

SECTION 4

FACULTY SUPPORT SERVICES

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WEST VALLEY COLLEGE TELEVISION OPERATIONS MEDIA SERVICES

AV/TV EQUIPMENT AND MEDIA SERVICES

AV Services provides the college community with AV equipment and technicians, free of charge, for various events and presentations. Priority for covering events will be based on a first come, first served basis. There is no charge for this service except when additional staff, equipment or supplies must be hired, rented or purchased. The Television Operations Department, AV Support Services, Instructional Development Services, and Library Media Services offer equipment, staff assistance, and production facilities to support instructional and college related activities.

- **Services available: Dell or Mac laptops, LCD projectors, TVs, DVD players, sound systems (microphones, mixers, speakers, amps, recorded music from an iPod).**
- **For recording of your event, either audio or video, please complete the Multimedia Production Request Form.**

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|-----------------------------------------|-----------------------------------------|
| • AV EQUIPMENT SERVICES | • VIDEO PRODUCTION |
| • AV/VIDEO EQUIPMENT CHECKOUT | • EDITING AND COMPUTER GRAPHICS |
| • TV/VIDEO PRODUCTION SERVICES | • MULTIMEDIA PRODUCTION |
| • DVD/VIDEO DUBBING | • INTERACTIVE LEARNING CLASSROOM |
| • OFF-AIR OR SATELLITE RECORDING | • VIDEOCONFERENCING |

AV EQUIPMENT SERVICES

AV/TV Operations provides support for AV equipment. If there are any problems with the equipment in your classroom, call **ext. 2032**, the AV Hotline. Staff will respond as quickly as possible to your request but rely on your help to keep things running. Make sure all equipment is plugged in and there is power to the outlet. Familiarize yourself with the equipment in your classroom(s). If a bulb is out, check inside the machine for a spare or with the division senior office coordinator to see if spare bulbs are available in the division office.

If you borrow a piece of equipment from another room to replace your non functioning equipment please return the replacement piece after your class is done and report the problem ASAP at ext. 2032. Borrowing equipment from another room and not returning it can cause a domino effect of problems for other faculty and students.

PLEASE MAKE SURE ALL LCD PROJECTORS ARE TURNED OFF AT THE END OF YOUR CLASS. REPLACEMENT BULBS COST MANY HUNDREDS OF DOLLARS.

AV/TV EQUIPMENT CHECKOUT

Equipment is available for short-term loan to Faculty and Staff. Please call ext. 2032 to reserve the equipment at least 24 hours in advance.

- **RECORDING EQUIPMENT**
Camcorders Lighting Kits Tripods Microphones
- **PRESENTATION TOOLS**
Laptops LCD projectors Sound systems



WEST VALLEY COLLEGE TELEVISION OPERATIONS MEDIA SERVICES

You can download a pdf of the **AV SERVICES REQUEST FORM** from the following link:

http://www.westvalley.edu/documents/faculty_resources/AV/AVServRqstForm.pdf

TV PRODUCTION SERVICES

TV and video production services are provided to the college, for instructional and promotional TV, video, or web based programs. Audio and video recording services are also available to record guest lectures and special events. Priority for productions will be based on the following criteria: educational value, promotional value and urgency. Requester is responsible for getting clearance from any speakers who will be recorded and obtaining a signature on our model release form.

NOTE: For production services please fill out a TV/Video Production Request Form available through the Multimedia Coordinator, **Scott Ludwig, ext. 2031**, or you may download a pdf copy from the following web link:

http://www.westvalley.edu/documents/faculty_resources/AV/VidProdReqForm.pdf

Once completed and signed by your department and division chairs the request will be processed through this office and sent for approval to the Dean of Information Technology and Services. Once approved you will be contacted to arrange pre-production meetings and a shoot schedule.

DVD/VIDEO TAPE DUBBING

TV Operations offers DVD or VHS duplicating services of non-copyrighted or copyright released material.

OFF-AIR OR SATELLITE RECORDING

Recording of off-air or satellite programs in accordance with copyright guidelines.

FEES: License fees for any broadcast are the responsibility of the requester.

VIDEO TAPING - Single camera event recording

TV Operations Staff are available to videotape college events. Upon completion of the taping you will receive one copy. Additional copies for the library AV reserve desk can be made.

VIDEO TAPING - Multi camera studio and remote productions

TV Operations has a full production package available for multi camera onsite videotaping of College events. Please fill out a production request form as mentioned above.

VIDEO EDITING AND GRAPHICS

Non linear digital editing systems are available to staff, students and instructors in or near the TV office. Call x2032 for more info.



