

Weekly Bulletin

Citrus College

December 14 through December 18, 2009

HAPPENINGS DECEMBER

MONDAY - 14

Adapted PE Year End Awards Celebration at 11:30 p.m. in the Campus Center East Wing.

FRIDAY - 18

HOLIDANCE! at 8 p.m. in the Haugh Performing Arts Center.

SATURDAY - 19

"Christmas Is..." at 2 p.m. in the Haugh Performing Arts Center.

DISNEYLAND PASSPORTS

Need the perfect Christmas Gift? The Student Business Office has a limited number of Disneyland Annual Passports available until December 15th. The Premium passport is a best buy at \$375, having no blackout dates and including parking. The Deluxe Annual Passport is valid for 315 pre-selected dates and is \$260. These passports must be activated before 1/4/10.

GOT CITRUS NEWS?

We want to hear from you. E-mail Citrus-related information to Stacy Quillen at squillen@citruscollege.edu The Weekly Bulletin is distributed to all faculty and staff via campus e-mail. To view past issues of the Weekly Bulletin, please visit (and bookmark): <http://www.citruscollege.edu/pio>

Last Weekly Bulletin of 2009

This will be the last Weekly Bulletin of 2009! The Weekly Bulletin may be published during Winter Intercession on an "as needed" basis. Otherwise, look for regular publication to resume at the start of the Spring 2009 semester. In the meantime, continue to send news and/or event information for publication in the Weekly Bulletin by e-mailing it to squillen@citruscollege.edu.



A Campus Christmas Poem by Cathy Day

Twas two weeks before Christmas
And all through the school,
Activity was frenzied
With the fall term almost through.

Students worked feverishly,
Instructors logged grades,
Administration and support
Marked off the days.

With the end of the semester
Comes a much needed rest
And best wishes from the district
For faith, hope, and bliss.

Merry Christmas and congratulations
On a job well done in fall 09
And the warmest of wishes for 2010.

Telephone Upgrades Scheduled



During the holiday break, the campus telephone switch will be upgraded. Current workstation telephones will no longer work after the upgrade is completed. The Technology and Computers Services (TeCS) Department staff will be distributing new telephones to most workstations along with a quick reference guide and a Telephone Change Request form. If any corrections are necessary, then please complete the form including your dean's or manager's signature, and send it to TeCS. Telephones in buildings such as the Center for Innovation, Maintenance/Warehouse, and the Field House are compatible with the new telephone switch and will not be replaced. For more information, ([click here](#)).

Admissions & Records

Beginning January 4, the Admissions and Records Office will be operating on winter hours. Regular office hours will resume the second week of the spring semester.

Winter 2010

Monday:	8 a.m. to 5 p.m.
Tuesday:	8 a.m. to 7 p.m.
Wednesday:	8 a.m. to 7 p.m.
Thursday:	8 a.m. to 5 p.m.
Friday:	8 a.m. to 4:30 p.m.

Spring 2010 (One Week Only)

February 15, 2010:	Campus Closed
February 16, 2010:	<i>Flex Day</i> 8:00 a.m. to 5:00 p.m.
February 17, 2010:	8 a.m. to 8 p.m.
February 18, 2010:	8 a.m. to 8 p.m.
February 19, 2010:	8 a.m. to 4:30 p.m.

Owl Bookshop, Cafe News

The Owl Bookshop and the Stuffed Owl Café would like to thank everyone who has supported us throughout the year and send wishes for a safe and restful holiday. The Owl bookshop will be closing early (3:00 pm) on Friday, December 18th, and, along with the Stuffed Owl Café, will be closed December 19th, 2009 through January 3rd, 2010. Both locations will reopen on Monday, January 4th, 2010. Please use the vending machines available throughout the campus for any drink and snack needs. If you have any questions or special needs while the bookstore is closed, please email Eric at emagallon@citruscollege.edu.

H1N1 Information Available



Did you know that you can get information about the H1N1 virus by dialing 211? This Los Angeles County information number features a recorded message about H1N1 symptoms, prevention, and vaccine availability, in English and Spanish. Callers also have the option of speaking to a community resource advisor.

Timecard Information

Due to the shortened work period in December, all timecards must be completed and have the necessary signatures before they are submitted to payroll by the end of your department's last day of work. For most departments, this date is December 22, 2009. Monthly attendance and absence reports may be submitted the first week of January. If you have any questions or concerns, please call Fe Lopez at extension 8847 or email her at flopez@citruscollege.edu. Please look at the address printed on your paycheck. If the address is incorrect, please notify Human Resources or Student Employment Services of any address or telephone number changes.

Teddy Bear Drive Ends Soon

Psi Beta is hosting its 2nd Annual Heather's Teddy Bear Drive. Help spread joy and support to those fighting cancer by donating a teddy bear to a child at the City of Hope Hospital. Drop off your teddy bears, books, and comic books at the Admissions Building, Center for Innovation, Campus Center, Library, Cosmetology Department, Fitness Center, Educational Development Center, Math/Science Building, and the Fine and Performing Arts Center until December 21. For more info, contact citruspsibeta@gmail.com.

New Research Report

Research analysts Sunny Liu and Kay Nguyen recently presented a study on the "Effectiveness of the Supplemental Instruction Program at Citrus College" at the California Association of Institutional Research Conference in Sacramento. ([Click here](#)) to view their report.



Stuffed Owl Cafe Menu

Check out our \$3.50 daily specials!

No regular menu available this week.
Visit the Cafeteria to see what's cooking!

Daily breakfast and lunch specials are also available. For more information, visit the Stuffed Owl Cafe. Hours of operation are: Breakfast, 7:30 to 10 a.m.; Lunch, 11 a.m. to 1:30 p.m.