MCC TIPS

A Quick Reference Guide

Provided by the Support Staff Professional Development Committee

8th Edition
Fall 2006/Spring 2007

There’s more to you. There’s more to MCC.
The Support Staff Professional Development Committee strives to meet the needs of the Support Staff at Monroe Community College by offering a variety of programs throughout the year. If you have any ideas or suggestions for programs, please contact one of the members.

MISSION STATEMENT

The mission of Monroe Community College is to provide a high quality learning environment to a diverse community. In offering education and training opportunities, student success is the College’s highest priority; as such, the College is committed to access, teaching excellence, comprehensiveness, lifelong learning, partnership building, and economic development.
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<th>EXT.</th>
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<tr>
<td>Valarie Avalone, Chair</td>
<td>President's Office</td>
<td>3021</td>
</tr>
<tr>
<td>Donna Brennan</td>
<td>Campus Center</td>
<td>2547</td>
</tr>
<tr>
<td>Maria Karras</td>
<td>ETS: Communications and Network Services</td>
<td>3238</td>
</tr>
<tr>
<td>Dawn Quatro</td>
<td>English/Philosophy</td>
<td>3382</td>
</tr>
<tr>
<td>Maryjo Toepfer</td>
<td>Health Professions</td>
<td>2766</td>
</tr>
<tr>
<td>Jody Torcello</td>
<td>Graduation Certification</td>
<td>2125</td>
</tr>
<tr>
<td>Sandy Warren</td>
<td>Human Resources</td>
<td>2106</td>
</tr>
<tr>
<td>Carol Wilkinson</td>
<td>ETS: VP Office</td>
<td>3019</td>
</tr>
</tbody>
</table>
CAMPUS LOCATIONS

**APPLIED TECHNOLOGIES CENTER**
2485 West Henrietta Road  
Rochester, NY  14623

Telephone:  (585) 292-3700

**BRIGHTON CAMPUS**
1000 East Henrietta Road  
Rochester, NY  14623

Telephone:  (585) 292-2000

**DAMON CITY CAMPUS**
228 East Main Street  
Rochester, NY  14604

Telephone:  (585) 262-1600

**PUBLIC SAFETY TRAINING CENTER**
1190 Scottsville Road  
Rochester, NY  14624

Telephone:  (585) 753-3800

EMERGENCY NUMBERS

**Brighton Campus**
*Public Safety Emergency Line - 2911*

**Damon City Campus**
*Emergency Line - 1414*
For a detailed MCC organizational chart, visit the MCC Web page at www.monroecc.edu, and click on Employees; scroll down to Administration, then click on Divisional Organization Chart. Once there, you will find a link to a detailed, seven page document available in PDF format for download.

President
R. Thomas Flynn
Nancy Price, Executive Secretary

Vice Presidents
Jeffrey P. Bartkovich – Educational Technology Services
  Carol Wilkinson, Executive Secretary
Janet Glocke – Academic Services
  Kathy Blain, Executive Secretary
Chester Grzelak – Administrative Services
  Sherry Parks, Executive Secretary
Susan Salvador – Student Services
  Eileen Scorgie, Executive Secretary
Richard Degus – Executive Assistant to the President
  Paula Burnside, Secretary

Deans
Carol Adams – Interdisciplinary Programs
  Kendra Tuttle, Administrative Assistant
Stuart Blacklaw – Curriculum and Program Development
  Elsie Beach, Secretary
Barbara Connolly – Academic Services, DCC
  Patti Montrois, Secretary
Michael Karnes – Public Safety Training Center
  Susan Nupp, Administrative Assistant
Emeterio (Pete) Otero – Executive Dean, DCC
  Vacant, Secretary
Frank Rinehart – Science, Health and Business
  Cheryl Mart, Administrative Assistant
  Sharon Scurlock, Secretary
Christine Abbott (Interim) – Liberal Arts
  Donna Noce, Secretary
Dianna Phillips – Technical Education
  Debbie Smith, Secretary

MCC Foundation
Brenda Babitz – President
  Karen Shaw, Administrative Assistant
<table>
<thead>
<tr>
<th>Department Division</th>
<th>Chair</th>
<th>Secretary</th>
<th>Phone/Office #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology/History/ Political Science/Sociology</td>
<td>Lauren Pivnick</td>
<td>Elaine Derrenbacher</td>
<td>3260/5-326</td>
</tr>
<tr>
<td>Liberal Arts &amp; Sciences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied Technologies Technical Education</td>
<td>Kate Shiefen</td>
<td>Elaine Reichgott</td>
<td>3725/23-158</td>
</tr>
<tr>
<td>Biology Science, Health &amp; Business</td>
<td>Tim Tatakis</td>
<td>Mary Lynch</td>
<td>2720/8-232</td>
</tr>
<tr>
<td>Business Administration/ Economics Science, Health &amp; Business</td>
<td>James Petrosino</td>
<td>Luci Morrill</td>
<td>3353/5-510</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diana Higinson</td>
<td>3389/5-548B</td>
</tr>
<tr>
<td>Chemistry/Geosciences Science, Health &amp; Business</td>
<td>Dan Robertson</td>
<td>Angie Zury</td>
<td>2425/8-212</td>
</tr>
<tr>
<td>Education Academic Services, DCC</td>
<td>Catherine (Kate)</td>
<td>Margie Ralph</td>
<td>1461/DCC 5279</td>
</tr>
<tr>
<td>Engineering Science and Physics Science, Health &amp; Business</td>
<td>Ed Martin</td>
<td>Sue O'Brien</td>
<td>2480/8-630</td>
</tr>
<tr>
<td>Engineering Technologies Technical Education</td>
<td>Bill Yanklowski</td>
<td>Kathy Kunzer-Healy</td>
<td>2680/8-626</td>
</tr>
<tr>
<td>English for Speakers of Other Languages/Foreign Languages/Sign Language Interdisciplinary Programs</td>
<td>Suzanne ElRayess</td>
<td>Julie Donofrio</td>
<td>3330/5-434</td>
</tr>
<tr>
<td>English/Philosophy Liberal Arts &amp; Sciences</td>
<td>Donna Cox</td>
<td>Dawn Quatro</td>
<td>3382/5-532 Victoria Paris 3351/5-555</td>
</tr>
<tr>
<td>Health and Physical Education Science, Health &amp; Business</td>
<td>Craig Rand</td>
<td>Janet Dalke</td>
<td>2840/10-134</td>
</tr>
<tr>
<td>Health Professions Science, Health &amp; Business</td>
<td>Susan Forsyth</td>
<td>Bobbie Leonard</td>
<td>2039/8-434</td>
</tr>
<tr>
<td>Hospitality Technical Education</td>
<td>Diane Cheasty</td>
<td>Jean Henry</td>
<td>2542/3-157</td>
</tr>
<tr>
<td>Human Services Academic Services, DCC (Liberal Arts &amp; Sciences)</td>
<td>Tony Caiaza</td>
<td>Diane Cannito</td>
<td>1628/DCC 5081</td>
</tr>
<tr>
<td>Law and Criminal Justice Academic Services, DCC (CJ&amp;PSP)</td>
<td>Gary Thompson</td>
<td>Joyce Madama</td>
<td>1770/DCC 4171</td>
</tr>
<tr>
<td>Mathematics Liberal Arts &amp; Sciences</td>
<td>Peter Collinge</td>
<td>Pat Wolff</td>
<td>2931/8-510</td>
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<tr>
<td></td>
<td></td>
<td>Pam Loughridge</td>
<td>2930/8-510</td>
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<tr>
<td><strong>Department</strong></td>
<td><strong>Division</strong></td>
<td><strong>Chair</strong></td>
<td><strong>Secretary</strong></td>
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<tr>
<td>Nursing</td>
<td><em>Science, Health &amp; Business</em></td>
<td>Laurel Sanger</td>
<td>Jenny Lorenz</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gloria Anderson</td>
<td>Phyllis Clair</td>
</tr>
<tr>
<td>Psychology</td>
<td><em>Liberal Arts &amp; Sciences</em></td>
<td>Dale Doty</td>
<td>Nilda Rodriguez</td>
</tr>
<tr>
<td>Transitional</td>
<td><em>Interdisciplinary Programs</em></td>
<td>Ellen Baker</td>
<td>Judy Richards</td>
</tr>
<tr>
<td>Visual and Performing Arts</td>
<td><em>Liberal Arts &amp; Sciences</em></td>
<td>Christine Schwartzott</td>
<td>Pat Barnes</td>
</tr>
</tbody>
</table>