WEST VALLEY COLLEGE TELEVISION OPERATIONS MEDIA SERVICES

VIDEOCONFERENCING

The College operates a portable videoconferencing system that uses the internet to connect to distant sites. Because of the nature of the internet connection there are limited sites on campus that can accommodate the video conference. Currently the TV Studio, the ILC, The Ranganathan Room, in the library, and the Club Room, in the Campus Center, are configured for videoconferencing. Videoconferences can be one on one or support a campus group of up to 50 people. Contact Scott Ludwig at ext. 2031 for more information.

INSTRUCTIONAL DEVELOPMENT SERVICES

The IDS staff provides tools and expertise to facilitate the following media production: lamination of maps, charts, etc., slide duplication, photography from books and magazines, dry mounting and overhead transparency production. Staff will also assist faculty in the overall design of their courses and course materials. They will also assist and advise on the creation of web pages.

AV/TV OPERATIONS STAFF

Scott Ludwig	Multimedia Operations Coordinator	741-2031
Alfred Yee	Classroom Technology Specialist	741-2167
AV Services Hotline		741-2032

INSTRUCTIONAL DEVELOPMENT STAFF

Lisa Kaaz	Distance Learning Coordinator	741-2065
Carl Jones	Graphic Designer	741-2647

LIBRARY MEDIA SERVICES

AV media (DVD, video, film, audio media, etc.) for instructional purposes (for preview, loan, rental, or purchase) is available through the Library. Call the AV Circulation Desk at **ext. 2624** for details.

Janet Lin	Library/Media Technician	741-2623
Katy Lienhart	Library/Media Technician	741-2624

MEDIA SERVICES ADMINISTRATION

Fred Chow	Dean, Information Technology and Services	741-2635
Celine Pinet	Dean, Office of Instruction	741-2140

BOOKSTORE

TEXTBOOKS, INSTRUCTIONAL PACKAGES, and TEXT REQUISITIONS:

Please be aware that our Campus Bookstore has moved to a new temporary location during the 2010-11 academic year to accommodate a renovation of the Campus Center. The temporary location is **east corridor of the Applied Arts and Sciences Building**.

The Viking Bookstore is contracted through Barnes and Noble.

Manager: Steve Higginbotham, ext. 2664

Faculty are responsible for the selection of textbooks for their classes, consistent with departmental and College guidelines. Selection of new textbooks now must be done at the time the class schedule is assembled for the following semester. This will allow textbooks to be ordered by the Bookstore for arrival prior to the beginning of the new semester and be in compliance with the new HEOA (Higher Education Opportunity Act) regulations. (See page 7 in this section.) Also, this will help leverage the more cost effective used textbook distribution for keeping prices low for our students.

The College has a "book loan" program administered through the Admissions and Records office whereby students are loaned money to purchase their textbooks and then repay that loan. There are also textbooks held on reserve in the Library for student use.

Faculty who need to have instructional packages available to students for purchase in the bookstore, (simple, stapled, 3-hole punched, plastic wrapped instructional packages), should:

- Contact the Bookstore Manager at ext. 2664 for planning purposes;
- Provide a camera-ready master;
- Be prepared to sign a form acknowledging copyright responsibility;
- Process a Text Requisition that shows the Bookstore as the publisher;
- Allow at least six (6) weeks for publication.

The fall 2010 schedule has been uploaded to the bookstore's online textbook ordering site, and orders can be placed online. As the college makes progress to enhance the textbook ordering process, and meet the federal HEOA requirements online orders for texts will help meet these requirements.

Online Orders:

- 1) Submitting online book: please log in, fill out the information in the 5 step process. Once the book order is completed and submitted, you will receive an email confirmation that the bookstore received your order.
- 2) Use the following link to submit your order online:

<https://secure.bncollege.com/webapp/wcs/stores/servlet/FacultySplashLoginView>

Manual Orders:

- 1) Please look at the book order form (available from the Division Office Senior Office Coordinator) to verify the correct book information prior to placing the order. Enclosed you'll find last year's book order list. You are welcome to use this information.
- 2) On the book order form, fill out the estimated enrollment, section #, and course # work with other faculty to see whether orders can be grouped if the textbook is the same.
- 3) Circle the required or recommended option listed on the form.
- 4) **Important:** Sign the book order form with your contact information (home, cell or email)
- 5) Send the book order form to the bookstore or fax it in 408-867-2542

Or if you are having trouble, please feel free to submit your order to Tina or Steve at the bookstore via email:

Tina: TM361@bncollege.com

Steve: Steve_Higginbotham@westvalley.edu

Tina or Steve can also assist with textbook pricing.

