



500 Court Street ~ Martinez, CA 94553

Your comments and suggestions are welcome. E-mail the Communications and Community Relations Office at [info@4cd.net](mailto:info@4cd.net)

## *The Employee News for March 2008*

### **Chancellor's Update** *Helen Benjamin*

#### ***Challenges and Opportunities for 2007-08***

As we enter the end of February in this leap year and head into March, I want to take us back to the 2007-08 academic year opening day. The theme of my speech was "Turning Our Challenges into Opportunities." There were four areas I identified as requiring our immediate attention, and I invited you to participate in the activities as they arose.

In this edition of *The News*, I would like to give you a brief update on our progress and to thank you personally for your support which has allowed us to move forward in all areas. I am sure you will be as impressed as I am with all that we have accomplished together.

#### **✚ Improving our grade changing procedures**

##### **Information Security Officer Hired**

A full-time expert in information security has been hired to strengthen information security policies and procedures, implement security enhancements, address security incidents, and advance information security education for the District. Read more about the functions of this important position and the employee behind the title in the next issue of *The News*.

##### **Debriefing and training sessions**

The District's Audit Services manager, Police Services chief of police, and Police Services detective have conducted debriefing/training sessions at all college Admissions and Records and Financial Aid offices. The training sessions covered computer security, policies and procedures, and the need to report irregularities.

##### **Faculty access to posted grades**

All faculty have been given access to view all grades posted for their own classes through spring 2000.

### **Task force for strengthening grade changing procedures**

A Cross-constituency Task Force was appointed last semester to recommend actions to be taken by the District in strengthening grade changing policies and procedures.

I extend appreciation to the following members of the Cross-constituency Task Force for their assistance: Stephanie Alves, Ken Blustajn, Ileana Dorn, Rick Gelinas, Brenda Jerez, Cheryl LeMay, Trinidad Ledesma, Mojdeh Mehdizadeh, Michael Norris, Diane Scott-Summers, Chris Tarp, Rachel Westlake, Judy Vroman, and Lois Yamakoshi.

### **+ Committing to use of the Datatel/Colleague system**

We are in our tenth year of using the Datatel system. As I shared with you in April 2007, **Datatel/Colleague is here to stay**. We must renew our commitment to becoming more proficient in the use of the features of the system. In that regard, we will begin implementation of a new training program in the near future. Please plan to participate.

### **+ Strengthening our preparedness for emergencies**

District Emergency Services Coordinator Teddy Terstegge has been hard at work strengthening our preparedness for emergencies through the following actions:

#### Activities

- Held two Community Emergency Response Team (CERT) classes and trained an additional 37 faculty and staff members. Established a new CERT at DVC.
- Developed an Introduction to Emergency Procedures segment to the District's new employee orientation. Provided this training to 95 faculty and staff members to date.
- Secured a \$10,000 grant for public education supplies through Bay Area Super Urban Area Security Initiative (SUASI).
- Held several meetings with college Public Information Officers (PIOs) and District Community Relations representatives to refine emergency roles and develop additional PIO emergency resources.
- Purchased and equipped an Emergency Services Unit trailer with disaster/emergency response supplies.
- Placed one 15,000 watt generator at CCC, DVC, LMC, SRC, and Brentwood Center for emergency use.
- Updated District Website to include Event-Specific Guidelines and checklists for emergency response.
- Established sound working relationships with local, operational area, and regional emergency management agencies.
- Equipped District Police Mobile Command Unit (Mobile Command Post vehicle).
- Continues to work closely with and provide support to the District Office, DVC, and CCC Safety Committees.

### Ongoing Projects

- Districtwide Safety Warden Program
- Emergency Operations Plan
- Emergency Operations Guide
- Community Emergency Response Team training for CCC and District Office
- Emergency Management Training Program for all District employee groups
- American Red Cross Shelter Program
- Cardio-Pulmonary Resuscitation (CPR) and Automated External Defibrillator training program for District employee groups
- Basic First Aid training program for District employee groups
- Fire Safety training program for District employee groups

### **Developing an ethics program**

You learned about the District Ethics Committee in the November issue of *The News*. The Committee is now working on enhancing the District's ethics policy and procedures.