**PROGRAM COORDINATORS**

| **Applied Technology** | Kristy Mooney Graves  
|                       | Robert (Bob) Lasch  
|                       | Pam Kone, Apprentice Coordinator |
| **Biology**           | Kathy Lawton, Biotechnology |
| **Business Administration/Economics** | Chris Sardone, Accounting  
|                       | Business/Marketing, Ray Shea  
|                       | Joe Kotaska, Economics  
|                       | Joe McCauley, Business Law  |
| **ESOL/Foreign Languages** | Larry Berking  
|                       | Suzanne ElRayees |
| **Health and Physical Education** | Craig Rand, Health Studies  
|                       | Deneen Rhode, Massage Therapy  
|                       | Elizabeth Kelly, Physical Studies  |
| **Health Professions** | David Lawrence, Dental Studies  
|                       | Sharon Insero, Health Information  
|                       | Eileen Doyle, Radiologic Technology  |
| **Transitional Studies** | Matt Fox, Math & Language  
|                       | Amy Striegel - Math  
|                       | Diane Fitton, College Orientation Seminar  
|                       | Ramona Moore – DCC Coordinator  |

* Discipline Coordinators
BRIGHTON CAMPUS - WHERE TO FIND...

Admissions Office
Building 1, Room 211; Phone 292-2200

- Applications for admission
- Application processing
- Application status information
- Campus tours
- Pre-admission counseling
- Transfer credit evaluation
- Recruitment initiatives

Bookstore
Building 3, Room 123; Phone 292-2020

**Hours:** Monday - Thursday 7:45 AM to 6:30 PM *
7:45 AM to 4:45 PM Friday
10:00 AM to 2:00 PM Saturday
* The Bookstore will also be open extended hours for extension sales and late-starting classes.

Bursar’s Office
Building 6, Room 201; Phone 292-2015

- Tuition/Billing
- Residency

Campus Center Offices
Building 3, Room 126; Staff only – Phone 292-2534; Recorded Info – 292-2060

- Student E-mail Help – Ext. 2555
- ID Card Information – Ext. 2548
- Creative Arts and Special Events – Ext. 2534
- Clubs and Organizations – Ext. 2534
- Student Government – Ext. 2546
- MCC Association Office – Administrative Dept. for Childcare, Athletics, Bookstore, Auxiliary Services including Food Service, Campus Service Desk and Residence Life

Career Center
Building 3, Room 108; Phone: 292-2248;
Visit us on the web at www.monroecc.edu/go/careercenter

- Career counseling and career assessment
- Career Library
- Transfer college advising and scholarship information
- 2+2 Dual Admission programs

- Job search strategies
• Resume critique service and mock interviews
• Job fairs and on-line Job Connection
• Study abroad information

Communications and Network Services
(www.monroecc.edu/depts/cns) Office Hours: Monday - Friday, 8:00 AM to 4:30 PM

Mail Services - Building 1, Room 103; Phone: 292-2269
• Full- and part-time faculty mailboxes: Building 1, Room 107
• Incoming & Outgoing Mail:
  – U.S. Postal Service
  – Overnight domestic services
  – Express international services
  – UPS Ground
  – Interdepartmental
• Postage (account 73135) Billing
• Mail Piece Design Assistance
• Standard (A) Bulk Mail Preparation – two weeks advance notice required
• Fax Services: (585) 427-2749
For assistance, please go to the Mail Services web page at the A-Z Index, M, Mail Services, Mail Services Options or contact Mail Services.

PC and Network Support - Building 4, Room 110, Phone: 292-3200
• New PC and peripheral equipment installation
• PC software upgrades through department chair
• Design your own laptop and computer configurations
• Information on computer equipment purchases
• Troubleshoot and repair services for computer equipment and peripherals
• Computer virus research and management
• Network Support
• Classroom, labs, and learning center, faculty and staff image creations and technology support
• Wireless connectivity support
• Xerox multifunctional machines (faxing, Outlook setup)
• Network configuration and management

Telecommunications - Building 5, Room 103, 292-2076
• Telephone repair
• Set-up telephone service for new employees (form available online)
• Move telephone service for existing employees (form available online)
• Faculty/Staff Directory
• Call Processing Applications
• College-wide voice broadcasts (form available online)
• Integrated voice response applications and design assistance
• Cell phones and pagers
Conferences and Events
Building 3, Room 111; Phone: Vacant 292-2010; Courtney Belluccio 292-2175; Yolanda Johnson 292-2176
Forms available online: www.monroecc.edu/go/ceapp -- Click on Brighton Campus
  • Assistance with the scheduling of facilities as well as the planning and implementation of events at the Brighton Campus and the Applied Technologies Center. To schedule rooms contact:
      Courtney Belluccio
      R. Thomas Flynn Campus Center
      Residence Halls
      Yolanda Johnson
      College-hour rooms, lecture halls, classrooms for non-academic meetings/events
      Gym
      Theater
      Everyone
      Meeting, conference and teleconference rooms