Please refer to HEOA Textbook information table on the next page.

HEOA (Higher Education Opportunity Act - 2008) SEC. 112. TEXTBOOK INFORMATION.	
PURPOSE AND INTENT	This bill affects every college in the USA that receives any federal funds. The purpose of this section is to ensure that students have access to affordable course materials by decreasing costs to students and enhancing transparency and disclosure with respect to the selection, purchase, sale, and use of course materials. It is the intent of this section to encourage all of the involved parties, including faculty, students, administrators, institutions of higher education, bookstores, distributors, and publishers, to work together to identify ways to decrease the cost of college textbooks and supplemental materials for students while supporting the academic freedom of faculty members to select high quality course materials for students.
COURSE SCHEDULES 1. Course Schedules posted on the internet must have textbook information. 2. Printed schedules must explain how students may look it up on the internet.	To the maximum extent practicable: 1. ISBN and Retail Price must be listed on the college's internet course schedule or linked from the schedule to another appropriate web site such as the bookstore. 2. If ISBN is not known the author, title, and copyright date must be posted. 3. If the college determines this information is not available or posting this information is not practical, then the college must post "to be determined" for any such affected course.
INFORMATION FOR COLLEGE BOOKSTORES Colleges must supply certain information to the bookstores, which it owns or operates itself or under a management contract.	All colleges must supply this information to their bookstore (s): 1. The course schedule for the next term 2. The adoption information. 3. The number of students enrolled 4. The maximum student enrollment for such course or class.
ADDITIONAL INFORMATION An institution disclosing the information required by subsection (d)(1)	If a college has these programs they are encouraged to publicize information about them. 1. Available programs for renting textbooks or for purchasing used textbooks; 2. Available guaranteed textbook buy-back programs; 3. Any available institutional alternative content delivery programs; or 4. Other available cost-saving strategies.
GAO REPORT The Government Accountability Office must make a report by July 2013.	The GAO report must examine and report on: 1. The availability of textbook information on course schedules. 2. have Publishers made pricing information available to faculty. 3. The use of bundles 4. The implementation of this law by colleges and the costs and benefits to the institutions and students for doing so.
RULE OF CONSTRUCTION	Institutional Autonomy and Faculty Academic Freedom to choose books remains unimpeded by this law.
NO REGULATORY AUTHORITY	The Education Department may NOT promulgate any regulations regarding this law as it applies to textbooks. What is written is to be interpreted just as it is written.
EFFECTIVE DATE	July 1, 2010 (The effective date applies to this section only)

For a complete set of HEOA regulations, contact the Office of Instruction, ext. 2183, or the office of Administrative Services, ext. 4023.

COMMUNITY EDUCATION

The Community Education provides non-credit fee based courses classes and special events. Courses are created and implemented to respond to community needs outside of traditional credit programs. In addition to non-credit courses, Community Education offers on-line courses, College for Kids, a Tennis Academy, Senior Classes and the WVC Travel Club. It also administers programs eligible for State-support, such as Classes for Older Adults, and Childbirth and Parenting classes.

Community Education is located in the Gerlani House, just behind the Applied Arts and Sciences Building. Refer to this web page for a map showing the location:
<http://www.westvalley.edu/ce/location.html>

Phone: (408) 741-2096

Also, refer to the Community Education Website: <http://www.westvalley.edu/ce/>

COPY MACHINES

Copy machines for faculty use are located in each Division Office. Faculty can contact their Division's Senior Office Coordinator or Department Chair for the appropriate "PIN" number to access copier usage. Division Office copiers are to be used for quick "walk-up" convenience copying. **Jobs requiring over 50 copies should be submitted to Printing Services.** All staff members are encouraged to use the online option for Printing Services. (*See 'PRINTING SERVICES' listed alphabetically in this section.*)

Legal size paper (8-1/2" x 14") will be available in white only. The operating instructions are posted on each copy machine.

Refer to "Copyright Guidelines" in Section 3, Page 22.

CUSTODIAL SERVICES

District custodial services are provided on a regular basis. For any additional maintenance or repair services, or if you wish to move furniture or equipment, notify the Division's Senior Office Coordinator. Requests for services are approved by the Division Chair and forwarded to the District Facilities Office. Requests or notification of immediate facilities concerns can be made through calling the Facilities Office, ext. 4121.

