


Clare Geisen

From: Sue Johnson
Sent: Tuesday, August 21, 2012 10:56 AM
To: AllUsers
Subject: BUSINESS TOOLS

In order to improve operational effectiveness and facilitate the consistent application of procedures, VCCCD Business and Administrative Services has launched BusinessTools, a central website for forms, procedures and documents to be

used district-wide. To access BusinessTools, click on the green BusinessTools icon  found in the icon bar in the upper right-hand corner of MyVCCCD. Many forms may now be completed electronically. This initial release includes commonly used forms and procedures for the following areas:

- accounting
- accounts payable
- contracts, grants and special funding
- information technology
- payroll
- police services (parking)
- purchasing
- risk management

We will be adding content on a regular basis until we have included all forms and procedures. We want to know if this website assists in the clarification and consistent application of procedures and, as such, meets your needs in this area. In order to achieve continuous quality improvement, the site will be expanded over the next year to include additional procedures and forms as well as enhancements based on user suggestions. Please send us your suggestions for the next group of forms and procedures to be included as well as any suggested enhancements to the website by clicking the "suggestions/feedback" link within the portal site.


Sue

Susan Johnson
Vice Chancellor, Business & Administrative Services
Ventura County Community College District
255 W. Stanley Ave., Suite 150
Ventura, CA 93001
sjohnson@vccd.edu
(805) 652-5536

Think green!



Please consider the environment before printing this e-mail. Thank you.

 [Back to My College Tab](#)

-  Outlook @ Work
-  Outlook Webmail
-  HR Tools
-  Business Tools
-  Groups
-  My Courses
-  Logout
-  Help

District-wide Announcements

VCCCD Business and Administrative Services Launches BusinessTools

08-20-2012



In order to improve operational effectiveness and facilitate the consistent application of procedures, VCCCD Business and Administrative Services has launched BusinessTools, a central website for forms, procedures and documents to be used district-wide. To access BusinessTools, click on the green BusinessTools icon found in the icon bar in MyVCCCD. Many forms may now be completed electronically. This initial release includes commonly used forms and procedures for the following areas:

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[View/Update VCCCD Employee Information in Work Life Tab in Portal](#)

08-16-2012

[Volunteers Needed for Wellness Clinical Trial](#)

08-13-2012

[District Board Resolution in Support of Tax Initiative](#)

06-05-2012

[Have an announcement to post?](#)



Clare Geisen

From: No Reply [webmaster@vcccd.edu]
Sent: Monday, August 20, 2012 12:03 PM
To: Victory Kitamura
Subject: Re: Portal Announcement - VCCCD Business and Administrative Services Launches BusinessTools

..... This is an automated message.....do not reply

Status:

MyVCCCD Announcement Has Been Posted to the District-Wide Employee Announcement Channel and is scheduled to expire on 9/3/12

Announcement:



In order to improve operational effectiveness and facilitate the consistent application of procedures, VCCCD Business and Administrative Services has launched BusinessTools, a central website for forms, procedures and documents to be used district-wide. To access BusinessTools, click on the green BusinessTools icon found in the icon bar in MyVCCCD. Many forms may now be completed electronically. This initial release includes commonly used forms and procedures for the following areas:

- accounting
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To remove this announcement from the **District-Wide Employee Announcement Channel**, click this link:

[Remove Announcement](#)

BusinessTools > Forms, Documents and Procedures
Forms, Documents and Procedures

View All Site Content
Forms, Documents and Procedures
 Suggestions? Feedback?
 Admin Documentation
 Recycle Bin

