

HAPPY HOLIDAYS

Wondering how you're going to find time to get everything done? CCAC's holiday schedule may help! This year, the school will be closed on the following days:

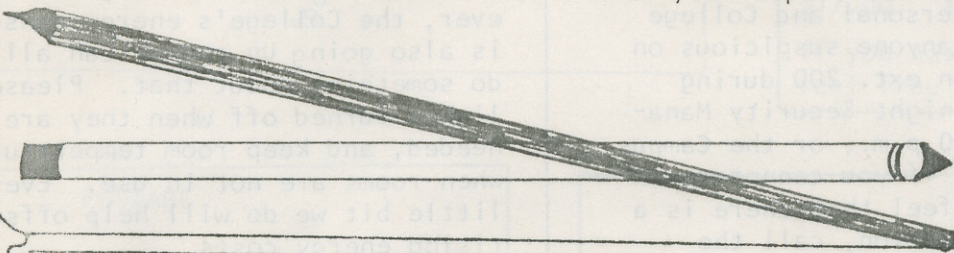
Thursday, November 25 Thanksgiving/Friday, November 26 Day After Thanksgiving

Thursday, Dec. 23 Administrative Hol./Friday, Dec. 24 Legal Holiday/
Monday, Dec. 27 Administrative Holiday

Thursday, Dec. 30 Administrative Hol./Friday, Dec. 31 Legal Holiday/
Monday, January 3, 1983 Administrative Holiday.

(The second December Payroll will be issued on Wednesday, December 29th.)

AND, Last, but not least, that one extra Administrative Holiday, which may be taken anytime between Nov. 29th and Dec. 29th. (Ideal for "beat the crowds" shopping, etc.) Please remember to clear this date with your supervisor in advance. AND ENJOY!



This is the first issue of Business Brief, the Business Office Newsletter. Business Brief will be printed every other month or so. We hope that you enjoy it.

... that !/?xxx BUSINESS OFFICE

The Business Office and all its many elements is cussed and discussed throughout the hallowed halls of CCAC. It does some things well, others fair, and some I'm afraid, not so well. A track record not unlike almost any other area of the school. And that's because just like any other element of the school, we're not really an office, but a group of people and like all groups of people, we do some things better than others.

But we'd like to improve our operation and where ever possible to design it to fit the needs and desires of the majority of the Campus Community.

In order to effect change, and to change in the way you want, there's one essential ingredient - Communications - you have to let us know what you want - listen to our side of the story (legal requirements, financial considerations, etc.) and then together we can come up with solutions to improve our operation.

Call - Write - send a Carrier Pidgeon or whatever but, let's communicate. It's easy for us to continue our operation the way it is, or for you to gripe about the !/:x# Business Office, but that isn't improving the situation. If you have a problem, a question, or an idea, let's talk it over - I'll buy the coffee.....R.E.M.

\$ PAYROLL \$

The mid-October payroll was the first one to be done on our new in-house computer. As far as we know, things went very smoothly, both with the October 15th, and the October 31st payroll runs. We do encourage you to look over your checks to make sure that they are correct.

Within the next month or so, you will notice that we are using a different style of check. This is not due to the computer, but rather to the fact that our bank has developed a new check type.

Hang Onto Your Hats.....

Campus Security is everybody's job. Unfortunately, we do occasionally have problems with theft, so....please be "security conscious", with both your personal and College property. If you notice anyone suspicious on campus, please call B&G on ext. 200 during normal school hours, the night Security Manager on ext. 160 after 4:30 p.m., or the Campus Guards on extension 212. If you cannot reach any security people, and feel that there is a potentially dangerous situation, call the emergency 911 number (Dial 9-911). Campus Guards are on patrol all night, but please be extra careful in the evenings, and above all, Do Not Work Alone In Studios!

EQUIPMENT FREEZE

In order for the College to maintain a balanced budget, equipment purchase restrictions are currently in effect. We are aware that there will be certain purchases which will be essential for continued operation. These of course will be obtained. However, all equipment purchase requests must go through the Purchasing Dept. We realize that there are ways to circumvent this procedure. Please keep in mind that current restrictions were not applied in haste, but are the result of careful study, and are necessary during the present economic pinch. The purchasing freeze will be relaxed or modified as soon as enrollment statistics justify this action. Please remember that if you choose to bypass the Purchasing Department, you may end up paying the resulting invoice out of your own pocket.

GOOD-BYE/HELLO

Laura Kainik, our former Bookstore Manager, left CCAC in mid-October. Laura has gone to work for one of our suppliers. We wish her much success.

Hal Standley, a former CCAC graduate student, started at the Store on Nov. 3rd in the Assistant Manager Trainee position. Welcome Hal, it's nice to have you back at CCAC.

ENERGY

The 82'83 budget has an amount set aside for gas and electricity. We need your help to keep the bills down so that we can stay within the budget. Of course, there is little anyone can do about P.G.E.'s soaring rates, however, the College's energy consumption is also going up, and we can all help do something about that. Please keep lights turned off when they are not needed, and keep room temperatures low when rooms are not in use. Every little bit we do will help offset rising energy costs.



If you have any additional suggestions, please let us know.

COMPUTER

CCAC's own in-house computer is now in operation. Marlys Baxter (ext. 162) will be glad to answer any questions you have about the new system. Marlys' office is in the basement of Macky Hall. Until now, CCAC leased computer time at a local computer agency. As they got bigger, our priority as a customer got lower, and prices increased. So, after much research and consultation, we purchased our own equipment at a cost comparable to what we were paying for outside use. Our new computer is currently set up to perform the same functions which we used to lease out. In time, we anticipate adding additional programming.

PARKING LOT NOW OPEN - CORNER BROADWAY & CLIFTON &
BROADWAY TERRACE - \$1.00 (4 quarters)

Good "Home-Cooking", Friendly Service,
 Salad Bar (all the goodies you can heap on,
 one big 9" plate!)

Sylvia's

CCAC CAFETERIA

Now Serving Breakfast and Lunch, Monday through Friday,
 6:45 a.m. - 2:30 p.m.
 Special Holiday Hours to be Announced.

TYPOGRAPHICS

Typographics, CCAC's typesetting service has been in operation for several months now. Our resident typesetter, Sue Somit, operates the Mergenthaler/CRTronic located in room L-8B on the second floor of the Annex.

This service was originally established to provide CCAC students and CCAC publications with convenient, high quality typesetting at reasonable prices. Typographics is also equipped to do personal typesetting jobs for staff and faculty members.

If you have a project which you would like to have typeset, you can deliver it to room L-8B. Sue is available to receive your work Monday through Friday, 7:30 a.m. until noon. After hours drop-offs can be arranged.

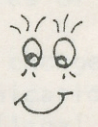
The minimum charge for typesetting is \$12.00. The hourly rate is \$30.00.

If you have any questions, please feel free to call Sue on ext. 231.

POSTAGE

As many of you know, Gertrude keeps a supply of stamps on hand for us to purchase when we're caught without a stamp and that important love letter or bill payment or ? just has to be mailed. (Thank you Gertrude!) During the holiday season, it is important to remember that this is a courtesy service that Gertrude does for us. Please keep in mind that there may not always be enough postage to keep up with heavier than usual mailings.

CASHIER'S CORNER



Long line at the bank? CCAC students, staff and faculty may cash checks up to \$25. per week at the cashier's window just outside the Business Office in Bldg. G.

Monday through Friday,
 9 a.m. - 12 noon
 1 p.m. - 3 p.m.

CCAC BOOKSTORE

Monday thru Friday 7:45 a.m. - 5:00 p.m.

10% discount to students, staff & faculty