In This Issue

Library Workshops .................. 2
So. Gate Library Workshops .... 2
Nueva Maravilla Toy Drive ....... 3
Theatre Arts -
   The House of Ramon Iglesia .. 3
CHIPS Kids Toy Collection .... 3
A.J. Dept Toy Drive ............... 4
Softball Gift & Food Drive .... 4
Jaime Escalante Program ....... 5
Huskies Sports ..................... 6
Amusement Park Tickets ......... 6
Theatre Tickets .................... 6
Faculty Conference/Tuition
   Reimbursement .................. 7

President Ernest H. Moreno invites all faculty, staff & administrators to join him as we

Celebrate the Holidays!

Thursday, December 9, 2010
11:30 AM – 1:00 PM G1-301 A&B

Bulletin submission info
Requests for Weekly Bulletin must be submitted to Catalina “Cathy” Medina in the President’s Office, no later than Wednesday, 12:00 noon (week prior). You may submit your request in person, or e-mail at medinac@elac.edu
MAIN CAMPUS LIBRARY WORKSHOPS

November

Students need to sign up for workshops at least one day in advance at the computer station next to the library circulation desk. If you have questions about the Main Campus workshops contact Amy Guy, ELAC’s Instruction Librarian, at (323) 267-3775 or by email at guyal@elac.edu.

### South Gate Library Workshops

**FALL 2010**

STUDENTS MUST SIGN UP ONE DAY IN ADVANCE AT THE LIBRARY ~ Workshops are held in Room 109

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Workshop Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, 11/30</td>
<td>3:30 – 4:30 pm</td>
<td>Cite Your Sources and Avoid Plagiarism</td>
</tr>
<tr>
<td>Wednesday, 12/1</td>
<td>5:30 – 6:30 pm</td>
<td>Journals, Magazines and Newspapers</td>
</tr>
<tr>
<td>Thursday, 12/2</td>
<td>3:30 – 4:30 pm</td>
<td>Library Orientation</td>
</tr>
<tr>
<td>Wednesday, 12/8</td>
<td>5:30 – 6:30 pm</td>
<td>Library Orientation</td>
</tr>
<tr>
<td>Thursday, 12/9</td>
<td>3:30 – 4:30 pm</td>
<td>Library Orientation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Workshop Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 11/29</td>
<td>12:30-1:30pm</td>
<td>Get Started with Research</td>
</tr>
<tr>
<td>Monday, 11/29</td>
<td>3:30-4:30pm</td>
<td>Cite Your Sources &amp; Avoid Plagiarism</td>
</tr>
<tr>
<td>Tuesday, 11/30</td>
<td>10:30-11:30am</td>
<td>Library Orientation</td>
</tr>
<tr>
<td>Tuesday, 11/30</td>
<td>3:30-4:30pm</td>
<td>Journal, Magazine &amp; Newspaper Articles</td>
</tr>
<tr>
<td>Wednesday, 12/1</td>
<td>12:30-1:30pm</td>
<td>Get Started with Research</td>
</tr>
<tr>
<td>Wednesday, 12/1</td>
<td>5:30-6:30pm</td>
<td>Journal, Magazine &amp; Newspaper Articles</td>
</tr>
<tr>
<td>Thursday, 12/2</td>
<td>10:30-11:30am</td>
<td>Using Reference Sources</td>
</tr>
<tr>
<td>Thursday, 12/2</td>
<td>2:30-3:30pm</td>
<td>Cite Your Sources &amp; Avoid Plagiarism</td>
</tr>
<tr>
<td>Saturday, 12/4</td>
<td>12:30-1:30pm</td>
<td>Get Started with Research</td>
</tr>
<tr>
<td>Monday, 12/6</td>
<td>10:30-11:30am</td>
<td>Introduction to Library Databases</td>
</tr>
<tr>
<td>Tuesday, 12/7</td>
<td>10:30-11:30am</td>
<td>Library Orientation</td>
</tr>
<tr>
<td>Tuesday, 12/7</td>
<td>3:30-4:30pm</td>
<td>Library Orientation</td>
</tr>
<tr>
<td>Wednesday, 12/8</td>
<td>12:30-1:30pm</td>
<td>Get Started with Research</td>
</tr>
<tr>
<td>Wednesday, 12/8</td>
<td>5:30-6:30pm</td>
<td>Journal, Magazine &amp; Newspaper Articles</td>
</tr>
<tr>
<td>Thursday, 12/9</td>
<td>10:30-11:30am</td>
<td>Get Started with Research</td>
</tr>
<tr>
<td>Thursday, 12/9</td>
<td>2:30-3:30pm</td>
<td>Cite Your Sources &amp; Avoid Plagiarism</td>
</tr>
<tr>
<td>Saturday, 12/11</td>
<td>12:30-1:30pm</td>
<td>Cite Your Sources &amp; Avoid Plagiarism</td>
</tr>
</tbody>
</table>
CHIPS for Kids Toy Collection
is available in
Administrative Services – G1 101

Make this holiday season special for a less fortunate
child or teen in our community
Give a new, unwrapped toy!
The A.J. Dept along with the Latino Peace Officer Association and ELAC ASU Present the:

12th Annual Toy Drive

To be held on December 11, 2010 at 8:00 am in the Northwest stadium area of the concourse

- 3,000 deserving local kids ages 6-13 will receive the toys
- Toy donations will be accepted in the A.J. office C2-4B
- Please bring in unwrapped toys
- Price range should be from $10—$15
- All toy donations should be in by 12/11/10!!

