



Los Angeles City College opened in 1929.

ROUTE



ROUTE 29 Your Road to Success at LACC

The Semester Newsletter of the Los Angeles City College
Staff & Organizational Development

Welcome to the 1st Issue! Let's Get FLEXible

Highlights:

- LACC Book Program reaches its 1st milestone
- Tired of not knowing your Flex status? You'll soon be able to check it online
- And they said there's no such thing as free lunch... Brown Bag Lunch will now provide free food
- Congratulations to Kathleen Bimber (Professor & Chair, Child Development) & Fred Fate (Professor & Chair, Theatre Arts), NISOD Excellence Award winners!



As your AFT Faculty President, I would like to take this opportunity to discuss professional development and the role that it plays in assisting faculty members in becoming more effective as teachers and in developing collegiality.

I am sure we can all agree that the excellence of the institution depends on the quality of its faculty members, to that end the faculty and the administration agreed to Article 23 of the union contract. Article 23 is aimed at helping faculty

reach their development goals by establishing a professional conference fund to be used by faculty to help defray the costs of attending professional development workshops, seminars, and conferences.

Additionally, the faculty believed it was important to encourage the pursuit of activities outside of the classroom. To foster that development flex hours were designed into the contract agreement. Fulltime Faculty are expected to complete 33.5 hours of activities geared towards their professional development. There has been some confu-

There has been some confusion as to the term mandatory flex day. The mandatory flex day which occurs at the beginning of each academic year is really the first day of the semester. This means that if we didn't meet with our colleagues, we would be in the classroom.

We will be offering some flex training to further explain the flex process to interested faculty. Please watch for more information as the sessions are rolled out.

Please take advantage of this opportunity to continue to grow professionally.

-Mattie Moon
(AFT Chapter Chair)

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The 5th Anniversary of the LACC Book Program

Los Angeles City College is in its 5th year of the LACC Book Program, wherein faculty, students, Staff and administrators read a book or books during each academic year. Instructors have the option of incorporating the text into their courses. The Book Program encourages creativity, conversation, community, and interdisciplinary planning.

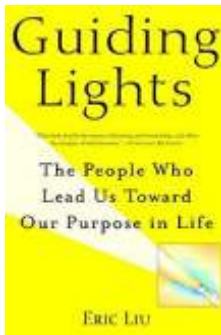
The program has addressed the needs of faculty, support staff and management for cultural and intellectual enrichment and for interaction with colleagues across campus. It has pro-

vided a clear and obvious benefit to students who are active participants in this interdisciplinary exchange. The Book Program has also addressed the college's commitment to diversity as it explores different cultures and issues through reading and discussion. Since it is a sub-committee of the college's Staff and Organizational Development Committee, there are some staff development benefits to campus employees.

In the last 5 years, we have developed a series of activities structured to kick-off the program, introducing it to the campus fol-

lowed by:

- Roundtable Discussions of the book: over a two day period with time-specific sessions led by one or more discussion leaders.
- A Forum: featuring a panel followed by a question and answer session. Panelists have included authors, scholars, and members of the faculty and staff from LACC.
- Film Screenings
- Author/Presentation: whenever feasible, LACC



LACC Book Program 2006-2007 Selection

Come see author
Eric Liu
in Spring 2007



UNDER CONSTRUCTION
Please be patient!



**We will provide food—
make an exit from your
normal routine. Join
us at our next Brown
Bag Lunch or Brown
Bag Dinner.**

LACC Book Program—Continued

invites the author to the campus with a reception and/or book signing following the presentation.

- Guest Speakers: scholars are invited to speak from outside of the campus to bring an additional perspective and/or voice to the year's programming.

- English Department Annual Writing Contest: a category of the contest requires a critical essay on the work of focus for the year.

The LACC Book Program has been received very positively by the campus. We have had participation and support of the college presidents and vice-

presidents, the faculty, the staff and the students. One of the wonderful outcomes has been support, financially, from the LACC Foundation. Through the outreach of one of the deans of Academic Affairs, the Book Program received a grant of \$5000, supplemented by an additional \$1000 from the board president. As a result of a presentation made to the Foundation Board, a member became involved and spearheaded a small fundraiser which grossed over \$4600 in one evening. He continues his interest and we will develop a plan to do some long range fundraising. Finally with each year, interest seems to build all over the campus in anticipation of the

next selection.