EVENING SUPERVISION

During each semester, Evening Supervision is provided by college administrators and assigned faculty, Monday-Thursday from 6:00-10:00 p.m. Faculty may reach Evening Supervisors by calling the cell phone number: (408) 593-2086. This number is only to be called during the Evening Supervisor's on-duty hours of 6:00-10:00 p.m. to report problems with facilities or other concerns.

TO REPORT AN ABSENCE AND CANCELLATION OF A CLASS:

Faculty that teach evening classes must call their Division Office by 3:45 p.m. to report an absence due to illness or any other reason for that evening. After 3:45, faculty can dial 741-2150, and leave a detailed message for the Evening Supervisor so that a cancellation notice may be posted on the classroom door at 6:00 p.m. or later.

For faculty that teach as Saturday class and need to cancel, they must call their Division Office before 3:45 p.m. on Friday and leave a detailed message. If after 3:45 on Friday, the faculty member must call all of his/her students to let them know the Saturday class is canceled. There is no Saturday Supervisor on duty.

IN AN EMERGENCY SITUATION:

In an emergency (threat to person or property), call 911. In a non-emergency situation that requires police assistance, call 9-299-2311, and ask for a West Valley Police Officer. Escort Services are available if arrangements are made 24 hours in advance by calling Ext. 2092.

INSTRUCTIONAL SUPPLIES & EQUIPMENT

All instructional supplies are furnished through the division office and may be requested from the Senior Office Coordinator. All instructional equipment must be included in the appropriate department/division budget. Equipment needs are to be researched and planned by the faculty member, and requests are submitted to the Division Chair. This will be incorporated into the department planning and reflected in its Program Review.

INFORMATION SYSTEMS FOR THE DISTRICT

District Information Systems Department is responsible for the Administrative Systems (hardware and software) utilized by both colleges (Mission and West Valley) as well as the District Offices. This includes on-going support of the existing systems, as well as the planning and implementation of new systems and infrastructure. The Information Systems Organization is currently organized into three groups:

- Application Development and Support
- Operations
- Microcomputer Support

Application Development and Support

The Districts primary application system is Datatel, which includes Financial Systems, Purchasing, Human Resources, Financial Aid, Student/Course Management, Student Registration, Curriculum Mgmt, Academic Records, etc. State and Federal mandated reporting is another key area of responsibility.

Desktop Support

This group is responsible for support the more than 1000 personal computers used by the faculty and staff throughout this District. The scope of responsibility includes support of Mac and PC hardware, as well as software and printer support.

Operations

Information Systems Operations manages the District Network, Server Operations, Data Center, and Telephone systems. The District network provides access to the Internet, E-mail, and other applications such as Datatel and SARs. The servers that are managed include HP 9000 HP-UX for Datatel, Sun Solaris for E-Mail and other network services. In addition there are many other servers that provide file sharing, printing, department applications (e.g. Meeting Maker), and Web servers. The voice network includes telephones, wiring, voicemail, PBX, and telecom vendor management.

IS HELP DESK: Ext. 2696

For information on e-mail, web mail, voice mail, directory services, Datatel and work order requests, refer to the intranet support site: P.A.R.I.S. (Planning and Resource Information System) - <http://paris>

Click on "Employee Handbook for Information Systems" (6th link listed)

INSTITUTIONAL SUPPORT: Keys, Mail, Phones, E-mail***KEYS***

The Division Office Senior Office Coordinator can submit an online work order request for any needed keys. For all requests, indicate:

- Date of request
- Faculty name
- Faculty office location
- Faculty office phone extension
- Key number requested (determined by Department Chair)
- Approval by Department Chair
- Approval by Budget Administrator - Division Chair (if different)

The division office Senior Office Coordinator will be notified when the key(s) are ready to be picked up.

The faculty requester will go to the Maintenance & Plant Operations office, (located in Parking Lot #7), in person to pick up the keys. The requestor's signature and photo identification are required.

MAIL

Inter-Office Mail: Inter-Office mail should always be placed in Inter-Office mail envelopes available from the division office. Print the name or department and campus on the Inter-Office Envelope.

U.S. Mail: All outgoing U.S. mail must be clearly addressed and must include the zip code. The sender's name and department must appear above the District or College return address.

Special Mail: For special mail services including bulk mail, registered mail, mail to be wrapped or packaged, see your Division's Senior Office Coordinator.

Foreign Mail: Please paper clip a large identification note or affix a “Post-it” to the front of all outgoing mail destined for foreign countries to identify it as foreign mail needing additional postage.