Controller’s Office
Building 6, Room 110; Phone 292-2151
  • Accounts Payable – Ext. 2153
  • Accounts Receivable – Ext. 2154
  • General Accounting – Ext. 2159
  • Grants Accounting – Ext. 2149
  • Payroll – Ext. 2156
  • Travel – Ext. 2155

Copy Center Services
Provides full and walk-up service. Hours: 7:00 AM to 4:45 PM
While classes are in session: Monday-Friday 7:00 AM to 7:00 PM
Phone: 292-3225 Locations: Main Copy Center: Building 3, Room 164
Satellite Copy Centers: Building 5, Room 210
Building 8, Room 539

Counseling & Advising Center
Building 1, Room 231; Phone 292-2030
  • Personal and career counseling
  • Complete withdrawal
  • Evening advisement
  • Course selection
  • Program changes
  • On course reports
  • Veterans services
  • International student services
  • Services for students with disabilities
  • Study skills workshops
Electronic Learning Center (ELC)
Building 11, Room 106; Phone 292-2000, ext. 5267
Hours: Monday thru Thursday 7:30 AM - 11:00 PM
       Friday 7:30 AM - 3:30 PM
       Saturday 9:00 AM - 5:00 PM

Enrollment Management
Building 1, Room 309; Phone 292-2221

- Links the functional areas that impact enrollment
- Sets clear enrollment goals
- Maintains optimum enrollment
- Promotes academic success
- Enables the delivery of effective academic programs and financial planning
- Improves service levels to all stakeholders
- Creates a data-rich environment to inform decisions and evaluate strategies
- Continuously strengthens linkages with other areas of the College
- Enrollment Management Departments:
  ✓ Academic Learning Environments
  ✓ Admissions
  ✓ Experiential and Adult Learning
  ✓ Institutional Research
  ✓ Marketing Communications
  ✓ Registration and Records
  ✓ Master Scheduling

Experiential and Adult Learning
Building 3, Room 108; Phone 292-2016

- Adult learning programs (alternative scheduling options and advisement)
- Articulation with four-year colleges (adult programs)
- Cooperative Education/Internships (Janet Zinck, Coordinator)
- Walt Disney World College Internship Program (management and advisement)
- Management of Off-Campus Sites
- Nontraditional Credit Options and Advisement
  ✓ Credit by Examination
  ✓ CLEP/DANTES
  ✓ Independent Study
  ✓ Portfolio Development (Learning from Experience)

Graduation Certification
Building 3, Room 103; Phone 292-2123

- Academic suspension/probation
- Certify students for graduation/Diplomas
- Intent to Graduate applications
- Suspension appeal forms
Health Services
Building 3, Room 165; Phone 292-2018
- Full time staff nurses
- Part time Nurse Practitioner
- First aid services
- Minor injury and illnesses attended to

Help Call Center (HELP Line)
Dial H-E-L-P (4357), but before calling, visit the Frequently Asked Questions webpage. Go to www.monroecc.edu, click on Employees, scroll down to Technical Services and click on Help Line. From there, scroll down to Frequently Asked Questions.

- For software assistance for personal computer or administrative systems or to schedule technology training, Press 1
- For problems with your PC, peripherals or the Network Press 2
- For telephone problems or services requests Press 3
- To leave a message which includes name, extension and detail information which includes reason for your call Press 4

Human Resources
Building 6, Room 301; Phone 292-2048
Human Resources Department is available to all employees for assistance with any and all of their personnel, payroll or benefits questions. Copies of Union Contracts are available. Information is also available for:
- Civil Service exam postings
- Employee Assistance Program
- Employee benefits information
- Position announcements
- Student employee hiring
- Tax deferred annuity programs
- Temporary help (Burns Personnel)
- Tuition Waivers
- Worker's compensation

Institutional Research
Building 6, Room 102; Phone: 292-3032
- Collect, analyze, and interpret data and present research findings
- Design and conduct surveys of student, employee, and employer opinion
- Reports available on the WEB:
  - Student enrollment highlights
  - Enrollment status
  - College-wide performance indicators
  - Trends in enrollment/characteristics of MCC students
  - What Happened to the Class of 2003?
  - Survey results
**Instructional Technologies**

Building 3, Room 150; Phone: 292-2574

Production Services
- Graphic support
- Imaging
- Media resources
- Satellite programming
- Video production

Instructional Development
- A/V Equipment Support
- Instruction design training and support
- Distance learning/hybrid/Web-enhanced course development

Help Desk (see ETS Call Center section for details)

Learning Resources
- Audiovisual equipment and support, 292-2000, ext. 2828(AVAV)

Electronic Learning Center (ELC)
Building 11, Room 106, Phone 292-2000, ext. 5267

<table>
<thead>
<tr>
<th>Hours</th>
<th>Monday thru Thursday</th>
<th>7:30 AM - 11:00 PM</th>
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<tr>
<td></td>
<td>Friday</td>
<td>7:30 AM - 3:30 PM</td>
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<td></td>
<td>Saturday</td>
<td>9:00 AM - 5:00 PM</td>
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</table>

**LeRoy V. Good Library**

Building 3, Entrance on 2nd Floor; Phone: 292-2090

<table>
<thead>
<tr>
<th>Hours</th>
<th>Monday - Thursday: 8 AM to 9 PM</th>
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<tbody>
<tr>
<td></td>
<td>Friday: 8 AM to 5 PM</td>
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<tr>
<td></td>
<td>Saturday: 11 AM to 4 PM; Sunday: Closed</td>
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</tbody>
</table>

The LVG Library is a 60,000 square ft. facility which contains electronic, multimedia, microforms and print resources in its collection and a full staff of committed librarians and support personnel. LVG Library includes electronic resources with dozens of databases, web-links and access to 10,000 periodical titles, full access to the web, as well as more than 90,000 books, from curriculum support to recreational reading, more than 500 print magazine and journal subscriptions, and a growing collection of CDs, cassettes, records, videos and DVDs. The library is a wireless environment and circulates wireless laptops for use in the library with full access to the web, library databases and application software. All electronic resources are accessible from the workplace desktop or from off-campus. Check the library website for this service.