# Ethical Trivia Quiz #1

Making an ethical decision based on knowledge is a “smart” decision. One way to keep on the ethical (right) side of the law at work is to have a good understanding of the policies and procedures that govern your actions. We know it might be a bit daunting at times to sit down and read a large procedures manual, but these quizzes are designed to help you grasp key principles to help you make good decisions and avoid inadvertently violating District rules.

Please take five minutes and read and answer the first quiz which covers Expense Claim Reimbursements. [Click here to take “Ethical Trivia Quiz #1.”](#) Answers are provided at the end of the quiz.

Quizzes on a variety of topics relating to District policies and procedures will be sent out periodically for your study and response.

If you have suggestions for future topics or feedback on Ethical Trivia Quiz #1, please contact either Principal Human Resources Representative Sandi McCray at [smccray@4cd.net](mailto:smccray@4cd.net) or Manager of Audit Service Judy Vroman at [jvroman@4cd.net](mailto:jvroman@4cd.net).

### **Results of the 2007 Climate Survey**

The results of the District's 2007 Climate Survey are in! The survey was distributed electronically in November for the third consecutive year. A total of 577 employees responded to the survey, a tremendous increase over last year's participation.

A Climate Survey Report has been compiled from the responses and is available at the following link. [http://www.4cd.net/district\\_research/docs/files/2007ClimateSurveyReport.pdf](http://www.4cd.net/district_research/docs/files/2007ClimateSurveyReport.pdf). The goal of this report is to provide insight on our areas of strength and to uncover areas that need attention.

Please take the time to review the results. The chancellor, presidents, and Governing Board have recently received the report as well. The respective college presidents and chancellor will provide the leadership for developing a plan for improving morale based on survey results. Thank you for helping us continue to make progress on our strategic direction to improve morale throughout the District.

## New District Director of Communications and Community Relations Tim Leong Welcomed



Tim joins the District with over 24 years of communications, community and governmental relations experience. He attended San Jose State University and graduated from San Francisco State University with a Liberal Studies undergraduate degree. Tim's communications experience includes producing and reporting at KRON-TV in San Francisco, and KCRA-TV in Sacramento before becoming Pacific Gas and Electric Company's first Asian American company spokesperson. He later completed his MBA at Golden Gate University in San Francisco.

After leaving PG&E, Tim became the first president and executive director of the Asian and Pacific Islander American Scholarship Fund, provided external relations consulting to non-profits and Fortune 500 companies, and recently was the Vice President, Corporate Communications, for GreenPoint Mortgage, a subsidiary of Capital One.

"We are pleased to have someone with Tim's experience joining the district", says Districtwide Planning and Educational Services Vice Chancellor Deborah Blue. "He brings a wonderful blend of non-profit and corporate experience, and a sincere passion for education which provides the right kind of leadership we need to meet the communications and community relations needs of our District."

Tim can be reached by e-mail at [tleong@4cd.net](mailto:tleong@4cd.net) or by phone at (925) 229-1000, 1211.

## Welcome New Employees

The District is pleased to welcome the following new employees who were approved by the Governing Board from December 2007 through February 2008.

### CLASSIFIED

Location	Name	Title
CCC	Darris Crear	Book Buyer
	Monty Gayton	Campus Facilities Assistant
	Tamara Green	Admissions/Records Assistant I
	Anthony Kennedy	Custodian I

<b>Location</b>	<b>Name</b>	<b>Title</b>
	Norman Lopez	Admissions/Records Assistant I
	Jennifer Ma	Financial Aid Assistant I
	Noel Muniz	Custodian II
	Aleida Perez	Science Laboratory Technician II
	Kelly Ramos	Financial Aid Assistant I
DVC	Linda Barnes	Office Assistant II
	Isidro Corona	Customer Services Clerk
	Maureen Decosta	Admissions/Records Assistant II
	Ricardo Finley	Campus Facilities Assistant
	Michael Keeseey	Financial Aid Assistant I
	Lindsay Kong	Student Services and Instructional Support Coordinator
	Mathew Lesenko	Media Services Technician II
	Sally Lewis	Admissions/Records Assistant II
	Tara Maginnis	Theatrical costume Design Specialist
	Jesica Malespin	Science Laboratory coordinator
	Gabriel Penfield	Instructional Assistant
	Kyanne Perbix	Senior Office Assistant
	Nai Saelee	Office Assistant II
	David Sit	Grounds Worker/Gardener I
	Michelle Zapata	Student Activities Coordinator
District Office	JoAnn Sandoval	Senior Payroll Technician
LMC	Janelle Hampton	Equipment Maintenance Worker
	Anna Johnston	Parking Services Officer
	William Lawrence	Laboratory Equipment Technician II
	David Meeks	Police Services Officer
	Keith Parsons	Music Laboratory Coordinator