Faculty mailboxes are located in their respective Division offices and are an important means for college/student communication. Faculty should make it a habit to check their mailbox before each class meeting. Many important documents are routinely placed in mailboxes, e.g., class rosters, correspondence, assignments, etc.

PHONES

Faculty can retrieve phone messages through voice mail. Associate faculty members should request a Voice Mail extension by placing a request to IS (Information Services). This Voice Mail extension should be announced to students via green sheets during the first week of classes. (408-741-2045, then faculty member’s extension number.)

Installation, operation, and maintenance of phone and voice-mail systems on both campuses are administered through Information Systems. In addition to basic telephone and voice-mail features, special features such as call-forwarding, conference calls, consultation calls, or group pick-up are available.

Voice-mail is included in the phone system. Users are given individual accounts, and can access the phone mail system from on campus as well as off campus.

From on campus, call extension **2044**, or press the “Message” button on your phone.

From off campus, call **(408) 741-2044**, and follow prompts.

The phone system allows the user to customize it to meet his/her needs. Group lists for frequently called numbers, password, and internal and external greetings, can be set up by the user.

Directory services are available through the web site:

www.westvalley.edu

Click on “Faculty and Staff”

Click on “Directories” on the green bar at the top.

Employee contact information is also available through the e-mail system.

Long distance calls can be placed with a Personal Identification Number (PIN) provided by Information Systems/

E-MAIL

E-mail accounts are available to all full-time staff, and are set up through Information Systems. The WVMCCD Email server system includes an anti-spam appliance. E-mail can be accessed from a faculty member’s on-campus office computer or from home.

For information on personal options, password, vacation message or other questions, contact the IS Help Desk at x2696.

PC Platform: Outlook
Mac Platform: Entourage

Also, refer to web page: <http://wvm.edu/group.aspx?id=4321>

PARKING & PARKING PERMITS

Parking permits are required for all STAFF parking spaces.

Faculty/Staff Parking Permits

Human Resources authorizes employee parking permits and ID cards. New employees are provided this authorization at hire. Campus Police will issue all staff parking permits with instructions on use.

Guest Parking Permits

Temporary Parking Permits for guest speakers, advisory board members, etc. are available from the division's Senior Office Coordinator.

Disabled Parking

All drivers who are disabled (as defined in section 295.5 CVC), and who have been issued a valid disabled parking placard or plates by the California Department of Motor (D.M.V.) vehicles, are authorized to park in any disabled parking stall on campus. To be legally parked in a disabled stall, the disabled placard or plates must be properly displayed pursuant to the California Vehicle Code and D.M.V. guidelines. Vehicles properly displaying a valid disabled parking permit do not need to display any other District parking permit to park in a disabled parking stall. In addition, any vehicle properly displaying a valid disabled parking permit may park in any student, staff or time-zone stall without displaying any other District permit. However, disabled permits are not valid for use in E-plate, Service Vehicle, Special Permit stalls or other restricted areas.

POSTING GUIDELINES

Policy Statement: West Valley College is committed to promoting a learning and collaborative environment through community building. We strive to enrich the lives of our campus by promoting an interactive, diverse and inclusive learning atmosphere.

Purpose: The following posting procedures have been established as a guide for employees and students. It is expected that these procedures will continue to provide an opportunity for clubs, organizations, programs and divisions to publicize events and activities that are sponsored on campus.

All procedures and regulations in regards to posting flyers and other West Valley College sponsored events will be fairly, equally and consistently enforced by each division/area.

1. Each division/area will have an approval stamp. All materials may be stamped with approval from the sponsoring division/area. Stamped materials may be posted in any designated posting location on campus.
2. Division/areas can post information/flyers in other divisions if it is promoting a West Valley College event, program, service, class or club.
3. Each division/area is responsible for posting, monitoring, removal and clean up of all area related materials in a division/area.
4. Posters/flyers placed on bulletin boards in a division area without an approval stamp must be removed by the division/area immediately.
5. The maximum number of flyers/posters (30) for West Valley College sponsored events and (10) for non-West Valley College/community organizations.
6. Flyers may be posted with thumbtacks or tape. PLEASE: NO STAPLES OR GLUE.
7. Posting is allowed on designated areas only. Do not post on windows, doors, inside classrooms, restrooms, trees, poles or parked cars.
8. The Campus Center/Activities office is responsible for approving, monitoring and removal of all student organization and non-West Valley College materials from off campus organizations.
9. In general, flyers should be no larger than 11"x17". At the discretion of the division/area, larger posters/flyers may be posted.
10. All posters with any of the following items will not be approved for posting:
 - a) Posters advertising smoking and alcoholic beverages
 - b) Posters indicating illegal activities
 - c) Posters with objectionable photos, illustrations and/or language
 - d) Posters advertising parties in private residences.
11. Flyers in a foreign language must include English translation.