Item	Required	Created	Actions
Category: Accounting (11)			
Sub-category: (4)			
f) Affidavit to Obtain Duplicate Check	Yes	06/2012	
f) Cash Order Form	Yes	06/2012	
f) Change Fund Cash Audit			
f) Credit Card Authorization	Yes	02/2011	
f) Journal voucher			
f) Records Retention - How long do I need to keep records?	No	07/2012	
Sub-category: Petty Cash (3)			
f) Petty Cash Form - Establishment	Yes	10/2011	
f) Petty Cash Form - Reconciliation	Yes	02/2011	
f) Petty Cash Operating Procedure	No	08/2012	
Sub-category: Trust and Agency (2)			
f) Trust and Agency Account Authorization	No		
f) Trust and Agency Signature Update	No		
Category: Accounts Payable (5)			
Sub-category: (1)			
f) Records Retention - How long do I need to keep records?	No	07/2012	
Sub-category: Employee Travel (3)			
f) Agency Form Requirements for International Travel	No	08/2009	
f) Authorization for International Travel Form #140-41	Yes	08/2009	
f) Mileage Reimbursement Claim - Current IRS mileage reimbursement rate is \$.555/mile	Yes	06/2012	

BusinessTools : Forms, Documents and Procedures
Forms, Documents and Procedures

View All Site Content
Forms, Documents and Procedures
Suggestions? Feedback?
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Recycle Bin

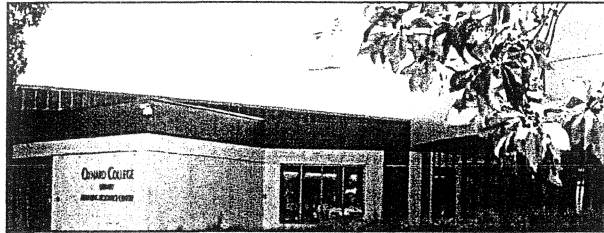
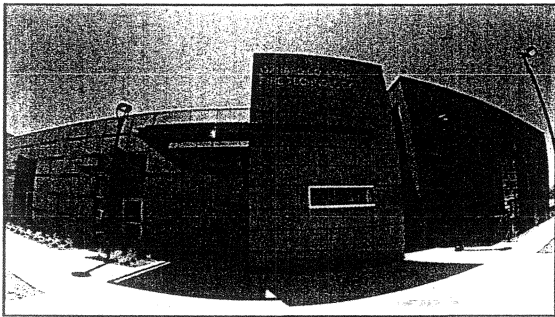
- New Actions 1 - 100 View: All Items
- Tip
 - Cash Order Form
 - Affidavit to Obtain Duplicate Check
 - Change Fund Cash Audit
 - Journal Voucher
 - Petty Cash Form - Establishment
 - Petty Cash Form - Reconciliation
 - Trust and Agency Account Authorization
 - Trust and Agency Signature Update
 - Authorization for International Travel, Form #140-1
 - Agenda Format Requirements for International Travel
 - Mileage Reimbursement Claim - current IRS mileage reimbursement rate is \$.555/mile
 - Affidavit to Obtain Duplicate Check
 - Classified Off Schedule Time Report
 - Direct Deposit Authorization
 - Employee Absentee Report
 - Professional Expert Time Sheet
 - Timesheet: Academic Hourly
 - Timesheet: Classified Hourly
 - AP 3720 Computer and Network Use
 - AP 3720-B Local Administrative Permissions to Computing Resources
 - Community Services Independent Contractor Agreement
 - Contract for Services Under \$15,000
 - Donation/Gift Acceptance Form
 - Invoice for Services Rendered
 - Payment of Personal Services Matrix
 - Personal Services Contract Forms



Oxnard College

"moving towards sustained excellence"

Oxnard College Fire Technology



Oxnard College
Library/Learning Resource
Center

2012 FLEX PROGRAM

AUGUST 13-15

Sponsored by

Oxnard College Foundation
County Schools Federal Credit Union

and

The Academic Senate
The Classified Senate
President Richard Durán, Ed.D.