### **FACULTY**

<b>Location</b>	<b>Name</b>	<b>Title</b>
CCC	Kelly Keller	Nursing
	April Tisby	Physical Education
LMC	Linda Johnson	Nursing
	Julie Von Bergen	Mathematics

### **MANAGEMENT/SUPERVISOR/CONFIDENTIAL**

<b>Location</b>	<b>Name</b>	<b>Title</b>
DVC	Michael Becker	Computer and Network Services Supervisor
	Tonia Teresh	Academic Student Services Manager
District Office	Jovan Esprit	Contract Manager
	Tim Leong	Director of Communications and Community Relations
LMC	Loretta Canto-Williams	Director of Financial Aid
	Barbara Cella	Director of Marketing and Media Design

## New educational television channel, CCETV, airs solar media event

More than 100 people attended the District’s celebration of the completion of the largest solar installation at an institution of higher learning in North America on January 31. The 3.2-megawatt solar system in the form of covered parking and energy efficiency improvements throughout the District are expected to save \$70 million in energy costs over the next 25 years and cut greenhouse gas emissions.

If you missed the event, Comcast cable subscribers across the county can view the 30-minute program on CCETV thanks to the efforts of Contra Costa College’s television station, which is staffed primarily by **Barry Benioff** (pictured), the college’s video production engineer.



Soon after Benioff joined the station in 1998, he had the opportunity to work with a consortium of other educators to develop an educational television station for Contra Costa County. The consortium was finally able to bring the channel to fruition last year after numerous presentations, reports and a major conference on the benefits of educational television.

The channel plays distance-learning and related educational programming from a variety of sources. Presently, consortium members include the Contra Costa Community College District, Mt. Diablo Adult Education, California State University East Bay-Concord Campus and Martinez Adult Education.

Proud of the milestone, Benioff noted, “I’m just grateful to the educators, government officials and cable company representatives who all helped make this possible.”

### CCETV is now a reality thanks, in part, to one of our own—Barry Benioff!

Solar Media Event Viewer Schedule	
Friday, February 29	7:30 – 8:00 PM
Saturday, March 1	9:30 – 10:00 AM
Friday, March 7	7:30 – 8:00 PM
Saturday, March 8	9:30 – 10:00 AM

Comcast Cable System Channel Guide	
Central and Eastern Contra Costa County	Channel 32
Richmond, El Cerrito, San Pablo, Hercules, Kensington, Berkeley, and Albany	Channel 24
Pinole, Rodeo and Crocket	Channel 33
El Sobrante – <i>Note: Depending on your location</i>	Channel 24 or 33 (not both)



Student and local media covered the solar event. Links to articles appear below:

- “Lot 9 converted to solar hot spot, produces watts Solar panel project completed, turning parking lot into energy”

*The Advocate*

<http://media.www.accentadvocate.com/media/storage/paper794/news/2008/01/30/CampusBeat/Lot-9.Converted.To.Solar.Hot.Spot.Produces.Watts-3158599.shtml>



- “Chevron completes solar program at local colleges” [LINK to URL below]

*Contra Costa Times*

[http://www.contracostatimes.com/news/ci\\_8121089](http://www.contracostatimes.com/news/ci_8121089)

### Schedule for 2008 Budget Forums Announced

Be sure to calendar and attend one of the 2008 Budget forums noted below. Watch for details to follow in the next issue of *The News*.

DATE	LOCATION	TIME	ROOM
Monday, April 14	Brentwood Center	11 AM – 1PM	12
Thursday, April 17	DVC	1 PM – 3 PM	BFL Community Center
Wednesday, April 23	CCC	1 PM – 3 PM	HS-101
Monday, April 28	LMC	9 AM – 11 AM	Library Community Room, L109
Monday, April 28	SRC	1 PM – 3 PM	W-204