HANDOUTS:

- Campus groups and organizations must have prior approval from the Campus Center Office to hand out materials or sponsor an off-campus organization to do so.
- The Campus Center Office reserves the right to refuse posting and/or distribution of materials deemed obscene, offensive, inflammatory, or pornographic.

- Offenders will lose future rights to have materials posted at West Valley College and may be reported sponsored events will be fairly, equally and consistently enforced by each division/area

There are always grey areas and possible exceptions, which will be acted upon on a case-by-case basis. If you believe you have an extenuating circumstance, please contact and discuss your concern with your Division Chair.

Also, refer to: **TIME, PLACE AND MANNER POLICY** on page 18 of this section.

PRINTING SERVICES

Requests for graphics or computer graphics, printing and/or bindery, texts, exams, business cards, etc. can be ordered through Printing Services, which is located on campus behind the Library. Print order forms are available from Division's Senior Office Coordinators and are to be processed through the Division Chair. Printing costs are charged to the department for these services. The turn-around time is approximately two to three days.

Printing can also be e-mailed to the Printing Service:

Chung_Lai@wvm.edu

Telephone: (408) 741-4151

For best duplicating results, save your item as a pdf and attach it to the e-mail.

PURCHASING GUIDELINES

District Purchasing Guidelines: **Board Policy 6.2.16 states that "a purchase order is required before merchandise is ordered or received by the District".**

The most efficient way to purchase supplies and materials is to submit a Purchase Requisition. Check Requests and Petty Cash should be used only in exceptional circumstances. (Refer to "Petty Cash" and "Check Request" procedure on page 13.)

DO NOT order anything without having first issued a Purchase Requisition. It is not an acceptable practice to issue a Purchase Requisition after receiving an invoice, as it runs the risk of having the College and the District refusing to pay the supplier.

Purchasing **will not** process a Purchase Order if there are not sufficient funds in the account number used.

There are three processes that can be used to procure supplies. (*None of these methods may be used to pay "people". Payroll transactions must go through the normal Human Resources/Finance channels.*)

- **Purchase Requisition:** A purchase requisition is to be used for supplies, equipment, services, and software. Purchase requisitions are processed daily, and the normal turn around time is four working days. For merchandise/services needed on an emergency basis, contact the Purchasing Department. Requisitions can be faxed or hand-carried to Purchasing for immediate processing.

The Purchasing Dept. has established corporate accounts with various vendors such as Office Depot for office supplies, DHL for shipping and Amazon.com for various items. Please contact the Purchasing dept. for additional vendor referrals. Check the department's budget before submitting a Purchase Req.

- **Budget Transfer:**

Complete a Budget Transfer if there are insufficient funds in the account. Attach a copy of the Budget Transfer to the purchase requisition to alert the Purchasing Department that funds will be available. Send the Budget Transfer with the budget administrator's signature to the WVC Administrative Services Office.

- **Credit Cards:**

In order to expedite the purchase of low cost items and items from vendors who will not accept purchase orders, the District issues credit cards to administrators when there is sufficient benefit to the District. Furniture and equipment items that exceed \$1,000 are considered fixed assets and may not be purchased with a credit card. Card-holders are established with the approval of the requester's budget administrator and Dean of Administrative Services at either college or Vice Chancellor for District personnel. A monthly credit card log must be forwarded to Purchasing with original receipts.

***NOTE:** Budget Administrators are responsible for preparing expense transfers to move credit card charges from "54250" object codes to the appropriate codes on a monthly basis.*

- **Petty Cash:**

The petty cash limit is \$100 per employee **per month**. Anything over that limit should be purchased with a purchase order. Petty cash can be used for supplies, miscellaneous employee reimbursements, or miscellaneous student reimbursements. ***Petty cash requests may not be submitted for food, alcohol, or non-supply related items.*** Original receipts must be submitted with all requests for reimbursement. The appropriate Budget administrator must sign petty cash forms.