Drawing for
over \$500 in
Cash &
prizes

See page 12 For
details

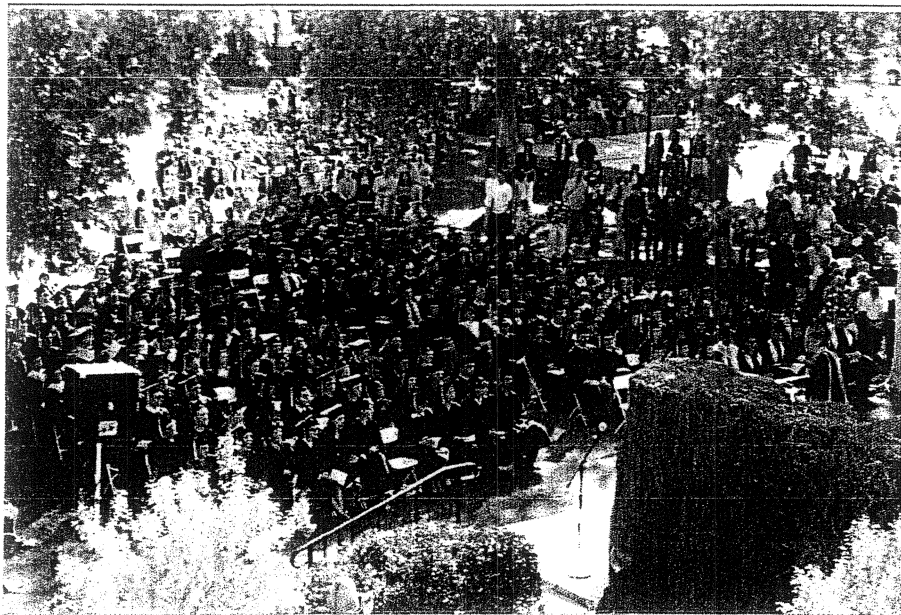
TUESDAY - AUGUST 14TH

TIME	EVENT/DESCRIPTION	LOCATION
9:00 AM — 10:00 AM	SharePoint Intro See SharePoint in Action. This system allows us to share files campus-wide. Go Green while you stay up-to-date with meeting documents and division or department information.	Bola King-Rushing LLRC-101
9:00 AM — 10:00 AM	Understanding Students w/Disabilities	Della Newlow OE-1
10:00 AM — 11:00 AM	Course Studio Intro Did you know: every course in the District already has an online component? Come to this session to learn. Post your syllabus online, send class emails, and MORE!	Bola King-Rushing LLRC-101
10:00 AM — 11:00 AM	A Crash Course About Sabbatical Leaves Learn guidelines, handy tips, and important information regarding sabbatical leave for the academic year 2013-2014. Returning sabbatical leave recipients (2011-2012) will share the wealth of knowledge they bring back from their sabbatical leave experience. An AFT representative will be invited to attend and answer questions.	I. Edwards FRC
11:00 AM – Noon	Online Security & Online Presence Come to this session to learn about the little things you can do to protect yourself and your students when it comes to online activities. In addition, you'll discover whether Facebook and other online networks can actually be useful for you outside of the classroom.	Bola King-Rushing LLRC-101
11:00 AM – Noon	Turnitin.com Learn to use plagiarism detection software to help teach academic honesty and documentation. Turnitin can be used via D2L to streamline ease of use.	Elissa Caruth FRC
Noon — 3:00 pm	Math Department Meeting	Bret Black LRC-ConfRm
Noon — 1:00PM	Classified Senate Luncheon & Meeting	Karla Banks OE-10 & -11
1:00 PM — 2:00 PM	Student Field Trip Electronic Workflow Process Tired of having to complete multiple pages of forms for field trips? Want to conserve paper for a friendly environment? Attend this session to see the new process of electronically submitting Field Trip Forms.	Terry Cobos FRC
2:00 PM — 4:00 PM	Curriculum and Articulation 1st hour: What's new with curriculum and articulation - Have you been hearing the terms C-ID, TMC, AA-T, AS-T, SB 1440 and wondering what it all means? 2nd hour: Everything you ever wanted to know about Curriculum at OC but were afraid to ask.	T. Bonham & S. Davis LA-8
2:00 PM — 3:00 PM	D2L Intro (Desire to Learn) This session offers an overview of the district's Desire2Learn course management system. If you're interested in exploring the joys of teaching partially or fully online, join us!	Bola King-Rushing LLRC-101
3:00 PM — 4:00 PM	D2L Gradebook Learn the basics of using the grade book function in Desire to Learn (D2L).	B.King-Rushing & E. Caruth LLRC-101
4:00 PM — 6:00 PM	AFT Meeting, UCFW Building, 816 Camarillo Springs Road, Camarillo Join your AFT leadership and campus representatives for a general membership meeting and negotiations update.	10

