**EMERGENCY/POLICE ASSISTANCE** - In Case of Emergency dial: 911

- For life/property threatening emergencies Call 911
- To request urgent police assistance dial 485-9696. The dispatcher will collect any needed information and dispatch an officer to your location. If there are personal emergencies at home - staff members may be reached after 7:00 p.m. by calling the Campus Police at (415) 485-9696. The caller must be able to identify the room where the staff member is located.
- For routine or non-urgent police services, call the Campus Police at 883-3179 or Ext. 8154.
- Payphones can be used in emergencies to dial 911 at no cost. There are payphones located outside the pool, Admin Bldg 8, and on the decks at the Pomo, Miwok and Ohlone clusters.

**ABSENCE REPORTS** - All employees are required to submit absence reports for any absence from work in accordance with appropriate bargaining agreements or upon return to work. Absence report forms are available in the mailroom, on the intranet (select general, forms, and then personnel tabs), or by calling Human Resources at ext. 7340.

**ACADEMIC SUPPORT** - Department administrative assistants provide academic support. Evening Faculty may contact the department administrative assistant during the day or by e-mail to request assistance.

**ACCIDENT/INJURY REPORTING:** Employee accidents or injuries must be reported to the Human Resources office at ext. 7340. Student accidents or injuries must be reported to the Student Health Center at ext. 7458 in accordance with the Health Services section on page 4. All accidents/injuries must be reported as soon as feasible after the occurrence.

**ADMISSIONS & RECORDS (Bldg 27 Room 109)** - Regular hours are as follows (or as otherwise posted) Monday - Friday, 8:00 a.m. – 4:30 p.m. and Monday & Tuesday evenings from 4:30 p.m. to 6:00 p.m. Expanded hours during registration and the first two weeks of the semester are as follows: August 8 through August 25, 2011, offices at both campuses will be open Monday –Thursday evenings from 4:30 pm-7:00 pm. Please call ext. 8822 for information.

**ASSESSMENT & TESTING (Bldg 27, Room 125)** - 1st and 3rd Fridays of the month, 8:00 a.m. – 4:00 p.m. Please call ext. 7469 for assessment information.

**BOOKSTORE (Bldg 17, Room 104)**
Bookstore staff will available on this campus August 15 through August 26, 2011 as follows:

- Monday -Thursday 3:00 p.m. to 7:00 p.m.
- Fridays 10:00 a.m. to 2:00 p.m.

Additional or modified hours may be posted on site. Books may also be purchased at the Kentfield Campus, via the College Website under the tab “Current Students” and “Buy Textbooks on-line”, at www.whywaitforbooks.com, or by calling the 485-9394. For more information regarding bookstore services, please call Kentfield Bookstore 485-9394.

**CALWORKS (Bldg 17, Room 106)** Tues., 3:00 p.m. – 6:00 p.m. Call ext. 7605 for information.

**CHILD CARE PROGRAMS** – Lyda Beardsley, Director of Child Care Programs (ext. 8222) and Linda Hyland, Program Asst. (ext. 8221) offices are located in AS Bldg 8 Rooms 136 & 137. The IVC Children’s Center Site Supervisor is Maureen Biggart, ext. 8170. The Center is located in Bldg 12 and open Monday - Thursday, 7:45 a.m. – 5:00 p.m. and Fridays, 7:45 a.m. – 3:00 p.m.
**COMMUNITY EDUCATION** - Community Education offers a variety of classes on the Indian Valley Campus including Emeritus College classes for older adults. Contact the KTD Community Education Office at x7305 for information.

**CONFERENCE ROOM RESERVATIONS & CLASSROOM CHANGES/REQUESTS** - You may check the availability of conference rooms at both campuses by accessing public folders in Outlook and opening the conference room, student services, and teleconference room folders. For reservations, contact the following individuals:

**IVC Rooms**
- Admin Services 101 (Restricted Hours) | Cheryl Carlson x7311 | [cheryl.carlson@marin.edu](mailto:cheryl.carlson@marin.edu)
- Building 27, Rooms 122 & 213 | Cheryl Carlson x7311 | [cheryl.carlson@marin.edu](mailto:cheryl.carlson@marin.edu)
- Teleconference Room ISC 201 | Media Services x7606 | [media.services@marin.edu](mailto:media.services@marin.edu)
- Classrooms on weekends | Cheryl Carlson x7311 | [cheryl.carlson@marin.edu](mailto:cheryl.carlson@marin.edu)
- Classrooms during the week | James Kuromiya x7510 | [james.kuromiya@marin.edu](mailto:james.kuromiya@marin.edu)
- Miwok 181 (Board meetings & classes) | James Kuromiya x7510 | [james.kuromiya@marin.edu](mailto:james.kuromiya@marin.edu)