All LACC Book Program activities are videotaped.

LACC Book Program selections to date:

2002-2003

Focus on Langston Hughes and *The Langston Hughes Reader*

2003-2004

Cristina Garcia's *Dreaming in Cuban*

2004-2005 Ray Bradbury's *Fahrenheit 451* & *The Illustrated Man*

2005-2006 Walter Mosley's *Little Scarlet* & Paula L. Wood's *Inner City Blues*

-Rosalind Goddard
(Chair, LACC Book Program)

Flex Report Goes Online!

Tired of wondering about your flex status? How many hours you have completed? How many hours do you still need to fulfill? You will soon be able to check your flex progress online!

Your log-in ID will be the same as your college email ID, the first 8 letters of your last name (your entire last name, if it's less than 8 letters) plus your first and middle initial. Your initial password will be your employee ID number.

It will take a while before all the data is entered in

the new software program being created right now. But it will be worth the wait.

Once the project is complete, you will be able to check your flex report by academic year, starting 2005-2006.

We expect the system to be ready by January 2007. The announcement will be sent by email.

Continue to turn in your flex reports to the Staff & Organizational Development office, JH 210.

Please help us process

your flex report form by doing the following.

1. Use the new flex report form available on line & and in front of the S&OD office.
2. Attach supporting document on back of the form.
3. Include your email address and phone extension.

THANK YOU!

Join Us for Food & Discussion—Lunch, Dinner, or Both

If you have not heard by now, Brown Bag Lunch will now provide food from Subway or El Pollo Loco for all of its participants who email Mickey Hong (hongmj@lacitycollege.edu) by 12 pm the day before the presentation.

Fall 2006 Lineup includes fascinating topics on ranging from Dalcroze Eurhythmics to an experience of spending a year near the North Pole.

Many of you expressed that you would love to attend Brown Bag Lunch but

cannot make the time. We now have an evening version of the program, Brown Bag Dinner. Both programs are for everyone, regular and adjunct faculty, as well as staff. Please check regularly for schedule on the weekly email.

Most Frequently Asked Question

What do I do if I want to go to a conference and get some money for it?

“The (Hopefully) Painless Guide on How to Request Conference Attendance and Receive Your Reimbursement”

1. Get conference attendance request form online or in front of the S&OD office.
2. Fill out completely. Get department chair's signature.
3. STOP
 - A. Are you a member of our classified staff? If yes, go to #5.
 - B. Is your conference related to technology? If yes, got to #5.
 - C. Are you a contract faculty member or faculty member with hourly

seniority and is your conference not related to technology? If yes to both, go to #4.

4. Submit your conference attendance request form to Dr. Genevieve Patthey-Chavez, Chair of the LACC Professional Growth Committee. Funds are allocated to cover 70% of allowable expenses. The reimbursement limits are \$700 per person, per year for contract faculty, and \$420 per person, per year for hourly faculty members with seniority.
5. Submit your conference attendance request form to Mickey Hong of S&OD. The reimbursement limit is \$500 per person, per year. For each conference, registration is fully paid. Transportation is covered 70% (usually 100% for mileage). \$100 is allowed per night for food & lodging if

conference is at least 2 days.
6. You will receive your processed conference attendance request form from the President's Office in your mailbox with an Expense Claim form and a Report on Conference Attendance form attached to the back.

7. After you return from the conference, submit your receipts and the completed forms to the President's Office.
8. The President's Office will get in touch with you once the District Office has processed your claim.
9. THAT'S IT!

-Mickey Hong
(Coordinator, S&OD)
& Genevieve Patthey-Chavez
(Chair, Professional Growth Committee)

MS Outlook Tip: Simplify Your Life!

The **Calendar** in Microsoft Outlook is fully integrated with the Email, Contacts and other features of Outlook making it an excellent tool for managing your appointments and meetings.