MOORPARK COLLEGE

Presents

Fall Hex Activities 2012

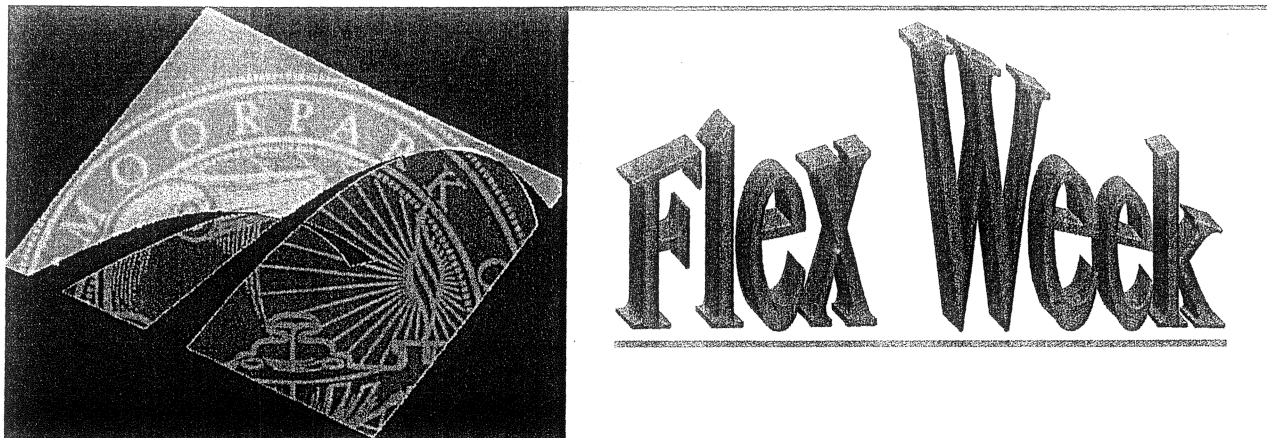


“A teacher affects eternity; he can never tell where his influence stops”.

-Henry B Adams

“The difference between school and life? In school, you’re taught a lesson and then given a test. In life, you’re given a test that teaches you a lesson.”

-Tom Bodett

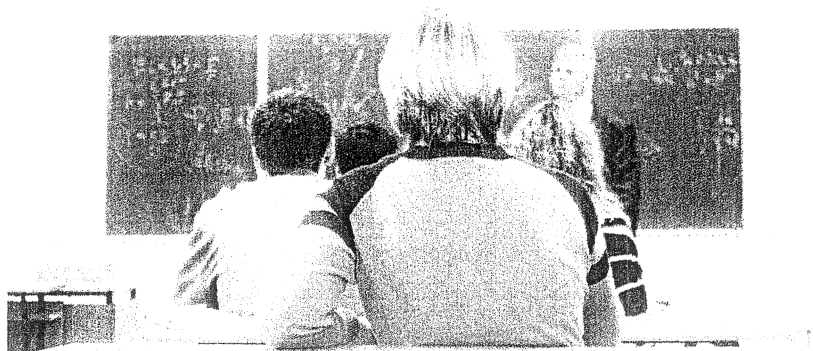


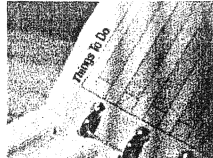



AUGUST 13, 2012-AUGUST 15, 2012

Outcomes for Flex Events:

1. Faculty/staff will gain practical knowledge and/or skills to be utilized in their job.
2. Faculty/staff will have sufficient opportunities to learn from and interact with presenter and colleagues.
3. Flex events scheduled will provide a variety of learning opportunities to meet faculty/staff needs.