**Special Collections**
- College Archives
- Holocaust and Human Rights Center: For information, call extension 2338

**Placement Testing (formerly Accuplacer Lab)**

Building 3, Room 107; Phone 292-2290

**Printing Services**

Building 3, Room 168; Phone 292-2520
• Brochures, posters, flyers, post cards
• Business cards and Letterhead
• Carbonless forms
• Certificates/Diplomas
• Class handouts, lab manuals
• Complete layout and design services
• Envelopes
• Programs/reports

**Public Safety (Lost and Found/ Parking Services)**
Building 7, Room 341; Phone 292-2700
• Keys
• Parking permits
• Tickets
• Lost and found

**Purchasing Office**
Building 21, Room 100; Phone 292-2080
• Property Control – Ext. 3247
• Shipping & Receiving – Ext. 3205

**Registration and Records**
Building 6, Room 203; Phone 292-2300
• Address change
• Course withdrawal
• Registration
• Transcripts

**Student Services (Administrative)**
Building 1, Room 300; Phone 292-2052
• Academic Honesty
• Dean's List
• Student Attendance Policy
• Student Conduct Regulations
• Student Grievance
• Sexual Harassment Policy

**Word Processing Services**
Building 5, Room 212; Phone 292-2595 or 2569
Building 8, Room 541; Phone 292-2576 or 2577
• Provides basic typing support for web pages and Power Point presentations
• General typing, transcription and mass mail merges
• Provides limited service with certain specialized software packages
• Test banks
• Computerized Grade Sheets Consultation/Maintenance
• Forms creation
• Large computer projects (where appropriate)
Key Telephone Numbers - Student Services Center

- Main Number: 262-1740
- Reception Desk: 262-1753
- Registration and Financial Services: 262-1670

Archive and Records Management

- Eric Johannisson
- Location: Room 5108
- Telephone: 262-1635

Bookstore

- Mondays, Wednesdays, & Thursdays (8:30 – 4:30)
- Tuesdays (8:30 – 6:00)
- Fridays (8:30 – 4:00)
- Location: Fourth Floor
- Telephone: 262-1730

Services Include:
- Check Cashing
- Money Orders
- Bus Passes
- Discount Movie Tickets
- Stamps

Campus Center

- Hours: Monday thru Friday: 9 AM - 5 PM
- Location: 4th Floor, Suite 4020
- Telephone: 262-1757

Services Include:
- Housing Information
- Locker Rentals
- MCC Photo ID Card

Copy Center Services

- Provides full walk up services
- Hours: DCC hours of operation
- Phone 262-1601
- Location: Building 5, Room 003

DCC Facilities and Campus Services

- Executive Dean’s Office
- Telephone: 262-1610/262-1611
- Location: 5th Floor, Room 5058
Electronic Learning Center (ELC)
Hours: Monday – Thursday, 8 AM – 8 PM; Friday, 8 AM – 4 PM; Saturday, 9 AM – 3:30 PM
Location: 4th Floor, Suite 4071
Telephone: 262-1790

Integrated Learning Center (ILC)
Hours: Monday – Thursday, 8 AM – 7 PM; Friday, 8 AM – 4 PM; Saturday, 9 AM – 2 PM
Location: 4th Floor, Suite 4258
Telephone: 262-1620

Library
Hours: Monday, Thursday 8 AM – 5 PM
      Tuesday, Wednesday 8 AM – 8 PM
      Friday 8 AM – 4 PM; Saturday 9 AM – 2 PM
Location: 4th Floor, Suite 4-101
Telephone: Circulation Desk - 262-1413
            Reference Desk - 262-1420
The DCC Library offers print and non-print resources with an emphasis on Criminal Justice, Human Services and the Teacher Education curricula as well as general humanities material. The Library has approximately 12,000 books, 100 journal & magazine subscriptions, newspapers, videos, DVD's and a general reading collection. The DCC Library offers computers online database access for research, regularly reserves and e-reserves, group and specialized one on one research instruction. We are glad to transfer materials between the two campus libraries.

Mail Services
Location: 5th Floor, Suite 5103; Telephone: 262-1718
Office Hours: Monday - Friday, 8:00 am – 5:00 pm
DCC mail services include duties for mail delivery and pick-up, campus services and shipping and receiving. Mail service is 9:30 am – 2:30 pm.

Massage Therapy Clinic
Hours: Spring Semester Only
Location: 4th Floor, Suite 4050; Telephone: 262-1470

MCC Foundation
Location: 5th Floor, Suite 5032; Main Number: 262-1500
Secretary: Gail Terhaar 262-1502
SUNY Student Resource Center (SSRC)

Hours: Monday, Thursday, 9 AM – 9 PM; Tuesday, Wednesday, 9 AM – 6 PM
       Saturday, 9 AM – 6 PM; Sunday, 1 PM – 5 PM
Call for weekend/summer hours
Location: 115 South Ave. Rochester, Telephone: 428-8170

The SUNY Student Resource Center is located in the Bausch and Lomb Building at the Rochester Public Library. The SSRC is open to the MCC community and provides workstations, electronic journal databases, internet access, and general Microsoft Office software as well as a million volume research collection. Also available are study rooms, group and one-on-one bibliographic instruction, librarian assistance is available for special programs.

Student Services Center

Hours: Monday, Tuesday, Thursday, Friday, 8 AM – 5 PM
       Wednesday, 8 AM – 6 PM
Location: 5th Floor, Suite 5252; Telephone: 262-1740

Services Include:
- Academic Counseling
- Advisement
- Admissions
- Bursar Office
- Career Counseling
- Educational Planning
- Financial Aid Filing Workshops
- Personal Counseling
- Placement Testing (Accuplacer)
- Program Change
- Registration Office
- Scholarship Information
- Services for Students with Disabilities
- Transfer Services

TRS Mastery Lab (Located within the ILC)

Hours: Vary Monday – Thursday, 8 AM – 7 PM; Friday, 8 AM – 4 PM;
       Saturday, 9 AM – 2 PM
Location: 4th Floor, Suite 4262; Telephone: 262-1556

Advisement Training

Enriching Advisement: The Workshop Series was designed to provide an on-going series of workshops on a variety of advisement topics, with professional counselors, advisors, faculty and administrators serving as the workshop instructors.