Thank you very much for your donations!!

4th Annual ELAC Softball Gift & Food Drive

The softball team will be hosting 25 children in the Women’s Gym on December 14th at 2:00pm. Come join the fun!

Please support the ELAC Softball Team as they pair up the East Los Angeles Women’s Center in collecting gifts and canned foods for local families.

For more information please call or e-mail:
Erika Blanco – Head Softball Coach
blancoem@elac.edu or (323) 267-3734

Boxes for gifts and food will be placed in various offices throughout campus. Upon request, boxes can be placed in departments on campus for collections.

The deadline to give on campus is December.
Attention Campus Employees!!

Registration for Summer 2011 is here!!

The Jaime Escalante Math Program is an intense accelerated program in which your son/daughter can learn one year of math in only seven weeks. If you are interested in registering your son/daughter in a summer 2011 math class, stop by our office in B2-107 to pick up an application between November 29th and December 10th. After December 10th you will have to enter the drawing for a spot in the program.

Students wishing to participate must be current 6th graders or above.

To pick up an application you MUST bring:
- student’s most recent report card/progress report
  AND
- most recent STAR testing report

Jaime Escalante Math Program
Building: B2-107
(323) 267-3761
Office Hours:
  M-TH : 8am to 6pm
  F : 8am to 4pm
Amusement park tickets sold for all faculty, staff, and students at the Student Activities Office G8-119. **Tickets sold on a cash basis only, except for faculty and classified staff who are able to write checks with proper ID.** Tickets are sold between the hours of 8:00 am ~ 7:30 pm, M-TH and until 3:30 pm on Friday. If you have any questions, please call ext. 3795.

<table>
<thead>
<tr>
<th></th>
<th>ASU/Employee</th>
<th>Non-ASU</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Magic Mountain:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>$25/ea</td>
<td>$26/ea</td>
</tr>
<tr>
<td>Child</td>
<td>$15/ea</td>
<td>$15/ea</td>
</tr>
<tr>
<td><em>(Child Tickets are for children under 48”)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Universal Studios:</strong></td>
<td>General $50/ea</td>
<td>General $51/ea</td>
</tr>
<tr>
<td>No separate child tickets</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Aquarium of the Pacific:</strong></td>
<td>Adult $18.95/ea</td>
<td>Adult $19.95/ea</td>
</tr>
<tr>
<td>Child</td>
<td>$10.95/ea. Flat Rate, Ages 3-11</td>
<td></td>
</tr>
</tbody>
</table>

AMC AND REGAL THEATRE TICKETS (UNRESTRICTED)

Now available at the Student Activities Office, G8-119 on a cash basis only. Faculty and staff can pay by check with employee ID. Any questions, please call ext. 3795.

**ALL MOVIE TICKETS ARE UNRESTRICTED!**

**AMC ~ $8.50 /ea. Flat Rate**

**Regal Theatres ~ $8.50 /ea. Flat Rate**
CONFERENCE ATTENDANCE

**Full Time Faculty:** Up to $750 maximum conference reimbursement. If funds permit, up to a second $750 reimbursement may be possible.

**Adjunct Faculty:** Prorated upon percentage of a full time assignment.

TO INSURE APPROVAL AND TIMELY REIMBURSEMENT, PLEASE SUBMIT YOUR REQUEST AS EARLY AS POSSIBLE AND FOLLOW THE APPLICATION PROCEDURE.

**APPLICATION PROCEDURE:**

- Obtain Conference Attendance Packet from the ELAC website. Please see below.
- Complete LACCD and ELAC Request for Conference Attendance forms and attach conference brochure or Internet flyer. Brochure or flyer MUST include all of the following in as few pages as possible:
  - Name of Conference
  - Description of Conference
  - Registration Fees
  - Conference Date(s)
  - Conference Location
- Obtain the signature of your Department Chair.
- Return completed packet to the Office of Academic Affairs, G1-207.
- If your request is not returned to you, it has been approved. Please do not submit receipts until asked to do so.

TUITION REIMBURSEMENT

**Full Time Faculty:** Up to $500 maximum tuition reimbursement for the first semester/quarter. If funds permit and you qualify, up to a maximum reimbursement of $2,000 per academic year.

**Adjunct Faculty:** Prorated upon percentage of a full time assignment.

TO INSURE APPROVAL AND TIMELY REIMBURSEMENT, PLEASE FOLLOW THE APPLICATION PROCEDURE.

**APPLICATION PROCEDURE:**

- Obtain Tuition Reimbursement Packet from the ELAC website. Please see below.
- Carefully review ELAC Tuition Reimbursement Policy.
- Observe Timeline: Applications must be submitted NO earlier than 30 days prior to the start date and NO later than the end of the second week of classes.
- Complete the LACCD and ELAC Tuition Reimbursement forms and attach proof of tuition costs. (Tuition fees do not need to be paid at the time of application).
- Return completed packet to the Office of Academic Affairs, G1-207.
- You will be informed in writing of the status of your request.

Website: [www.elac.edu](http://www.elac.edu), Faculty & Staff, Online Forms: New! Conference/Tuition Documents, Online Forms: Conference Attendance and/or Tuition Reimbursement.

Hard Copy Documents: Academic Affairs, G1-207.

*For Questions Concerning Conference Attendance or Tuition Reimbursement, contact Lydia Rudametkin at 323.265.8630, rudamel@elac.edu, C2-8*