

THIS WEEK

10 • Monday

- Census Day
- "Meet the Pres." forum with Dr. Lewis, Staff Conference Center, Fine Arts Building, noon-1 p.m.

13 • Thursday

- Academic Senate meeting, WCR, 3 p.m.
- Reorganization Committee Open Forum, FA-304, 1-3 p.m.

14 • Friday

- RSVP deadline for 35th Anniversary luncheon

Continuing

- CAMERASKYOCEANLIGHT and "the kids are alright," Lost Pet
- Sign exhibits, Photography Galleries through Sept. 15. *Plastique*, Art Gallery (through September 20).

THEY SAID IT

“Education’s purpose is to replace an empty mind with an open one.”

– Malcolm S. Forbes

@Cypress is published each week. If you would like to have items included, please contact Marc Posner in the Public Information Office at ext. 47006 or mposner@cypress.cc.ca.us.

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What’s in a Name?

► Flyers and other published materials need to have the campus name on them.

Just a reminder: when you prepare flyers or other materials for campus distribution, please be sure to include the college name and the name and phone number of the person to contact regarding the information contained in the flyer.

Occasionally flyers are taken off campus or are sent to Fullerton College or the District Office, and it is not clear who is responsible for the information on the flyer or what campus is hosting the event/activity.

All flyers and notices that are posted on campus must first be approved by the

Student Activities Office, which is located on the second floor of Gym II.

Any material that is to be distributed or mailed off campus should first be reviewed by Marc Posner in the Public Information Office. In many cases these materials must contain the names of the members of the Board of Trustees and other standard information. Marc can provide guidance on these issues and can also help with the design of materials.

For those who are interested, official versions of the campus logo and other artwork are also available — on disk, paper or via e-mail — from the Public Information Office.



‘Meet the Pres.’ Season Opener Set for Monday

A new season of “Meet the Pres.” gets underway on Monday when Dr. Lewis visits the Staff Conference Center on the first floor of Fine Arts for “60 Minutes” of questions and discussions.

The session — the first of three this semester — is scheduled from noon-1 p.m.

“Meet the Pres.” also takes place on Monday, October 1, from 11:30 a.m.-12:30 p.m., in the Student Activities Lobby (second floor, Gym II), and on Tuesday, November 6, from 5:30-6:30 p.m., in the President’s Office Lobby (second floor, Library/Administration).

The sessions are open to all staff and students. Come share ideas, agreements and even disagreements.

There is no agenda for the series, and everyone is welcome to drop in anytime during the hour and stay as long as they’d like.

Drinks and dessert are provided, but those attending should bring their own lunch (or dinner for the evening session).

“Meet the Pres.” is co-sponsored by Staff Development and the President’s Office.

A new Season of ‘Meet the Pres.’

Mon., Sept. 10	12-1 p.m.	Staff Conf. Center
Mon., Oct. 1	11:30 a.m.-12:30 p.m. . .	Student Activities
Tues., Nov. 6	5:30-6:30 p.m.	President’s Office

Dottie Stout Memorial Fund Established at CC Foundation

The “Dorothy Stout Memorial Fund” has been established at the Cypress College Foundation by Dottie’s family.

“My mother taught there for over 25 years and it was a very important part of her life,” Dottie’s daughter wrote in a letter to the Foundation. “We would like to make sure that the students at Cypress College

benefit from a scholarship fund.”

Checks can be made payable to the Cypress College Foundation with “Dorothy Stout Memorial Fund” written in the memo field.

More information is available by calling the Foundation at ext. 47126.

CHARGERS

Faculty members **Betty Disney** and **Jessica Puma** will be presenters at the California Virtual Campus conference, which is being held October 14-16 at Hilton Waterfront Beach Resort in Huntington Beach. For those who are interested in attending the online-education conference, funding is available through Staff Development. Please call ext. 47324 for more information.



It turns out that **Larry Mercadante** — a.k.a. "**Merc**" — got shortchanged at Opening Day during the portion of the "Weakest Link" trivia honoring charter employees of Cypress College. Merc is an original faculty member.

If we missed anyone else, please let us know and we'll right the wrong here in @Cypress and at the 35th anniversary luncheon.

