



SAVE THE DATE:

- Aug 1 Excel Charts
- Aug 2 Word Merges
- Aug 3 Excel Formulas & Functions
- Aug 4 Open Lab
- Aug 8 Blackboard Course Setup
- Aug 9 MIDAS Gradebook, Syllabus & Content
- Aug 10 New Employee Orientation
- Aug 11 Open Lab
- Aug 14 New Employee Orientation
- Aug 15 MEMO Tips & Tricks ~ Telephones ~ Blackboard Course Setup
- Aug 16 MIDAS Gradebook
- Aug 17 Blackboard Course Setup
- Aug 18 MEMO Tips & Tricks

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Comments or Questions
 Please submit to:
mi.zavala@gcmail.maricopa.edu

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<http://www.gc.maricopa.edu/legal>

Welcome Dr. Green!



Velvie Green, Ph.D., officially arrived at GCC, July 24, to begin serving as the College's new President. Many of us have already had a chance to meet her. If you have not, please check your email for announcements from College Advancement

Services for upcoming public opportunities to meet Dr. Green. If you have not yet read her bio, you can find it in the press release at <http://www.gc.maricopa.edu/news/index.cfm?id=9006>

In addition to what is in Dr. Green's bio, one thing we've learned about her is that she is no slouch when it comes to using technology to increase productivity. Her personal choices include a wireless tablet PC and a Treo Personal Digital Assistant. The Tablet runs on Windows XP and the PDA uses the Palm OS. She will be using these technologies to stay connected as she travels around the college, community and district.

Dr. Green will find the GCC faculty to be equally passionate about technology and one that is current in what it teaches, and innovative and creative in how it teaches.

Welcome Dr. Green!



After months of work, conversion to the newly refurbished electronic environment known as eGCC is well underway. Planning and design of the new network was completed in June, and testing of the new systems (including three very brave CIS105 classes) was conducted during the second summer session. In early summer, nine new servers were added to the computer room and GCC North as well as nearly three terabytes* of disk space in a sophisticated Storage Area Network.

The centerpiece of the network redesign is the installation of the SoftGrid application management system from Softricity. Network security plays a big part in the new environment; all workstations are being virtually moved from directly accessible from the public Internet into private address space (gccaz.edu) behind a new Cisco firewall. Microsoft's Active Directory replaces Novell as the network services technology allowing for network based home directories for faculty, staff and students.

Migration to eGCC will continue throughout

the fall semester. Student and faculty workstations that are part of the Instructional Palette have already been moved to the new environment. Existing Palette usernames and passwords continue to be functional, and active data from the Gecko file server has been copied to corresponding home directories. A plan has been developed to gradually migrate office workstations and Glory data on a set schedule with individual assistance for anyone who needs it. Specialty labs and classrooms will be given individual attention to insure their needs are being met by the new network services.

Be on the lookout for continuing communications as the semester continues. Please call the Help Desk to report any issues you might find with the function or features of the new network, and do not hesitate to send us any questions about this conversion. If you are wondering about something, someone else is too. The only bad question is one that is not asked.

* A measurement term for data storage capacity equal to 1024 gigabytes. (Source: Wikipedia)

Bond Funded Projects

Waterline Relocation Project – Phase II

Phase II of the Waterline Relocation Project is underway. The relocation has resulted in some traffic flow adjustments temporarily but the pace of the project is on track. The first segment, currently under construction, is scheduled for completion on July 31. The next leg of this project will affect the area east of the EC where the disabled and car pool parking is located. The disabled parking slots will be moved temporarily to the loading area south of the EC but there will be no temporary reassignment of car pool parking slots.

Campus Entryway Widening Project

This project is also in progress with the priority being placed on Vogel Avenue. This portion of the project is scheduled for completion by August 14, 2006. The realignment of Via Gaucho will be the next phase along with the widening of the southwest entry from Olive Avenue. The construction of the Via Gaucho realignment will be completed up to just before tying into 59th Avenue. The actual tie-in will be made next year after the 59th Avenue Widening Project managed by the City of Glendale (CoG) is completed.

By completing this project ahead of the widening of 59th Avenue we take advantage of several opportunities. First, we save construction dollars. The construction industry is still experiencing accelerated price hikes in both labor and materials. Two basic materials leading the price hikes are asphalt and concrete. Second, when the CoG begins their widening project, we will be ready to have them tie into our entryways with minimal disruption to our normal activities. So if you see lanes that are not being used please remember that we are looking at them being ready for use a year from now.

