

# Bulletin

August 27 through September 10, 2012

Citrus College

## Happenings

### AUGUST/SEPTEMBER

#### PRESIDENT'S COUNCIL MEETING

The President's Council will meet Wednesday, September 5 at 8:30 a.m. in SS 205.

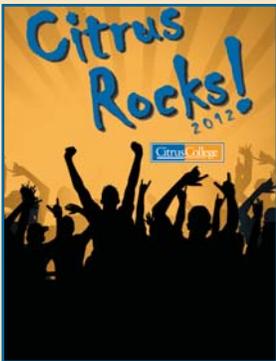
#### STEERING COMMITTEE MEETING

The Steering Committee will meet Monday, September 10 at 2:45 p.m. in CI 159.

#### BOARD OF TRUSTEES MEETING

The Board of Trustees will meet Tuesday, September 11 at 4:15 p.m. in CI 159.

## Citrus Rocks!



The Office of External Relations recently published a compilation of student, faculty, staff and institutional accomplishments from the 2011-2012 academic year. Visit the college website to read the newest edition of Citrus Rocks!

transfer degrees certificates

employment



achievement

COUNT ME IN

## Welcome to Fall Semester 2012

Welcome to the start of the fall 2012 semester! The next few months promise to be exciting and productive, especially as Citrus College implements its new "college of completion" initiative.

Throughout the semester, the Office of External Relations will keep you informed about all college happenings through the electronic distribution of the Citrus Bulletin every two weeks. We also invite you to refer to the college website for additional information regarding events, meetings, and other matters that affect the college.

Submissions to the Citrus Bulletin must be made electronically by e-mailing them to [citrusbulletin@citruscollege.edu](mailto:citrusbulletin@citruscollege.edu). The deadline to submit information is 4:30 p.m. on the Wednesday prior to publication. Please limit your submissions to 100 words or less and include all pertinent details (who, what, when, where, why and how), as well as contact information. Publication will occur at the discretion of the Office of External Relations.

## Budget Forum

An all-college budget forum will be held on Thursday, August 30 from 2:45 p.m. to 3:45 p.m. in the Center for Innovation Room 159. As long as offices remain open, release time is provided to classified staff with supervisor approval.



## Mission Statement

At their most recent meeting, the Citrus Community College District Board of Trustees approved the new Citrus College mission statement.

It reads:

*Citrus College delivers high quality instruction to students both within and beyond traditional geographic boundaries. We are dedicated to fostering a diverse educational community and learning environment by providing an open and welcoming culture that supports successful completion of transfer, career/technical education, and basic skills development. We demonstrate our commitment to academic excellence and student success by continuously assessing student learning and institutional effectiveness.*

# Bulletin



## Computing Resources

The beginning of a new semester is a great time for all faculty and staff to take a moment to refresh their memories about maintaining a secure environment for our computing resources on campus. To read the memo that was recently distributed by TeCS regarding passwords, e-mail, equipment and more ([click here](#)).



## Owl Cafe

To view the most recent Owl Café Menu, visit the Citrus College website at [www.citruscollege.edu](http://www.citruscollege.edu).



## Student Services

The Student Services Division has gained three new managers: Dr. Arvid Spor, vice president of student services; Dr. Gerald Sequeira, dean of admissions and records; and Carol Thomas, director of financial aid. To learn more about them and other new Citrus College employees, ([click here](#)) to view the Convocation 2012 online program.



**Dr. Arvid Spor,**  
Vice President of  
Student Services

## Citrus College Day at the Fair

Citrus College Day at the Los Angeles County Fair will be Wednesday, September 12. Students, faculty and staff can obtain free admission by presenting valid Citrus College identifications or business cards, along with a coupon for free admission. Coupons are available at the Campus Center or can be downloaded from:

<http://www.lacountyfair.com>.

Click on Education and Community at the top, then College Days, and then Citrus College. Limit one free admission per coupon and not valid with any other offer. Coupon only valid on September 12.



## Fire Drill

The next all-campus fire drill will take place on Wednesday, September 26, 2012 anytime between 8 a.m. and noon. Please adjust your classroom and office activities to avoid severe disruption to your work.





# eMEMO

CITRUS COMMUNITY COLLEGE DISTRICT 1000 W. Foothill Blvd., Glendora, CA 91741-1899

To: Campus Community  
From: Technology and Computer Services  
Re: Computing Resources

The beginning of a new semester is a great time for all Faculty and Staff to take a moment to refresh your memory about maintaining a secure environment for our computing resources on campus.

- **Passwords** -The best protection from unauthorized access to your computer or email is your password. Take the time to change your password now and enjoy it throughout the term. However, the password is only for your enjoyment. Please do not share your password with any others or even with the TeCS staff.
- **Watch that email** – The highest risk to the College environment is checking personal email on the campus computers. Be aware that any link sent to you in an email may direct you to a disreputable site that could capture or destroy information on your campus computer, and may affect others ability to use computing resources.
- **Don't move that equipment** – When there is a need to relocate or move computer equipment in a classroom or office, please contact TeC Services for assistance.
- **Where did I put that file** – Citrus provides centralized storage for all faculty and staff. This storage is backed up on a nightly basis for your protection. If you choose not to use this storage, be sure to maintain local backups for when your system fails.
- **Use of personal equipment** – Mobile phones, tablets, notebooks are all handy technology to use. Wireless connections to the Internet are provided in numerous areas on campus. Please do not connect your personal equipment to the college network.

- **Be energy wise** – The college has been awarded the Green Campus Award for its numerous strides in becoming more eco-friendly. Please lend a hand in this effort and power down your computer and other equipment when you have completed your day. We are currently working with Edison to implement software to ensure the efficient use of computers on campus.
- **Secure your computer** - When you are away from your computer be sure to "lock" your computer. This can be setup by using the screen saver so you don't have to remember.

If you experience any problems getting started this term please feel free to call for assistance.

Department phone number X 8810