- **Check Requests:**

District checks requests have no maximum limit per request. District check requests should only be used in the following situations:

- Registration fees/conference fees
- Airline tickets – Palo Alto Travel – Statewide Travel Program
- Memberships/ Subscriptions
- Child care reimbursements appropriated through grants such as EOPS, CalWORKs, etc.
- Guest speakers and accompanist when the fee is under \$500
- Meals and Lodging for Athletic events and Student Activities
- Student Tuition reimbursements
- Honorariums

- Deposit returns
- Express mailing bills

Original detailed receipts or appropriate back-up documentation is required for reimbursement. Special circumstances will be allowed, but must have the approval of the College Budget Office or the Director, Fiscal Services and the signature of the Accounting Manager.

Please remember that you cannot “pay yourself.” If you are the budget administrator requiring reimbursement, the check request must be signed by your appropriate supervisor.

“Equipment” is defined as any single item that costs \$1,000 or more. Equipment **must** be ordered on a Purchase Order.

For questions regarding Petty Cash and Check Requests, contact Pat Minicucci, ext. 2051.

For questions regarding Credit Cards and Purchase Requisitions, contact Kim Habian, ext. 2133.

SATELLITE CAMPUSES

West Valley College offers off-campus classes at a variety of times and days at two locations: the Campbell Center and at Leigh High School. The courses taught at both satellite locations are listed in the front of the class schedule, as well as throughout the schedule under course names. The Campbell Center also houses other programs related to grant partnerships.

CAMPBELL CENTER

The Campbell Center site was secured in September 2006, utilizing the Campbell EDD building. Three classrooms are available for scheduling, including the Oak Room, the Redwood Rom, and the Maple Room. The classrooms are coded in the class schedule as RDW, OAK, and MPL, and the building location code is CMB. The Oak and Redwood room can seat approximately 40 students each and can open onto one another to accommodate 80 students. The Maple Room can accommodate about 30 students. Classes are held during the fall and spring semesters. Both colleges and the district office frequently use the site for meetings.

New students may apply and register for classes in person at the Admissions & Records office. Continuing students may register for the following classes using [MyWebServices](#).

Location: **Campbell Educational Development Center**
2450 S. Bascom Ave. (between Camden Ave., and Dry Creek Road)
San Jose, CA 95008-4303

Phone: (408) 879-1803

Refer to web page: <http://www.westvalley.edu/campbellcenter/>

The Campbell Center also houses the following grant partnership programs:

- ***The Foster and Kinship Care Education Program:***

This program provides education and support opportunities for care givers of children and youth in out-of-home care to help providers meet the educational, emotional, behavioral and developmental needs of foster children.

Program Manager: Donna Erickson

Phone: (408) 879-1802

Web Page: <http://www.westvalley.edu/services/foster/>

- ***Title IV-E Grant***

West Valley College has partnered with EMQ Training and Education to provide training for EMQ employees who help emotionally challenged children and their families build mental and social well-being. EMQ Children & Family Services (a.k.a., Eastfield Ming Quong) is a leading provider of children's mental health and social services.

Program Manager: Mae Conroy

Phone: (408) 741-4602, or 879-1803

LEIGH HIGH SCHOOL –

Several evening class sections are held at Leigh High School, which is in the Campbell Union High School District. This satellite location serves the community in the Almaden area of San Jose. In the West Valley College class schedule, the building location code is LHS, along with the room number.

Location:

**Leigh High School
5210 Leigh Avenue
San Jose, CA 95124**

Phone: (408) 377-4470

For a map, refer to web page: <http://www.westvalley.edu/maps/gmap/leigh.html>

TIME, PLACE AND MANNER POLICY

This policy relates to public forums and campus visitors distributing printed materials or other information.

The Colleges of the District are non-public forums, except for those areas designated as Free Speech Areas, which are limited public forums. The Chancellor or designee shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the limited public forums.

The administrative procedures issued by the Chancellor or designee shall not prohibit the right of students to exercise free expression, including but not limited to the use of

bulletin boards designated for such use, the distribution of printed materials or petitions in those parts of the Colleges designated as Free Speech areas, and the wearing of buttons, badges, or other insignia. Students shall be free to exercise their rights of free expression, subject to this policy and District procedures.

Speech shall be prohibited that is defamatory, obscene (according to current legal standards), or which so incites others as to create a clear and present danger of the commission of unlawful acts on District property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence, so long as the regulation conforms to the requirements of law. Students may be disciplined for harassment, threats, intimidation, or hate violence as detailed in this Chapter unless such speech is constitutionally protected.

