employees. This list is subject to change; please review Union and District contracts.

For questions or concerns regarding the processing of your reimbursement, telephone **Annie Chao** at 415-241-2314. For questions or concerns regarding your paycheck, telephone **Donald Lind**, Payroll Director at 415-241-2338

ADMINISTRATIVE OPENING

Acting Associate Dean of Students (Office of Student Services)

District Applicants Only

Application Deadline: 4 P.M., Friday, June 4, 2004

Job announcement and administrative application form are available at Human Resources website www.ccsf.edu/hr or by calling (415) 241-2246.