Times and workshops vary each month to address differing needs. Class sizes are limited. Please contact Denise Klein at 292-2295 or email dklein@monroecc.edu with questions or concerns, or to reserve a seat.
<table>
<thead>
<tr>
<th>Site</th>
<th>Location</th>
<th>Section No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Brighton</td>
<td>001, etc.</td>
<td>Brighton Day*</td>
</tr>
<tr>
<td>01</td>
<td>Brighton</td>
<td>SS1</td>
<td>Sunrise Semester</td>
</tr>
<tr>
<td>01</td>
<td>Brighton</td>
<td>SS1</td>
<td>Sunrise Semester (Site 01 is NOT specific for Sunrise)</td>
</tr>
<tr>
<td>02</td>
<td>Damon</td>
<td>CC1, etc.</td>
<td>DCC</td>
</tr>
<tr>
<td>02</td>
<td>Damon</td>
<td>CF1</td>
<td>Saturday Family College (DCC)</td>
</tr>
<tr>
<td>02</td>
<td>Damon</td>
<td>CC1, etc.</td>
<td>Learning Communities (after course title, will list &quot;LC&quot;)</td>
</tr>
<tr>
<td>03</td>
<td>Brighton</td>
<td>196, 197</td>
<td>Saturday</td>
</tr>
<tr>
<td>06</td>
<td>NA</td>
<td>NA</td>
<td>Independent Study</td>
</tr>
<tr>
<td>09</td>
<td>NA</td>
<td>D</td>
<td>Distance Learning - CD Based Course</td>
</tr>
<tr>
<td>10</td>
<td>Asynchronous</td>
<td>SL1, etc.</td>
<td>SUNY Learning Network – On-line</td>
</tr>
<tr>
<td>25</td>
<td>Greece Apollo Middle School</td>
<td>551</td>
<td>Greece Apollo Middle School - Evening (all late start)</td>
</tr>
<tr>
<td>26</td>
<td>Wayne Central High School</td>
<td>771</td>
<td>Wayne Central High School - Evening (all late start)</td>
</tr>
<tr>
<td>27</td>
<td>Webster High School</td>
<td>881</td>
<td>Webster High School - Evening (all late start)</td>
</tr>
<tr>
<td>30</td>
<td>High Schools-Variable</td>
<td>21P etc.</td>
<td>Dual Credit</td>
</tr>
<tr>
<td>31</td>
<td>Brighton</td>
<td>1TV and 2TV</td>
<td>Telecourse (1TV in the Fall, 2TV in the Spr.)</td>
</tr>
<tr>
<td>33</td>
<td>Variety of locations</td>
<td>001</td>
<td>i.e., travel abroad or other locations - credit</td>
</tr>
<tr>
<td>40</td>
<td>Fairport</td>
<td>331</td>
<td>Fairport High School - Evening (all late start)</td>
</tr>
<tr>
<td>43</td>
<td>Variety of locations</td>
<td>T10, etc.</td>
<td>Contract Credit Courses</td>
</tr>
<tr>
<td>61</td>
<td>OSP Brighton</td>
<td>YKER, etc.</td>
<td>Community Education, Brighton, Non-Credit</td>
</tr>
<tr>
<td>62</td>
<td>OSP Damon</td>
<td>ZGE, etc.</td>
<td>Community Education, Damon, Non-Credit</td>
</tr>
<tr>
<td>65</td>
<td>Remedial, Damon</td>
<td>ZGE, etc.</td>
<td>Community Education, Remedial</td>
</tr>
<tr>
<td>71</td>
<td>Applied Tech. Ctr.</td>
<td></td>
<td>Applied Technology, Non-Credit</td>
</tr>
<tr>
<td>81</td>
<td>Variable</td>
<td>T10</td>
<td>Contract-Corp. Services Program, Non-Credit</td>
</tr>
<tr>
<td>91</td>
<td>Public Safety TC</td>
<td>HSMI</td>
<td>Homeland Security Management Institute</td>
</tr>
<tr>
<td>91</td>
<td>Public Safety TC</td>
<td>FPT, EM, etc.</td>
<td>Public Safety Training Center-OSP, Non-Credit</td>
</tr>
<tr>
<td>92</td>
<td>Variable</td>
<td>010, etc.</td>
<td>Public Safety Training Center, Credit</td>
</tr>
<tr>
<td>93</td>
<td>Variable</td>
<td>EMS, PLE, etc.</td>
<td>Training Center - Credit Off Site</td>
</tr>
<tr>
<td>98</td>
<td>Brighton</td>
<td>181, etc.</td>
<td>Brighton Eve.</td>
</tr>
</tbody>
</table>

All Brighton Eve. classes are in Site 01*

Within the above sites, descriptions of alternative section numbers:

1TV or 2TV    ALWAYS a Telecourse
BL1 (2, 3, etc.)  Block Scheduling
BH1 (2, 3, etc.)  Hybrid Course*
SL1 (2, 3, etc.)  "On-line," asynchronous - SUNY Learning Network (not time dependent)
<table>
<thead>
<tr>
<th>Title/Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer</td>
<td>Computer-based (e.g., MTH 104)</td>
</tr>
<tr>
<td>HON</td>
<td>Honors Studies</td>
</tr>
<tr>
<td>BH</td>
<td>Hybrid course*</td>
</tr>
<tr>
<td>LC</td>
<td>Learning Community</td>
</tr>
<tr>
<td>LOC</td>
<td>On Location</td>
</tr>
<tr>
<td>RED</td>
<td>Reduced Workload</td>
</tr>
<tr>
<td>REL</td>
<td>Release Time</td>
</tr>
<tr>
<td>SV</td>
<td>Service Learning</td>
</tr>
<tr>
<td>TV</td>
<td>Telecourse (section 1TV in the Fall, 2TV in the Spring)</td>
</tr>
<tr>
<td>WR</td>
<td>Writing Intensive</td>
</tr>
</tbody>
</table>

*Part of a hybrid course is delivered face-to-face and part is delivered online. Hybrid course reduces seat time in the traditional classroom.*
ETS TECHNOLOGY TRAINING AND SERVICES

One of the many benefits of working at MCC is having access to the vast training opportunities available to us. Reduce frustration and become more productive and efficient by taking one or more of the many classes available to you as a member of the College community.

The training calendar is available online at MCC’s web page www.monroecc.edu. Click on MCC Employees, scroll down to Training Opportunities, and click on Technical Training Catalog.

To sign up for training, call H-E-L-P (4357 from on campus; from off-campus, call 292-2000, Ext. 4357) and press 1, or send an email to the username HELP, and include all pertinent course information along with your name, extension number, and department.