To create an entry in your Calendar just double click on any time/day slot and begin typing. If you wish to schedule a meeting or appointment, create the calendar entry and then click on the “Scheduling” tab to invite others. As you

add names to the list of meeting attendees a graphic depiction of all attendees “Free/Busy” time will appear making it easier to select a meeting time convenient for all.

Your meeting request will appear as an appointment request in the attendees' Inbox; they can accept, tentatively accept, or decline your meeting request by opening this message. If they accept, the appointment automatically appears in their Calendar.

Outlook also lets you track which recipients accepted or declined the meeting request.

Best of all, Outlook allows you to synchronize you Calendar with a Palm device or PDA; allowing you to access and maintain your schedule where ever you are!

-Pamela Atkinson
(Coordinator, Teaching & Learning Center)

CETC Services

Outside the theatre portico on opening day, faculty greeted each other, sipped coffee, and picked up pens, pencils, key chains, pads or mints with varying technology services logos, for their offices. Once inside the theatre, faculty received their flex day packets. Along with other information pieces there was a handout describing the California Technology Collaborative (CETC) funded through

the State Chancellor's Office or Systems Office in their folders. These items provided weblinks for faculty to reach several of the system wide technology services. At LACC many of you have already made use of more than one of the services such as @ONE Trainings, California Virtual Campus, CCCSAT, and CCC Confer, This article is meant to remind you of the availability of those services and to offer

you assistance if you have any questions regarding the usage of any CETC services. For further information please contact:
Patricia Schmolze,
LACC CETC Ambassador
schmolps@lacitycollege.edu.

The weblink for CETC is: www.cccetc.org

-Patty Schmolze (LACC CETC Ambassador)



Got a burning question? Please submit it for the next edition of *Route 29*



Pssst...wanna buy cheap software?

For Microsoft software:

Collegebuys.org

www.foundationccc.org/FCCC/msca/ms_home.html

Click on the “purchase software” button and follow steps.

For Adobe Software:

ComputerLand of Silicon Valley

478 West San Carlos St.
San Jose, CA 95110

Salesperson: Jeff Koh
(jkoh@cland.com)
Education Account Executive
Phone: 800-639-1319
Phone: 408-519-3240 direct
Fax: 408-519-3260



ROUTE 29
Your Road to Success at LACC

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*LACC Staff & Organizational Development
 Vision Statement
 "Learning for a Lifetime"*

**LACC Staff and Organizational Development
 Mission**

Our mission is to foster an institutional culture that promotes continuous learning and personal growth leading to student success.

We do this by:

1. Motivating all employees in ways that lead to greater student success
2. Increasing respect, communication, and cooperation among the campus community
3. Encouraging everyone to achieve his/her highest professional potential
4. Providing learning programs and activities that lead to increased job efficiency and quality



Congratulations to Kathleen Bimber (Professor & Chair, Child Development) & Fred Fate (Professor & Chair, Theatre Arts)! They have been nominated by the Staff Development Committee as the 2007 NISOD (National Institute for Staff & Organizational Development) Excellence Award winners for their exceptional work beyond their duty to improve our campus and community. Kathleen's latest achievement is establishing a joint 4-year BA program in her department. Fred Fate production of "Summer Evenings of Cabaret" last summer brought rave reviews for the shows as well as our school.

Who Are We? The Staff Development Committee 2005-2007

Name	Department	Email	Extension
Pamela Atkinson	Teaching & Learning Center	atkinsps	2480
Annie Cole	Social Science	colea	2957
Eiko Chatel	Foreign Language & Humanities	chatelej	2737
Rosalind Goddard	Library	goddarrk	2399/2406
Daryl Kinney	Student Learning Outcomes	kinneyd	2069
Mickey Hong	Coordinator	hongmj	2378
Joyce Moore	Dean, Academic Affairs	moorelj	2062
Christina O'Boyle	Chemistry	oboylcl	2691
Tamika Phillips	Office of Special Services	phillits	2285
Robin Robinson	Business Office	robinskr	2171
Lenore Saunders	Human Resources	saundele	2094
Braj Tiwari	Business Administration	tiwaribg	2545



A picture from last year's retreat at Dean Joyce Moore's house.

We will be electing new committee members next year. Want to join the team? Stay tuned for more details in the Spring 2007 issue of *Route 29*