**KTD Rooms**
- AS 108, HC 124, LRC 109, LRC 140, SS A, SS B | Cheryl Carlson x7311 | [cheryl.carlson@marin.edu](mailto:cheryl.carlson@marin.edu)
- KTD Cafeteria, SS 124, Staff Lounge | Vickie Lamke x7376 | [vickie.lamke@marin.edu](mailto:vickie.lamke@marin.edu)
- Teleconference Room LC 53 | Media Services x7606 | [media.services@marin.edu](mailto:media.services@marin.edu)
- Classrooms on weekends | Cheryl Carlson x7311 | [cheryl.carlson@marin.edu](mailto:cheryl.carlson@marin.edu)
- Classrooms during the week | James Kuromiya x7510 | [james.kuromiya@marin.edu](mailto:james.kuromiya@marin.edu)

**COPY MACHINES** - Copy machines for staff and faculty are located in the Mailroom (AS 127) and Pomo Bldg 6, Room 205. For more than 25 copies, please send the work to the Reprographics Department at the Kentfield Campus and allow four (4) days for completion. A copy machine for student use is currently located in the Media Resource Center, Bldg 27, Room 124, at 10 cents per copy. If a copy machine is not working, you may call the number listed on the machine for service or contact David Erlenheim at ext. 8162.

**COUNSELING (Bldg 27, Rooms 105 & 106)** - Counseling appointments, including both day and selected evenings, may be made by calling the Kentfield Campus Counseling Office at (415) 485-9432 or by calling ext. 7432 on the phone located in the Admissions & Records lobby in Building 27. Kentfield Office hours are 9:00 a.m. and 4:00 p.m. Monday through Friday. You may also leave a message at that number.

**DEAN OF WORKFORCE DEVELOPMENT COLLEGE & COMM. PARTNERSHIPS (AS 135)** - Nanda Schorske, Ext. 8506, Laurie Loeffler, Ext. 8108

**DISABLED STUDENT ACCOMMODATIONS (Bldg 17, Room 106)** - Wed., 3:00 – 6:00 p.m. Students requiring special accommodations should contact Chris Schultz at ext. 7601.

**DUPLICATING Ext. 7447** - Printing of more than 25 copies should be sent to Reprographics at the Kentfield Campus allowing four (4) days for completion. Be sure to mark the “Send to IVC” box under the “Distribution” section of the printing request form when the printing job is to be returned to the IVC Campus. Photocopying & Printing Request forms are available on line at [http://www.marin.edu/departments/CCR/index.htm](http://www.marin.edu/departments/CCR/index.htm), in the mailroom, or by calling the Reprographics Department at Ext. 7447. Reprographics hours at the Kentfield Campus are 8:00 a.m. to 4:30 p.m. For Graphic Design, please contact the Marketing Department at Ext. 7528.
EMERITUS STUDENTS COLLEGE OF MARIN (ESCOM) (AS 140) Ext. 8322 - ESCOM offers a place for committees and clubs to meet at IVC known as Emeritus North. For more information regarding ESCOM go to http://www.marin.edu/CommunityEducation/emeritus.html or see the Community Education Schedule.

EVENING ADMINISTRATION - An Evening Administrator is available at each campus, Monday through Thursday, from 4:30 to 8:00 p.m. Evening Administrators may be reached by calling the following mobile phone numbers: 747-0658 for IVC and 747-0699 for KTD.

EOPS (Bldg 17, Room 106) - Tues., 3:00 – 6:00 p.m. For EOPS Services please call ext. 7605.

ESL Non-Credit - For information about non-credit ESL classes, contact the ESL office at the Kentfield Campus at extension 7642.

FACILITIES & MAINTENANCE Ext. 7451 - For routine maintenance issues please submit a Work Order to the Maintenance & Operations Office at the Kentfield Campus. Please be sure to include the building number and room number on your work order. Work Orders are available in the mailroom. If there is a critical problem which presents a safety and/or preservation of property issue (an example would be a natural gas leak, broken water main or water leak which might damage carpet, ceiling, etc.) please call the Maintenance Supervisor at Ext. 7680 until 3:00 p.m. or Campus Police at Ext. 7696 during the week. After 3:00 p.m. during the week and on weekends and holidays, call the Campus Police at Ext. 7696. DO NOT CALL 911 UNLESS LIFE THREATENING.