Audio-Visual Needs: call extension 2828 (AVAV) (292-2828 if calling from off-campus) for all of your AV requests and for classroom technology emergencies.
VOICE MESSAGING QUICK TIPS

How to transfer a caller to voice mail:
To send a caller into somebody’s voice mail, try using this feature for better customer service:
• Press Transfer button
• Dial appropriate access code (Brighton 7300, DCC 1450, ATC 3700)
• Press *
• Enter the extension the caller is trying to reach
• Immediately hang up (so the caller can hear the name)

How to use Quick Access to access your voice mailbox:
If calling from your phone/extension, try this shortcut!
• Dial appropriate access code (Brighton 7300, DCC 1450, ATC 3700)
• Press # #
• Enter your security code

If calling from another phone on campus to access your voice mail:
• Dial appropriate access code (Brighton 7300, DCC 1450, ATC 3700)
• Press #
• Enter your mailbox number (your extension)
• Enter your security code

To access your voice mail from home:
• For Brighton campus – Dial 292-2000
• For DCC – Dial 262-1450
• For ATC – Dial 292-3700
• When you hear the main greeting press #
• Enter you mailbox number (your extension)
• Enter your security code

Commonly used voice mail features:
• To listen to your message, press 5
• To backup to the beginning of the message press 2 twice
• To Listen to the time a message was left, press 8 (while listening to a message or immediately following)
• To forward a copy of message to somebody else, press 1-3
• To save the message, press 7
• To erase it, press 3
How to change your personal greeting:
• Access your mailbox
• Press 4 - 6 and record your greeting
• Press # when complete
• Press 4 - 5 to listen to new greeting; press # to leave your greeting unchanged (to keep it)

How to exit your mailbox:
• Press 9 to exit and listen
• You may have received a new message while you were in your mailbox; if so, the system will say “You have a new message. To listen to your message, press #.”

How to set up a Personal Assistant:
When you record your greeting, let your caller know that they can press “0” to get assistance from your assistant/co-worker
• Access your mailbox
• Press 1 - 6
• Press 5
• Enter the extension number

How to use Extended-Absence Greeting:
This feature is great for vacations, conferences, or 10-month employees. It will block callers from leaving a message.
• Access your mailbox
• Press 4 for Greeting
• Press 7 to record extended absence greeting
• Remember to record regular greeting when you return

How to set up a REPDL (repertory dial button) to use for accessing your voice mailbox:
• Get Dial Tone
• Press SET
• Press desired REPDL button
• Press 7300
• Press HOLD 5x (this is used for the Pauses)
• Press # #

Once this is done and you want to access your mailbox, you simply press the REPDL button.

*** During the 2006-2007 academic year, telephone and voice mail service to departments will be converted to a new system. Training and documentation will be provided.
Accessing Banner:
Banner access is available through the MCC Employees page remotely via the MCC Virtual Private Network (VPN) or from on-campus computers. Look for the blue Banner icon on the MCC Employees page or click on the Banner Access menu link on the left hand side of the MCC Employees page.

Assistance when using Banner:
For questions regarding your Banner ID or password, please contact the ETS Computing department at x-2620.

For questions regarding Banner Finance Self-service (purchasing or budget inquiries) please review the Banner Finance tutorials available on the Banner website at: http://web.monroecc.edu/MCCBanner/Selfservice. You will need to enter your MCC Network name and password to access the tutorials. For specific purchasing questions, please contact Mike Khemmow (x-2825), Kristen Reed (x-2822) or Bev Widman (x-2823).

For questions regarding Banner (HR) Self-service, please contact the HR department at x-2048.

Additional Information:
For more information on MCC's Banner system, please visit the MCC Banner implementation website at: http://web.monroecc.edu/MCCBanner, or contact MCC's Banner Project Manager, Marie Fetzner at: mpetto@monroecc.edu.
Food Purchase Guidelines

In accordance with SUNY rules and regulations, College reimbursement for food purchases includes meals, refreshments, and beverage costs when:

- Employees travel out-of-town on official College business.
- Employees conduct College business at a local off-campus site.
- Employees conduct College business at one of MCC’s facilities.

Each Department Head as well as the Controller’s Office is responsible for ensuring that food/beverage purchases are within these guidelines. The Controller’s Office is also charged with reviewing all purchase requisitions and requests for reimbursement. Requests for reimbursement that lack the appropriate supporting documentation or, are not in compliance with SUNY guidelines will be denied and returned to the submitter.

**Under No Circumstance** will reimbursement be made for the following food/beverage costs:

- Per diem reimbursements for meals that are included in the conference/seminar/workshop registration fee.
- Food/beverage for internal staff or committee meetings, unless the request is approved by the President, the Vice President, or the appropriate Dean.
- Food/beverage for social functions and courtesy events (birthday, retirement, and promotion receptions).
- Food/beverage for student activity functions such as receptions, socials and programs.
- Alcoholic beverages.

**Employees should follow these general guidelines:**

**Official College Travel** – Monroe Community College reimburses its employees for food/beverage costs for out-of-town travel. These costs are reimbursed as per diem in accordance with the College’s Travel Procedures.

- An employee is in travel status and eligible for reimbursement of food/beverage costs while attending functions outside of Monroe County only.

**Off-Campus Official College Business** – Monroe County College reimburses its employees for food/beverage costs for meetings, conferences, workshops, training sessions when the function is vital to the attainment of College business with external parties. These costs are paid in accordance with the College’s Administrative Guidelines.

- The function must be vital to the attainment of College business with external parties in attendance.
- The purpose of the function and the names of each person in attendance, with a statement of their official relationship to the College, must be documented on the *Local Mileage and Conference Expense Report*.

**On-Campus Official College Business** – Monroe Community College allows purchases of food/beverage costs for meetings, conferences, workshops, training sessions held on campus when the function supports formal College business. On-campus College business meetings are paid in accordance with the College’s Purchasing Procedures.

- The function must be vital to the attainment of College business with external parties in attendance.
- Food/beverage for College sponsored Professional Development conferences (typically requires registration, guest speaker, formal program and listing of registrants).
- The purpose of each meeting and the names of persons in attendance, with a statement of their official relationship to the College, must be documented on the *Purchase Requisition, Check Request, Invoice*, or *Petty Cash Reimbursement* form.
PAYROLL PROCEDURES

Payroll Procedures

Timesheets must be in the Payroll Office (6-110) by NOON on the timesheet due date in order to be processed by the respective pay date. All timesheets received after the due date will be processed for the following payroll. It is the responsibility of the Department Head to explain to the employee why a timesheet was submitted after the deadline when an employee is not paid as expected. It is also the responsibility of the Department Head to complete the proper paperwork for new hires and to forward to Human Resources.

Each individual is responsible for informing the Human Resources Office of any changes in address or other personal data.

Timesheets must have original signatures of employee and Department Head. Timekeepers cannot approve staff’s timesheets.

It is the responsibility of Department Heads to ensure the accuracy of all timesheets, i.e., time off reported for vacation, sick, personal, etc.