Monday: Activities on campus all day
Tuesday: Activities on campus all day
Wednesday: Mandatory College Flex Day
Thursday: First Day of Classes



2-3 pm	FH 115	<p>How to apply for Sabbatical</p> <p>The focus of this session is to discuss the AFT Contract criteria and process/procedure for applying for a sabbatical.</p>	Nenagh Brown	
2:30-3:30 pm	LLR 124	<p>Student Field-Trip Electronic Workflow Process</p> <p>Tired of having to complete multiple pages of forms for field trips? Want to conserve paper for a friendly environment? Please attend this session to learn about the new process of electronically submitting Student Field Trip Forms.</p>	Terry Cobos	
2:30-4 pm	FH 217	<p>Handling Difficult Student Situations in and out of the classroom</p> <p>Many of today's generation of students have a sense of entitlement that is expressed during their interactions with staff, faculty, and administrators. This panel will discuss personal student-related experiences and ways to manage student behavior</p> <p>1) "setting the tone" 2) "in the moment" and 3) "handling the crisis."</p>	Maureen Rauchfuss, Ranford Hopkins, Pat Ewins & Ray Zhang	
3-4:00 pm	FH 114	<p>Online Student Advising</p> <p>This session is a brief introduction and general overview to DegreeWorks and MyNAV for classroom faculty and classified staff. DegreeWorks provides students with real time advice, interactive what-if scenarios, more timely degree certification and improved transfer recruitment. MyNAV is a student's guide to "what to do when" in order to reach their goals. Find out how these two tools can help students achieve their goals.</p>	Corey Wendt, Richard Torres & Lisa Miller	



.....For Tuesday's sessions

VC Professional Development

Mon Aug 13, 2012

8:45am - 9:45am How to make PowerPoint more engaging

Where: MCE 335

Calendar: Erica Tartt

8:45am - 9:45am It's Finished! - Tour the New VC Performing Arts Space

Where: PAS Lobby

Calendar: Erica Tartt

8:45am - 9:45am

Verbal Judo - Conversation Strategies that Work when Talk gets Tense

Where: MCW 205

Calendar: Erica Tartt

10am - 11am Movement in the Classroom

Where: MCE 125

Calendar: Erica Tartt

10am - 11am Using Clickers

Where: BEACH

Calendar: Erica Tartt

10am - 11am Voyager! Experience the New Library System

Where: LRC 205

Calendar: Erica Tartt

11:15am - 12:15pm Academic Integrity

Where: MCW 201

Calendar: Erica Tartt

11:15am - 12:15pm

Brain Theory and Stress in the Classroom - Learn how helping students calm down can help them succeed

Where: MCE 124

Calendar: Erica Tartt

11:15am - 12:15pm Teaching Techniques Exchange Group - Best Practices

Where: MCW 103

Calendar: Erica Tartt

1:30pm - 2:30pm How to make PowerPoint more engaging

Where: MCE 335

Calendar: Erica Tartt

1:30pm - 2:30pm It's Finished! - Tour the New VC Performing Arts Space

Where: PAS Lobby

Calendar: Erica Tartt

2:45pm - 3:45pm

911--What to do before EMS Arrives...First Responses to Classroom Medical Emergencies

Where: MCW 205

Calendar: Erica Tartt

VC Professional Development

2:45pm - 3:45pm

Want to Teach Online? A Pathway to Training, Certification, and Best Practices

Where: MCW 110

Calendar: Erica Tartt

4pm - 5pm Learning Communities--Find Out the Amazing Results

Where: MCE 123

Calendar: Erica Tartt

4pm - 5pm

Teaching in the Evening--What You Should Know about Safety and Services.