FINANCIAL AID (Bldg 27 Room 107) - Financial Aid staff member, Cecile Banks, is available at the Indian Valley Campus to assist students on Monday – Thursday from 9:30 a.m. until 3:00 p.m., closed between noon – 1:00 p.m. The office is closed on Friday. Additional hours may be posted. Student appointments may be made by calling Ext. 8118.

FOOD SERVICES - There are drink, snack and food vending machines and a microwave located in Bldg 27, Room 121, drink and snack vending machines in Pomo 150 and a drink vending machine at the pool.

FORMS - Limited supplies of Absence Reports, Work Orders, Key Requests, Printing Request forms, etc. are available to you in the file cabinet in Mailroom. These are shared supplies so please order replacements if you use the last form.

GOVERNANCE - The College Participatory Governance System (PGS) provides opportunities for faculty, staff and students to participate in college governance through the various Senates (Academic, Classified and Student) and participatory governance committees. Check the Participatory Governance Web Page, which can be found under the “Faculty and Staff” tab on the College Homepage for further information. Direct link: http://www.marin.edu/com/ODP/ParticipatoryGovernancePage.htm

HEATING, VENTILATION & AIR CONDITIONING - This campus has an Energy Management System that controls the heat/AC for each individual building or floor. Hours of operation are based on class schedules and staff usage. If you think your office hours are not included, contact the Maintenance Supervisor office at Extension 7680 and inform them of your office or room number and weekly hours. By pushing the building by-pass button, it is possible for individuals to turn on the HVAC system during late nights, weekends and holidays. These centrally located buttons will activate the HVAC for one hour. Information that is more specific is available in the mailroom and the Ohlone cluster. Building 27 has its own HVAC control system and is not included in the by-pass system described above.
HEALTH SERVICES (AS 121)  Ext. 8126 (IVC) or 7458 (KTD) - The Health Center is open as follows to assist and advise students with health concerns. **Monday hours (to be determined) and Thursdays from 4:00 – 7:00 p.m.** For emergencies, refer to the Emergencies/Police Services section on the front page of this memo. All current registered students have limited coverage by the Student & Athletic Accident Insurance Plan for on-campus and college related accidents. **For student accident or injury**, staff & faculty are required to complete an Accident/Injury Report and send it to the Health Center on the Kentfield Campus within three (3) days of any student accident. Failure to do so may jeopardize the student’s coverage under this insurance. **Student Accident forms are available in the mailroom.** The Student & Athletic Accident Insurance Plan is not inclusive. It is secondary to the student’s personal/primary insurance and is limited to 80% coverage. Please refer all students to the Health Center regarding any questions on this plan. **The KTD Health Center is also available for student assistance at ext. 7458.**

INFORMATION TECHNOLOGY Ext. 8181 - Information Technology offices are located in the Information Systems, Building 11. Hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Additional information is available at the IT Department website: [http://intranet/ITDept](http://intranet/ITDept).

INSTRUCTIONAL MEDIA SUPPORT Ext. 7606 - All media services requests are scheduled through Instructional Media Services on the Kentfield Campus. Requests for instructional media equipment and/or assistance should be made at least three (3) days in advance by phoning Ext. 7606 or by emailing your request to [media.services@marin.edu](mailto:media.services@marin.edu).

INTENSIVE ENGLISH PROGRAM Ext. 8579 - The Intensive English Program (IEP) is designed for international students and others who desire an intensive English course to improve their skills for college, work, or life in the U.S. Classes meet Tuesday through Friday from 9:00 a.m. to 3:00 p.m. Offices are located in Pomo Bldg 3, Room 258. For information about the program, contact Sara Oser at Ext. 8579, or Linda Hyland at Ext. 8578. For information about registration and F-1 visas, contact Paulette Foster at Ext. 8114.

KEYS - **Credit Instructors** – Contact your department administrative assistant for key requests. **Non-Credit and Community Education** Instructors at IVC may contact Cheryl Carlson Ext. 7311 and at KTD may contact Heather Peitz Ext. 7318. **Note:** Part-time Instructors are required to return keys to their department administrative assistant when the key is no longer needed. All returned keys must be returned to the Maintenance Department with a Key Request form.

LIBRARY SERVICES Ext. 7756 - Please contact the Kentfield Library for service information.

MAIL/MAILROOM (AS 127) - The college courier picks up out-going mail and delivers incoming mail to IVC daily at 10:30 a.m.

