**Bert’s Alerts (August 12, 2005 issue)**

**ACC Mission Statement**

*To provide an accessible, responsive learning environment that facilitates the achievement of educational, professional and personal goals by our students and other members of our communities in an atmosphere that embraces academic excellence, diversity and innovation.*

- **Important ACC registration and COF update:** Based on statewide enrollment trends, we are expecting an exceptional number of students registering for the fall semester during August 22 – 30. To ensure that we provide the ultimate in customer service to these prospective students during this “crunch” time, I am asking any staff member who can spare a few hours away from his/her desk to volunteer. Volunteers will be manning the access points to the main building to direct prospective students to various enrollment-related offices, hand out COF information, answer basic questions, etc. I will be speaking with supervisors about approving these volunteer shifts whenever possible.

After speaking with your supervisor, please contact Heather Lawler with the hours you are available to help out between 8 a.m. and 5 p.m. on August 22 – 26 and August 29 and 30. Special T-shirts will be given to all volunteers. Thanks in advance for assisting with this all-out effort to make the registration process as easy and positive as possible for our students!

- **System-wide news update:**
  - We welcome Karen Reinertson as the new president of Front Range Community College. This appointment by Dr. Nancy McCallin is effective August 15.
  - The ERP Student Services Team members have been sent “home” to their respective colleges to take care of registration processes for a few weeks.

- **NCA update:** Janna Oakes reports that a revised timeline has been finalized for the NCA Self Study. The Steering Committee and Leadership Team are working together, with Janna representing NCA Standards, Bob Moore serving as NCA Project Manager and Deb Wilke as Institutional Historian. The first two criteria groups have completed their interviews and are working on first drafts of narrative. The Criterion 3 group will be conducting focus groups by invitation during All College Week, and the Criteria 4 and 5 groups are poised to move forward. Check the updated Intranet link for NCA.

- Vicki Edmundson reports that we’re heading into the home stretch for our 40th Anniversary celebration. Attached is the press release about the exciting schedule of events. Be watching your mailboxes for a fun kickoff memento! I also want to take this opportunity to update and thank our generous 40th Anniversary sponsors: Lockheed Martin Space Systems Company and American Furniture Warehouse are Silver Sponsors. Coventry Development Corporation is a Ruby Sponsor. Colorado Business Bank is sponsoring the Houstoun Waring “Spirit of Community” Lecture and Santa Fe Wine & Spirits is an in-kind sponsor.

- With regard to the Catalog Solution Team mentioned in the last issue of Bert’s Alerts, I want to thank the department chairs who are working hard to provide “clean” data for our next ACC catalog. This is a job requiring a lot of attention to detail and the effort is appreciated!
• Congratulations to Susan Kendall, new business faculty (former adjunct), on the recent publication of an instructional text entitled *Performance Appraisal for the Everyday Manager*. Visit Susan in the Flex Lab (A1110) if you’d like to purchase a copy for your very own!

• We heartily welcome our new neighbor Denver Seminary at 6399 S. Santa Fe Drive. Denver Seminary will be using ACC’s South Lawn for their Fall Kickoff Event on Saturday, August 27. We look forward to exploring partnership opportunities that could be of mutual benefit to our students.

• Please note that Linda Comeaux’s title has been updated to Dean of Health, Math, Science and Engineering. Please join me in congratulating Linda for the many initiatives for which she has volunteered over the past few months. Her enthusiasm and sense of humor are exceptional!

• Another baby in our midst! Dawn Olinek gave birth to Adelaide Renee on July 31 at 2:13 a.m. Addie weighed in at a petite 5 lbs., 4 oz. and was 17 inches long. Congratulations to Dawn!

• Many thanks go out to the ACC staff who have volunteered (along with spouses, significant others and children) to assist with the WWW/ACC Family Pancake Breakfast on Sunday morning. If you couldn’t volunteer, please plan to attend and enjoy the grilling, flipping, pouring and serving talents of your colleagues and friends! Donna Chrislip and Vicki Edmundson are to be thanked for stepping up to co-chair this annual WWW event. Please remember to bring a canned food item along for the Inter-Faith Community Services Food Drive.

• I received a note from Patrick Enright with the following sentiment to be shared with the campus community: *Bert, Thank you for creating the opportunity for me to say goodbye at ACC. I appreciated the reception and the generous gift for Home Depot. Please share my thanks with those who contributed to the event. Best, Patrick.*

• Imagine if the difference between making enrollment and filling a classroom were a mere two seats. This was the enrollment challenge posed by the old lab set-up in the Multimedia, Graphic Design and Illustration department. The shortage of lab seats caused scheduling dilemmas for students each semester. Thanks largely to Perkins funding, the department has added new equipment for this fall that will boost seating capacity to twenty in the labs from as low as fourteen seats in the past. Please see the attached photo by John Hall.

• A new procedure for approving new procedures is in place! Please familiarize yourself with AP00-01 at [http://campus.arapahoe.edu/Policies/AP00-01.pdf](http://campus.arapahoe.edu/Policies/AP00-01.pdf).

• Speaking of procedures, please note these important reminders:

  - Requests for travel must be submitted in advance – not after the fact or the day before you want to leave. Tickets should not be purchased until approvals have been secured. Local travel (in state) requires the signatures of the department chair, appropriate VP/Dean and me. Out-of-state and out-of-country requests require all of the above plus System approval. Alternate methods of gaining the information offered at a conference and/or methods of sharing information with internal and external colleagues should be explored and presented to the appropriate administrator. ACC Travel Requests and Authorization forms can be found on the Intranet. Click on Administrative Services, then Accounting, then Forms.

  - Joe Lorenzo and I are the **only** people on campus with the authority to sign contracts binding ACC. Proposed contracts of any sort should be sent to one of us. Please use the following to type under the signature lines: *Dr. Berton L. Glandon, President or Joseph A. Lorenzo, Jr., Controller.*
- Please familiarize yourselves with the standard ACC forms provided on our Intranet site. This should be your “contact of first resource” for forms.

- Coming soon to a road near us! A temporary traffic signal will soon be installed at Sumner Drive (on the south end of the main campus) and Santa Fe Drive. This will be of great benefit to traffic coming to and from ACC, Denver Seminary and Hudson Gardens. More information will be forthcoming.

**ACC’s values: Learning, Integrity and Collegiality**

“Excellence is the gradual result of always striving to do better.”
- Pat Riley, whose NBA teams have won four titles