Where: MCW 103

Calendar: Erica Tartt

Tue Aug 14, 2012

8:45am - 9:45am

I Know What You Did Last Semester--Find out What Colleagues Did on Their Sabbaticals

Where: MCE 344

Calendar: Erica Tartt

8:45am - 9:45am Technology in the Active Classroom

Where: MCE 124

Calendar: Erica Tartt

10am - 11am Academic Integrity

Where: MCW 201

Calendar: Erica Tartt

10am - 11am Polite Write -- E-mail etiquette in the age of EMOTICONS :)

Where: MCW 103

Calendar: Erica Tartt

10am - 11am Student Field-Trip Electronic Workflow Process

Calendar: Erica Tartt

10am - 11am Using Smart Classroom Technology

Where: MCW 205

Calendar: Erica Tartt

11:15am - 12:15pm

Assistive Technology and the "Average Student"—Find out How Computers Can Help Every Learning Style

Where: BEACH

Calendar: Erica Tartt

11:15am - 12:15pm Curriculum Updates Part 1: Using CurricUNET

Where: MCW 312 Conference Room

Calendar: Erica Tartt

11:15am - 12:15pm

D2L vs Course Studio...Which one is right for you?: An Information Session

Where: MCW 203

Calendar: Erica Tartt

VC Professional Development

1:15pm - 2:15pm Curriculum Updates pt 2: ASSIST Online Tools

Where: MCW 312 West Wing Conference Room

Calendar: Erica Tartt

1:30pm - 2:30pm Come Proust with Us! The Literacy Salon Begins!

Where: MCW 201

Calendar: Erica Tartt

1:30pm - 2:30pm Smart Phone Uses in the classroom

Where: MCE 124

Calendar: Erica Tartt

1:30pm - 2:30pm Tablet Apps to enhance personal organization and fun!

Where: MCW 205

Calendar: Erica Tartt

1:30pm - 2:30pm

The Foundation HAS MONEY!! -- Find out how to help your students get money

Where: MCW 203

Calendar: Erica Tartt

2:45pm - 3:45pm It's Finished! Tour the new VC Performing arts space

Where: PAS Lobby

Calendar: Erica Tartt

2:45pm - 3:45pm One Book/ One Campus

Where: LRC 205

Calendar: Erica Tartt

2:45pm - 3:45pm

VC Technology Showcase of Innovative Instructional Technology including Prezi and Tegrity

Where: MCW 205

Calendar: Erica Tartt

4pm - 5pm Voyager! Experience the New Library System

Where: LRC 205

Calendar: Erica Tartt

4pm - 5pm

Yoga for stress in the classroom -- some simple strategies that don't require a mat

Where: AEC Dance Studio 102

Calendar: Erica Tartt

Wed Aug 15, 2012

8am - 9:30am Mingle and Meet

Where: Campus Center Quad

Calendar: Erica Tartt

8:30am - 11am All College Meeting

Where: Campus Center

Calendar: Erica Tartt

VC Professional Development

11am - 12:15pm Workshop: Constructing a framework for student success

Where: Campus Center

Calendar: Erica Tartt

12:15pm - 1pm Hosted Lunch

Where: Campus Center

Calendar: Erica Tartt

1pm - 2pm Career and Technical Education Division, MCW 110

Where: MCW 110

Calendar: Erica Tartt

1pm - 2pm

Communication, Kinesiology, Athletics, Off-Site Programs, Wright Library

Where: Wright Library

Calendar: Erica Tartt

1pm - 2pm

Distance Education, Professional Development, Social Science & Humanities, MCW 113