Note: (Additional information to policy) The areas generally available to students and the community are limited public forums. The District reserves the right to revoke that designation and apply a non-public forum designation at its discretion. The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the college that are non-public forums specifically include campus offices, classrooms, warehouses, maintenance yards, and locker rooms. The use of areas generally available to students and the community is subject to the following:

- *Persons using areas generally available to students and the community and/or distributing material in the areas generally available to students and the community shall not impede progress of passerby, nor shall they force passerby to take material. No person using areas generally available to students and the community shall touch, strike, or impede the progress of passerby, except for incidental or accidental contact, or contact initiated by a passerby.*
- *Persons using areas generally available to students and the community shall not use any means of amplification that creates a noise diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at that time. No persons using the areas generally available to students and the community shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he or she is using the areas generally available to students and the community on behalf of and collecting funds for an organization that is registered with the Secretary of State as a non-profit corporation or is an approved Associated Students organization or club.*
- *Distribution Of Literature and/or Soliciting Petition Signatures To Students On District Property: Pursuant to the provisions of California Educational Code, Section 76120, all persons using the area generally available to students and the community shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within the areas generally available to students and the community.*
- *Material distributed in the areas generally available to students and the community that is dropped in and around the areas generally available to students and the community other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the areas generally available to students and the community that day.*

- *A copy of all materials distributed shall be provided to the Student Activities Office by the distributor along with the name and address of the organization responsible for the material, and the name(s) and addressees) of the person(s) performing the distribution.*
- *Commercial distributors of materials and commercial petition signature gatherers will be required to pay a commercial vendor fee. Commercial vendors/ distributors shall sign in and arrange for fee payment in the Student Activities Office. Non-commercial distributors of materials and non-commercial petition signature gatherers shall not be charged a vendor fee.*
- *Posting - Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the expiration date of posting. Materials displayed shall be removed after the passage of the expiration date (usually no more than 30 days). Date stamping of material to be posted will be performed by the Student Activities Office. Directions for using the bulletin boards are available in the Student Activities Office. These directions describe how materials may be affixed, etc., for the maintenance and utility of the boards.*

WVC OR OFF-CAMPUS ROOM RESERVATIONS

Should faculty or staff require a room facility for a meeting, group activity, special presentation or other event, the following table (page 21) lists facilities available for reservation and the contact persons.

WVC ROOM RESERVATION CONTACT SHEET

ROOM/Capacity	CONTACT PERSON	EXT.	Comments
BUSINESS Div. Small Conf. Rm. (6-8)	Darlene Specht <i>Business Div. S.O.C.</i>	2012	Located in the back of the Business Division Office. Small, but private.
CAMPBELL CENTER: Redwood Room (50-60) Oak Room (30-40) Maple/Pine Room (20) Cedar Room (15) Palm Room (15)	Patrice LaSala or Mona Harris <i>Campbell Center Offices</i>	879-1803 879-1806	Campbell Educational Development Center 2450 S. Bascom Ave. Campbell, CA 95008-4303
CAMPUS CENTER: TEMPORARY MODULARS Located between AAS & SM One meeting room (25)	Nick Bedel or Hugh Leonard – <i>Temp. Campus Center</i>	4081	"Study/Reading Fireside Room" In Temp modular buildings for Campus Center. Tables/seating can be arranged in square or u-shape configuration.
CAREER PROGRAMS Conference Rm. (12-14)	Cathy Aimonetti	2655	Located in AAS 35, within the Career Programs Center. (Can bring in food.)
CLASSROOMS for non-class events (e.g. - testing, extra meetings, clubs, outreach events, etc.) Board Room (20-75) Parking lots (For outside events only) Theater (For outside events only)	Cindy Watkins, <i>Temp. Campus Center</i>	2188	"Free Parking" for college events only, contact Sandy Dinh in the Administrative Services Office, X-4023
DISTRICT Business Services (8-10)	Christina Booth <i>Business Services Office</i>	2085	Located in the District Finance Office, near Payroll.
FOX CENTER Rm. 211 -upstairs (10-14) Lecture Rm. 120 (94)	Sandra Carter <i>Fox Center Building</i>	2144	Other classrooms in the Fox Center with high-level technology can also be reserved. Contact Sandra Carter.
Library - Ranganathan Rm. (25)	Tanya Hanton <i>Library Senior Admin.</i>	2021	No food allowed. (Water only)
President's Conference Room (10-14)	Brenda Rogers <i>Sr. Exec. Asst. –President</i>	2668	(Can bring in food.)
Theater - Main (400) Theater - Small (100)	Gerald Carter <i>Performing Arts Technical Director</i>	2037	
Tech Center – AAS and Computer Rooms - in Business Div. area	Max Crumley <i>Tech Center Lab Faculty Specialist</i>	2487	No food allowed. (Water only)