Each individual who participates in the Payroll Direct Deposit Program is responsible for informing the Human Resources Office of any change in their financial institution’s account number or a change in the financial institution itself.

If your paycheck is lost, a replacement check will not be issued until after bank confirmation of stop payment is received.

Refer to the Administrative Web Guidelines for the Payroll Cycle Calendar. Go to www.monroecc.edu, select Employees, then choose “Administrative Guidelines” from the Employee Resources menu.
**Travel Tips**

**Prior Approval Request Form:**

Prior Approval Travel Requests for travel outside of MCC or surrounding counties must be completed as evidence that travel has been authorized.

A detailed itinerary/agenda must be attached to the travel request.

**Travel and Conference Expense Report:**

Travel and conference Expense Report are due within ten (10) days of return.

Must include original receipts.

Gratuities will not be reimbursed.

Meals included in the cost of the conference will be deducted from the traveler’s allowable per diem.

Trip number must be included on the Travel & Conference Expense Report.

**Local Mileage and Conference Expense Report**

Local Mileage and Conference Expense Report must be submitted within ten (10) days of the completion of travel. If travel is repetitive, the traveler must submit a Local Mileage & Conference Expense Report on at least a monthly basis.

Original receipts must be attached.

A Local Mileage & Conference Expense Report submitted for reimbursement for an off-campus business luncheon must include the purpose of the function, the name of each person in attendance and a statement of each person’s official relationship to the College. Taxes and gratuities will not be reimbursed. Tax exempt forms may be obtained from the Bursar’s Office.

Trip mileage must be calculated using the official College mileage charts found on the “Forms” Web page. If traveler’s mileage varies significantly from the College’s charts, a memo must be included with the report indicating the reason for the additional mileage. If the traveler’s destination is not listed in the chart, Map Quest (www.mapquest.com) must be used to calculate the distance traveled. A print-out from Map Quest, verifying the distance, must be attached to the form.

**ALL EXPENSE REPORTS MUST BE SUBMITTED TO THE CONTROLLER’S OFFICE BY THE YEAR END CUT-OFF DATE TO AVOID DENIAL OF REIMBURSEMENT.**

**Asset Relocation Form**

The asset Disposition Form is to be completed by staff members wishing to relocate equipment, tools or similar items from one location on campus to another location on campus – or – for staff members to record the disposition of an asset. The form can be found on the MCC Web site (www.monroecc.edu) within the “Employees Web Page” under MCC Forms/Controller/Asset Disposition Form.
**Petty Cash**

On occasion, departments may require a small dollar value item (under $25.00), for College use, on an immediate basis. When this situation arises, staff may expend his/her own funds to secure the item and request reimbursement from the Petty Cash fund maintained by the Bursar’s Office. Sales tax is NOT reimbursable. Use of Petty Cash should be limited to true emergencies where the issuance of a purchase order is neither timely nor cost effective.

Complete information about Petty Cash procedures can be found under the section of the Administrative Guidelines titled “Bursar”.

**Accounts Payable**

The Accounts Payable Office is responsible for disbursement of College funds to vendors for goods and services received by the College. In addition, the Accounts Payable Office reviews all requests for payment (i.e. invoices and check requests) to ensure that each voucher contains:

- Purchase order number
- Necessary approvals
- Original receipts (if necessary)
- Correct account number
- Proper description of goods/services received

For more detailed instructions see the Administrative Guidelines.
CIVIL SERVICE HOLIDAYS

Academic Year - 2006/2007

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>09/04/06</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>10/09/06</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>11/23/06</td>
</tr>
<tr>
<td></td>
<td>11/24/06</td>
</tr>
<tr>
<td>Christmas</td>
<td>12/25/06</td>
</tr>
<tr>
<td></td>
<td>12/26/06</td>
</tr>
<tr>
<td></td>
<td>12/27/06</td>
</tr>
<tr>
<td></td>
<td>12/28/06</td>
</tr>
<tr>
<td></td>
<td>12/29/06</td>
</tr>
<tr>
<td>New Year's</td>
<td>01/01/07</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>01/15/07</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>05/28/07</td>
</tr>
<tr>
<td>Independence Day</td>
<td>07/04/07</td>
</tr>
</tbody>
</table>
## CSEA BOARD MEMBERS

<table>
<thead>
<tr>
<th>OFFICERS</th>
<th>Name</th>
<th>Ext. #</th>
<th>Room #</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Kevin Drew</td>
<td>2916</td>
<td>1-102</td>
</tr>
<tr>
<td>1(^{st}) Vice President</td>
<td>Roberta McKechney</td>
<td>2307</td>
<td>2-446</td>
</tr>
<tr>
<td>2(^{nd}) Vice President</td>
<td>Tony Leslie</td>
<td>1696</td>
<td>DCC 5252</td>
</tr>
<tr>
<td>3(^{rd}) Vice President</td>
<td>Toni Custodio</td>
<td>2810</td>
<td>21-112</td>
</tr>
<tr>
<td>4(^{th}) Vice President</td>
<td>Bess Watts</td>
<td>2318</td>
<td>2-209</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Marilyn Christian</td>
<td>2072</td>
<td>5-103</td>
</tr>
<tr>
<td>Secretary</td>
<td>Debbie Alimentato</td>
<td>1643</td>
<td>DCC 5085</td>
</tr>
<tr>
<td>Past President/Steward</td>
<td>Pat Wolff</td>
<td>2931</td>
<td>8-510</td>
</tr>
</tbody>
</table>

## UNION STEWARDS

<table>
<thead>
<tr>
<th>Name</th>
<th>DEPARTMENT</th>
<th>Ext. #</th>
<th>Room #</th>
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</thead>
<tbody>
<tr>
<td>Carol Battle</td>
<td>Mailroom</td>
<td>2597</td>
<td>1-103</td>
</tr>
<tr>
<td>Chris Doles</td>
<td>Facilities</td>
<td>2819</td>
<td>6-003</td>
</tr>
<tr>
<td>Geoff Goodrell</td>
<td>Building Services</td>
<td>2594</td>
<td>3-175</td>
</tr>
<tr>
<td>John Haines</td>
<td>Building Services (Days)</td>
<td>3638</td>
<td>3-175</td>
</tr>
<tr>
<td>Edie Horwath</td>
<td>DCC Student Services Center</td>
<td>1444</td>
<td>DCC 5251</td>
</tr>
<tr>
<td>Carmen Josey</td>
<td>Communications and Network Support</td>
<td>2074</td>
<td>5-103</td>
</tr>
<tr>
<td>Gale Lepore</td>
<td>Academic Support Services</td>
<td>3194</td>
<td>11-208</td>
</tr>
<tr>
<td>Paul Pfenninger</td>
<td>Facilities</td>
<td>2812</td>
<td>21-124</td>
</tr>
<tr>
<td>Tom Polizzi</td>
<td>Shipping and Receiving</td>
<td>3207</td>
<td>21-104</td>
</tr>
<tr>
<td>Jackie Ryan</td>
<td>Admissions</td>
<td>2228</td>
<td>1-211</td>
</tr>
<tr>
<td>April Spring-Buckley</td>
<td>Controllers</td>
<td>2159</td>
<td>6-110</td>
</tr>
<tr>
<td>Ismael (Izzy) Torres</td>
<td>Building Services (Nights)</td>
<td>2594</td>
<td>3-175</td>
</tr>
</tbody>
</table>