Where: MCW 113

Calendar: Erica Tartt

1pm - 3pm Division and Department Meetings

Where: Varies

Calendar: Erica Tartt

1pm - 2pm Institutional Effectiveness, English & Learning Resources, LRC 205

Where: LRC 205

Calendar: Erica Tartt

2pm - 3pm Behavioral Sciences & Philosophy, MCW 201

Where: MCW 201

Calendar: Erica Tartt

2pm - 3pm Music, MCW 312

Where: MCW 312

Calendar: Erica Tartt

2pm - 3pm Social Sciences, MCW 205

Where: MCW 205

Calendar: Erica Tartt

2pm - 3pm Theater Art & Dance, MCW 203

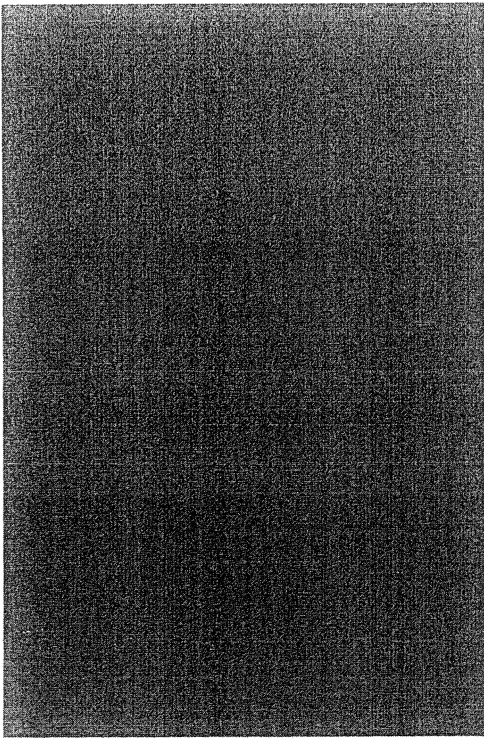
Where: MCW 203

Calendar: Erica Tartt

2pm - 3pm Visual Arts, MCW 103

Where: MCW 103

Calendar: Erica Tartt



Online Field Trip/Excursion Request Form

Fall 2012 Flex Day
Presentation

Step 1: Instructor Request

- Instructor will initiate request for field trip via workflow form in portal, linked to specific course

my workflow processes

VCCCD
Field Trip Request
Service Request: MC IT

Show My Pro

Work Life

Start Workflow

Workflow Help

Organization: VCCCD
Workflow Name: Field Trip Request Form:0
Workflow Specifics Name:
Priority: Normal
Workflow Note:

Start Workflow

Reset

Instructor Request (Cont.)

Field Trip Request Entry

Workflow Help

Instructor/Advisor: [Redacted], Susan L.

Select the Class for which this Field Trip is being requested. Select more than one Class if there are multiple sections for the Field Trip.

- * Class Section 1: Term: 201207 College: 1 CRN: 70187 Title: History of American li
- * Class Section 2: None
- * Class Section 3: None
- * Class Section 4: None
- * Class Section 5: Term: 201303 College: 1 CRN: 32377 Title: History
- * Activity/Destination: Getty Museum

* Transportation Is Provided by

- College (District-owned vehicle)
- College (Commercial Travel)
- Responsibility of Student

* Responsible instructor/staff member(s): Susan Demo

* Date(s) of field trips/excursions: 11/2/2012

If more than one field trip or excursion is included on this form, indicate 'see at the next three lines below. Attach a list of the locations in the next step when the form.

* Address of field trip location:: 1200 Getty Center Drive

* Phone No. of field trip location: (310) 440-7300

* Contact Person at field trip site: J. Paul Getty

Instructor/Advisor	[Redacted], Susan L.
Class Section 1	Term: 201207 College: 1 CRN: 70187 Title: History of American Indian
Class Section 2	None
Class Section 3	None
Class Section 4	None
Class Section 5	Term: 201303 College: 1 CRN: 32377 Title: History-American Women
Activity/Destination	Getty Museum
Transportation is Provided by	College (District-owned vehicle)
Responsible instructor/staff members	Susan Demo
Date(s) of field trips/excursions	11/2/2012
Address of field trip location	1200 Getty Center Drive
Phone No. of field trip location	(310) 440-7300
Contact Person at field trip site	J. Paul Getty

Please review the above information, and if it is correct, select a Dean/Manager from the list below, and select 'Forward for Approval'. If you need to change or re-enter any of the information, select 'Re-Enter Information'.