OPENINGS

For more information on these job openings, visit the NOCCCD Web site:

Special Projects Coordinator
Wellness
Director/Health
Education (FC)
Special Projects
Director/Office of
Special Programs (FC)
District Risk Manager (DEC)
District Director Human
Resources (DEC)
Director of Economic
Development (SCE)
Custodian (FC)
Piano Accompanist (FC)
Senior Secretary (CC)
Executive Secretary III (FC)
Part-time faculty positions

EOPS Tutoring Center Needs Tutors

The EOPS Tutoring Center is desperately in need of tutors. To date 22 campus tutors are employed by the center, mostly in math.

As you may know, our tutoring center provides one-on-one tutoring for not only EOPS students but for all students here at Cypress College.

All tutors come to the center through a recommendation by a faculty member and all are required to maintain a 4.0 grade in the subject tutored and a 3.0 overall GPA.

In addition, each is required to complete a special course, Counseling 215, Tutoring Techniques, which prepares them to effectively tutor the students they are assigned.

Please urge your students to consider an employment opportunity in the EOPS Tutoring Center and ask your fellow instructors to send the center their outstanding students as tutors.

For more information, call Michele Warren at ext. 47375.

Students Can View Unofficial Transcripts Online

Thanks to the new Banner computer system, students are now able to view and print their unofficial transcripts from the campus Web site.

This is available at no charge and can represent a significant cost savings to students who request official transcripts from the Admissions and Records office, even though they may not need the sealed documents.

Official transcripts cost \$3 (the first two copies for free). There is a \$10 on-demand fee for rush transcripts. For obvious reasons, the sealed, official transcripts still must be obtained from Admissions and Records.

Here is how students can get to their online transcripts in four easy steps:

1) From the main index page of the Web site, click on the WebStar logo, which will bring up the main WebStar page — or, simply type <https://banner.nocccd.cc.ca.us> into the location window in your Web browser.

2) Click on the big WebStar logo to login. Students who don't know their new student ID number can use their Social Security number as the ID and their six-digit birthdate as the password. (This also works for all employees who have taken classes in the District).

3) Under the heading "Student Services & Financial Aid" click on the "Student Records" link.

4) Click on "Academic Transcripts" to review the up-to-date student transcript.



New Travel and Conference Procedures Coming

New travel and conference procedures will be available from the Staff Development Office later this week. The process has been revamped — and simplified — because of the new Banner computer system. As a result, Professional Activity Requests — more commonly known as PARs — have been eliminated.

Those who attend professional activities as a district employee still must request approval from their division dean or immediate supervisor and the college president.

Workshops for assistance in completing Staff Development forms will be scheduled prior to the four

deadline dates: September 24; November 26; February 25; and April 22. Requests for additional funding received after a funding proposal deadline will be held for the next review.

It is also important to note that Travel Expense Reports must be submitted within 60 days after completion of the activity. The IRS requires that reimbursement requests must be submitted within 60 days or they will be considered taxable wages on your W-2.

If you have any questions or concerns, please contact Nancy Deutsch at ext. 47326 or nddeutsch@cypress.cc.ca.us.

BRIEFLY

Café Cypress has re-opened. The student-run restaurant is serving lunch on Tuesday, Wednesday and Thursday from noon-1 p.m. through the end of the semester. The lone exception in that schedule is September 20, when the cafe will be providing Greek cuisine for the 35th anniversary celebration in the theatre lobby. Meals cost \$5.95, \$6.95 and \$7.95, depending on the entrée. Salad bar, sandwiches and take-out orders are also available. Beginning this year, the cafe is adding soup or side salad with each meal. Discounts of 20% are also being given to all A.S. cardholders.



Since all employees now have access to the Internet and e-mail, it's a good time to issue a reminder of the Board Policy related to computer use. Board Policy #10009 is entitled Acceptable Use/Computer and Electronic Communication Systems, and is available for review at the district Web site: <http://www.nocccd.cc.ca.us>.



Got news? **@Cypress** wants to hear from you. Please send items to the Public Information Office (Lib/Adm 214) or e-mail them to Marc Posner at mposner@cypress.cc.ca.us. Items must be received by Thursday morning for the following week's publication.