MARIN COUNTY OFFICE OF EDUCATION (Miwok 171 – 174) - Marin County Office of Education (MCOE) leases classroom and office space in the Miwok Cluster for a Developmentally Delayed Student Program. MCOE students are on campus Monday through Friday from 9:00 a.m. – 3:00 p.m.

MICROCOMPUTER CENTER (Pomo Bldg 7, Rooms 192 & 199) Ext. 7305 - Community Services computer classes are available on PC in Pomo 192 and on MAC in Pomo 199.

MODERNIZATION PROJECTS - For questions related to bond projects on the IVC campus, please contact Laura McCarty at ext. 7343 or Maridel Barr at ext. 7518.
OFFICE ASSIGNMENTS - The Vice President of College Operations and Vice President of Student Learning assign office space.

OPENING OF BUILDINGS / CLASSROOMS - Campus Police open buildings in the morning, including Building 27 (Student Services), restrooms and vending areas, but not specific classrooms. Custodial staff locks rooms and buildings after class in the evenings. Cheryl Carlson may be contacted for special circumstances to have a room opened by calling Ext. 7311, however, faculty should complete a Key Request form to obtain keys for their classrooms (see “Keys” section of this sheet). To assure assistance with opening a room, as much advance notice as possible should be given. Note: When a part-time faculty member no longer needs a specific key, it must be returned to the department administrative assistant.

PARKING
Faculty and Staff Permits: Parking permits are available from the District Police Kentfield Office only. Request forms will be available in the IVC Mailroom on the counter. Community Ed instructors may obtain a permit from Heather Peitz, Ext. 7318. Staff permits expire October 1 each year. Staff members must request a new permit at the beginning of the fall Semester each year to avoid a citation.

Student Permits ($40.00 per semester): Student parking permits are sold in Admissions and Records. Daily Permits ($3.00): Daily permits are available from the ticket machines located in parking lots 1, 2, 3, 5, & 6. All machines take coins and bills, and the machines in Lots 1 & 2 also allow credit card payments. Students on Financial Aid can purchase semester parking permits at half price.

Important Parking Information: Vehicles are not allowed to cross bridges to park next to buildings without a special permit issued by the police department or a disabled placard/plate. Parking is limited near buildings to disabled spaces and for loading purposes only. Once you have unloaded your vehicle move the vehicle to a parking lot. Areas near the buildings must be kept clear for fire, medical, police emergency response and maintenance vehicles. The “loading zone” and area behind the Child Care Center, Marin Head Start and Power Plant #3 must be kept clear for access by maintenance or emergency response. If special circumstances require you to drive across a bridge to park closer, you must make advance arrangements with the Campus Police by calling Ext. 8154 or 7455.

PAYCHECK Ext. 8163 or 8164 - Your check may be directly deposited at your bank or mailed to your home. Preference forms are available from Fiscal Services on campus in AS 101.

STUDENT AFFAIRS (Bldg 17, Room 106) Ext. 7376 - 1st & 3rd Monday of the month, 3:00 – 6:00 p.m. and 2nd and 4th Wednesday of the month, 9:00 a.m. – 12:00 p.m.

STUDENT GOVERNMENT / STUDENT CLUBS (Bldg 27, Rooms 119 & 120) Ext. 7376

SUPERINTENDENT/PRESIDENT - If you wish to make an appointment with the President please call Ext. 7502.

SUPPLIES - Supplies are ordered through the department administrative assistant. Please allow time for supplies to be delivered to you through the interoffice mail, as most department administrative assistants are located at the Kentfield Campus. All office supplies should be ordered from Office Depot or Corporate Express. Please contact David Erlenheim at Ext. 8162 if you have questions.

STAFF DEVELOPMENT and FLEX - All credit faculty have an obligation to complete professional development Flex hours. Three days are set aside for professional development activities in lieu of teaching each semester. Information
about Flex program requirements and professional development workshops is posted on the Staff Development webpage, which can be found under the “Faculty and Staff” tab on the College homepage. The direct link is [http://www.marin.edu/com/ODP/StaffDevelopment/index.htm](http://www.marin.edu/com/ODP/StaffDevelopment/index.htm). The Staff Development Office is located in LC 65 on the Kentfield campus. Contact Kathleen Kirkpatrick at kathleen.kirkpatrick@marin.edu or at Ext. 7344 or if you have any questions.

**TUTORING (Bldg 17)** - Wed., 3:00 – 6:00 p.m., Thurs., 9:00 a.m. – 12:00 p.m. For Tutoring Services please call Ext. 7620.