Press Complete after selecting the desired option.

Select Dean/Manager for Approval: Ewins, Patricia

- Forward for Approval
- Re-Enter Information

If more than one field trip or excursion is included on this form, attach a list of locations, addresses, and phone numbers below.

Step 2: Dean/Manager/EVP Approval

- Workflow will electronically route approval request to Dean or Manager, then to the EVP

my workflow worklist			
Organization	Workflow Name	Activity	Created
VCCCD	Term: 201207 College: 1 CRN: 70187 Title: History of American Indian Ready	Field Trip Approval Dean	09-Aug-2012 04:46:26 PM

Refresh Show Entire Worklist Open Workflow

Subject: Field Trip Request Waiting Approval

A Field Trip Request has been routed to you for Approval in Workflow. You may access it via the 'my workflow worklist' channel in the Work Life tab of MyVCCCD.

Instructor/Advisor	Susan
Worklist Description	Term: 201207 College: 1 CRN: 70187 Title: History of American Indian
Activity/Destination	Chumash History Museum
Transportation is Provided by	College (Commercial Travel)
Responsible instructor/staff members	Instructor
Date(s) of field trips/excursions	08/31/2012
Field trip location	101 Chumash Lane
Field trip	(805) 555-1212
Field trip site	Gray Wolf PEWINS

Please review the above information, and select 'Approve' or 'Disapprove' below. If Approved, the form will be routed to the President or his/her proxy for final approval.

If Disapproved, please enter a reason for the disapproval in the field provided.

Press Complete after selecting the desired option.

Approved - Forward to President for Approval
 Disapproved

Reason for disapproval:

Step 3: Field Trip Approved

- The Instructor is notified of approval via email.

Subject: Field Trip Request Approved

Instructor Advisor	[REDACTED] Susan
Class Section 1	Term: 201207 College: 1 CRN: 70187 Title: History of American Indian
Class Section 2	Term: 201207 College: 1 CRN: 70279 Title: Honors: Hist Am Women
Class Section 3	None
Class Section 4	None
Class Section 5	None
Activity/Destination	Chumash History Museum
Transportation is Provided by	College (Commercial Travel)
Responsible instructor/staff members	Instructor
Date(s) of field trips/excursions	08/31/2012
Address of field trip location	101 Chumash Lane
Phone No. of field trip location	(805) 555-1212
Contact Person at field trip site	Gray Wolf

The Field Trip Request above has been Approved.

Approvers:

PEWINS

PEDDINGER



Step 4: Printed Form for Trip

- In system, faculty/advisors will print the following information to bring on field trip/excursion:
 - List of participating students
 - Emergency contact information
 - Insurance information
 - Medical release form
 - Student Transportation Waiver

Step 4: Student Forms

- Enrolled students receive portal alert and email that a field trip form is available in portal
- Students will click on "I agree" statement instead of physically signing documents
- Electronic submission is considered authorized signature

Subject: Field Trip Participation Form - Term: 201207 College: 1 CRN: 70187 Title: History of American Indian (TEST)

Please go to Personal Alerts in MyVCCCD to open the Field Trip Participation Form

Ventura County Community College District

STUDENT PARTICIPATION FORM

My College

personal alerts

Field Trip Participation Form Term: 201207 College: 1
CRN: 70187 Title: History of American Indian (TEST)

college news

Moorpark

News

Field Trip Details

Field Trip/Excursion/Class:	Campus:
History of American Indian	Moorpark College
Instructor/Advisor:	Date(s):
Susan Demo	11-2-2012

Student Details

Name:	ID Number:
Demo Student	900111111
Address:	Phone Number:
1111 Eileen St Ventura, CA 93001	

If the Address or Phone Number listed above is incorrect, please [provide updated information](#) prior to e***

Transportation