The CSEA contract can be found under Employee Resources; click on Union Contracts, then select CSEA Contract.
WEB PAGES

MCC’s Home Page:  http://www.monroecc.edu/

Banner Purchasing and Budget Inquiry Tutorials:  http://web.monroecc.edu/MCCBanner/Selfservice

Career Center:  http://www.monroecc.edu/go/careercenter/

Communication and Network Services:  www.monroecc.edu/depts/cns

Conferences and Events:  http://www.monroecc.edu/go/ce

Curriculum Proposal Database:  http://www.monroecc.edu/go/curriculum

Daily Tribune:  http://www.monroecc.edu/go/dailytribune/

E-Print:  http://eprint/cgi-bin/eprint.cgi

Forms Online:  http://www.monroecc.edu/ Click on Employees and then MCC Forms.

MCC Employees:  http://www.monroecc.edu/go/mccemployees/index.htm A wealth of MCC Information and links all in one place! Too much to list - Check it out!

Outlook via the Web:  http://www.monroecc.edu/go/outlook/

SUNY Learning Network:  http://sln.suny.edu/
JUST FOR YOU…

Do you have a question regarding the CSEA Contract?
You can access the contract by following the link below. Go to Employee Resources section, click on Union Contracts and select CSEA Contract.  
http://www.monroecc.edu/go/mccemployees/index.htm

Interested in becoming or staying physically fit?
The Human Performance Lab (HPL) is open to College employees and can be located in Building 10, Room 147. Hours vary during semesters and summer sessions. Call the HPL at Ext. 2855 or the HED/PE Dept. at Ext. 2840 for more information.

The MCC Administrative Systems (Q icon)
Want easy access to the White and Yellow pages? Lost your MCC Phone Directory? Have a frequently asked question for the HELP Desk but too embarrassed to call? Can't attend All College Day but want to hear President Flynn's remarks on video cam? Try using the online directories found by clicking on the MCC Administrative Systems – the same system that links you SIS and FRS.

The Campus Center Service Desk...
Need to cash a check? Buy stamps or discounted movie tickets or tickets to Darien Lake or Seabreeze? The Campus Center Service Desk has these and many other services available. Check out their website for more information: www.monroecc.edu, select Employees, then under Campus Services, click on Campus Center Service Desk.

Web Self Service for Finance
Need to process an electronic requisition or want to perform a budget query? Go to MCC’s home page at www.monroecc.edu, A-Z index, Banner Project Home Page, then select Banner Access Menu, and select Banner Production Web Self Service.

Web Self Service for Employees
With the Web Self Service for Employees you can update personal information, view your last pay stub, print out current benefits, and obtain information on direct deposit, federal withholding, leave balances and earning totals. Go to MCC’s home page at www.monroecc.edu, A-Z index, Banner Project Home Page, then select Banner Access Menu, and select Banner Production Web Self Service.
#10: Running File Keeps Day Running Smooth – Susan Grabel, Ontario
Keep a running file (also called a tickle file) at easy reach. Mine is subdivided into 31 sections (one for each day of the month). In it I put items for follow-up, agendas for upcoming meetings, phone calls which need to be returned, etc. Each morning I pull out whatever is filed for that particular day. Any projects not finished the previous day can also be placed in this folder for the next day. It is also easy for your supervisor to find any documents in case you are away.

#9: Noteworthy Idea – Marlene Lambert, Alaska
I have an 8 1/2 x 11 spiral notebook that I write down all requests, work projects, phone messages, ideas, to do’s, etc. I list them all by date and then I highlight them as I finish each item. This way I can always go back and refer to it, use it to remember things for my quarterly performance appraisals, know exactly when someone called me and when I responded and the unhighlighted ones I know have not been done.

#8: It’s on the Spreadsheet! – Lori Madden, North Carolina
Since I work for so many different individuals, I created a spreadsheet to keep track of the projects I am working on. In the spreadsheet, I record when the project was assigned, who assigned it, due date, and any comments, such as additional information I may need to proceed. I update the spreadsheet at the end of each workday and email it to everyone so they will know the status of their project. This keeps me from being interrupted by folks who want to know where their project is, and it also keeps me from having to go to them to ask for additional information; it’s all there in the spreadsheet!

#7: You’ve Got Mail! – Judee Schlosser, Nebraska
My boss travels a lot, so to help him manage the mail that accumulates while he is out of the office, I prepared file folders with several different labels such as, Meetings, Signature Only, Urgent, Informational Only and Reading. As I open his mail, it is date stamped and placed in the appropriate folder. Email messages are sorted according to importance before being placed in their folder, copies of meeting invitations with appropriate accompanying material are placed in the Meetings file; correspondence is sorted according to importance/priority, etc. Recently I was out of the office and another secretary filled in for me. When I returned, she commented that she was impressed with this system and planned to begin using it for the officer that she supports.

#6: Have to look something up in the dictionary? Try using the FREE Merriam-Webster online dictionary at http://www.m-w.com/

#5: Have to translate something in another language into English or vice versa? Try using the FREE translator online at http://www.freetranslation.com/

#4: Need to know how much the Euro is worth in US Dollars? Go online at: http://www.xe.net/ucc/

#3: Are you preparing a bulk mailing and not sure where to begin? Start by going to Mail Services found in the “Brighton Campus, Where to Find...” section, or go online to ETS: Mail Services’ web page at the A-Z Index, M, Mail Services, and link to Mail Services Option for important instructions and tips.

#2: Need Signage for a new employee? Here is the procedure: 1) Fill out Signage Request Form-obtain forms through Facilities Department; 2) Department Head or Chair approves with signature, and 3) Send Signage Request Form to Bob Cunningham, Academic Services Dept.

And the #1 Quick Tip: Keep your MCC Tips handy!