OTHER PROJECTS

WPE 53 / 54 Conversion Project

This scope of this project is to convert two lecture rooms into an activity room for the Fitness and Wellness (FW) program. The project provides many benefits for FW but it also allows our Dance program to increase the number of sections it offers. For those of you who teach or take yoga, martial arts, or other highly self-disciplined classes, you will no longer have to share the same space with Dance. This separation should result in more consistent room

temperatures for both departments.

Adaptive PE Expansion Project

The project is badly needed and will go a very long way to improve the circulation and equipment floor space for this program. The project had a domino effect in that everyone had to give up a little so the program could gain a bunch! The actual square footage plus-up will come from converting the Female Faculty Locker Room into Adapted PE floor space. The faculty will move to the athletes locker room area, and the athletes will take over a section of the general use locker space that will be set aside specifically for them.

Soccer Field Irrigation Project

This project is just about completed with the exception of tying in the electrical service and initiating a turf building program. The scope was to install a complete sprinkler system in the field that our soccer team uses to practice and host their competition. The old process of flood irrigating the area prevented us from developing the field's turf into a surface that was suitable for competition at the collegiate level. With the new system we will be able to better regulate the watering and properly apply the appropriate soil supplements. In addition, the sprinkler system will save water by cutting the amount of water being lost through evaporation or wasted when using flood irrigation techniques.

Bird Control Program

This project is intended to help manage the bird population at GCC. There are two components to this project; first, to treat the stadium area and second, to treat the area around the main entries into our high use facilities. The one of most interest is that component that deals with our facilities. This program will install bird spikes to discourage birds from roosting the main building doorways and large areas where glass is used. These bird spikes are almost invisible to the casual observer but irritating to the birds. It simply irritates the bird enough to have them move away from where the spikes are placed. This program **DOES NOT** include baiting or trapping – simply using the spikes as a behavioral change technique to move the birds from where they loaf and live.



Work Schedules & Time Keeping for Non-Exempt Employees



The Fair Labor Standards Act (FLSA) has established guidelines to determine which employees are paid overtime after working 40 hours in a work week (seven consecutive, twenty-four days). Professional Staff, Maintenance & Operations, Crafts, and College Safety are non-exempt employees that are covered by FLSA provisions, and must be compensated by either paid overtime or compensatory time for any hours worked over 40 in a work week. Temporary hourly employees are covered by FLSA provisions that they must be paid overtime.

FLSA also requires certain documentation be kept for non-exempt employees. The employer must account for DAILY and WEEKLY hours worked for these employees. Paper time card reporting system for temporary hourly employees meets FLSA requirements. However, the current absence reporting system for PS, M&O, Crafts and Safety employees does not. Therefore, it is required by law that daily and weekly hours for our PS, M&O, Crafts and Safety employees are docu-

mented and these records be kept by the employing department. Examples of time reporting documents that meet FLSA requirements can be found on the District Wage and Salary web site at <http://www.maricopa.edu/hrweb/wagesal/hourly.pdf>. You may use one of these forms or design your own form by use of your department, and long as it reflects the hours worked each day with total hours for the work week. Because these time reporting documents are public records and original documents, they must be kept within the department for three years following the fiscal year in which they were prepared, and destruction must be in compliance with Arizona State Law. Any request for audit of payroll records for non-exempt employees will be directed to the employing department.

If you have any questions regarding FLSA requirements, payment of overtime, compensatory time, or record keeping for non-exempt employees, please contact Karen Minnihan at 5-3406 or e-mail (karen.minnihan@gcmail.maricopa.edu).



Student Union Remodeling Now 50% Complete!

Construction has begun. Jokake Construction Company and Spray Systems officially began **Phase I** (asbestos abatement of the northwest corner - clubs and game room area, and old Student Lounge and Council Chambers) on Monday, April 17, 2006. Build back of this corner of the Student Union will continue through the August 14, 2006. Following Commencement (May 12, 2006), **Phase II**, remodel of the Kitchen and Palms Cafe was initiated. The Kitchen and Palms Cafe remained closed over the summer but will reopen on August 14, 2006. Renovation of the Kitchen and Palms will provide more modern food preparation and efficient food services. Remodel activities will continue with conversion of the Atrium, old Student Lounge and Council



Chambers (**Phase III** - May 15 -November 23, 2006) and old Dining Area and Employee Lounge (**Phase IV** - November 24, 2006 - March 12, 2007). Plans for configurable meeting rooms, for the integration of natural light, connecting inside and outside space, and linking the diverse architectural styles of the campus have been addressed. Several large scale renditions of the remodeled Student Union are on display in the lobby of the Administration Building and information and photos regarding progress on the Student Union Remodel will be reported in Master Planning Updates, available on the College's web site: http://www.gc.maricopa.edu/admin_services/index.cfm



The GCC Trip
Reduction Program



Visit GCC's web site www.gc.maricopa.edu/trp for information on carpooling and bus subsidies, or contact TRP Coordinators: Trudy Movich (53540) or Maria Izabel Zavala (5-3451).

Exceeding Expectations!

Administrative Services ~ Glendale Community College
6000 West Olive Avenue ~ Glendale, AZ 85302-3006

Tel: 623.845.3451 ~ Fax: 623.845.3777

Administrative Services serves teaching and learning at GCC through Business Services, College Safety, Employee Resources, HelpDesk, Institutional Planning, Instructional Computing, Maintenance & Operations, Office of Information Technology, Procurement, Property Control, Receiving, The Innovation Center, Training & Employee Development, Mail Service and Contracted Services: Bookstore, Copy Center, and Food Service. We are dedicated to learning, both in and out of the classroom, and strive for excellence in creating and maintaining an environment where teaching and learning thrive. Our goal is to exceed the expectations of our customers: students, faculty, staff, and community.

www.gc.maricopa.edu/adminsvcs/

Administrative Services Profiles



David Thompson, Journeyman Painter, Maintenance & Operations Department

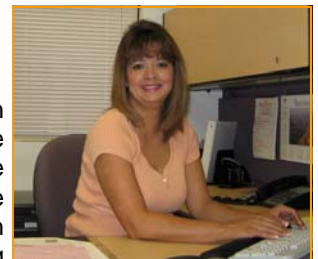
Since his arrival in June David has been busy painting classroom and offices at GCC. David brings 15 years experience as a residential and commercial painting contractor, to GCC and will be a key contributor to improving the learning and work environment at the college. David lived and worked in Japan for 2 ½ years and he earned his History B.A. from Brigham Young University and M.A. from Loyola University, Chicago. David has used his degrees to teach as an adjunct instructor at Chandler/Gilbert Community College and at the Life School College Preparatory a high school in Gilbert.

David enjoys the positive contribution he provides to GCC by painting the campus buildings keeping them free from graffiti and looking their best for students.

When he is not at work painting, David enjoys outdoor activities that include hiking, and running. In addition, he currently is learning to play the guitar and is trying to master the Spanish language. David is delighted to be working at GCC!

Debbie Olivera, HR Assistant I, Employee Resources

Prior to accepting the position in Employee Resources, Debbie worked at Kirtland Air Force Base in New Mexico. She moved from Albuquerque, NM in fall of 2005 and started working with GCC in Spring 2006. Ms. Olivera, has over nine years experience in Human Resources, including payroll processing and excellent customer service. When she is not working at GCC, she spends all her extra time with her family and friends. If you stop by Employee Resources please welcome Debbie to GCC!



Jennifer McCormick, Computer Technician, Office of Information Technology

Jennifer started with GCC working as an Instructional Associate (IA) in the High Tech Center in 2004. After one year as an IA, she transferred to OIT as a student employee. In January, 2006 Ms. McCormick became an official board approved OIT, Computer Technician. Jennifer currently is working on providing software management and documentation for GCIS (Glendale College Information Services).

Jennifer is currently studying college courses for Computer Information Technology, Computer Graphic Arts, and Business/Personal Computers. Welcome Jennifer!

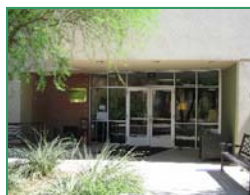


New AS Employees

Dulce Meneses, Fiscal Technician I, Fiscal Office

Maureen Weibel, Lead Computer Lab Technician, Instructional Computing

¿Mystery
Spot?



First person to call MIZ at 5-3451 correctly identifying the location (on the left) wins a coupon from Grounds for Thought valued at \$3.00.

Congratulations! Ms. Kathy Noland, Administrative Secretary III, Psychology was our April issue winner. Kathy correctly identified the building associated with the Employee Resources' door.

