**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 by phone or 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, First Floor East) x8822** - 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: January 17 through February 2, 2012, offices at both campuses will be open Monday –Thursday evenings from 4:30 p.m.–7:00 p.m. Please call ext. 8822 for more information.

**ASSESSMENT & TESTING (Bldg 27, Room 125, First Floor West)** - For assessment testing information please call ext. 7469. IVC testing is scheduled for the 1st and 3rd Fridays of the month; however please check the monthly testing schedule for definite IVC test dates. Testing Schedule

**BOOKSTORE (Bldg 17, Room 104)**
Bookstore staff will available on this campus as follows: January 23 – 26, 2012 (M-Th) 3:00 p.m. to 7:00 p.m.
January 27, 2012 (F) 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 Text.books on-line”, at www.whywaitforbooks.com, or by calling the 485-9394. For more information regarding bookstore services, please call Kentfield Bookstore 485-9394.
CAMPUS WILDLIFE (new information): We share this beautiful campus with many types of wildlife. It is very important not to touch or feed wildlife of any kind. Please share this information with your students. If you need assistance related to an encounter with wildlife on campus or in a classroom, contact the campus police at x7696.

CALWORKS (Bldg 27, Room 24) Tues., 3:00 – 6:00 p.m. once per month. Call ext. 7605 for appointment.

CHILD DEVELOPMENT PROGRAM – Lyda Beardsley, Director of the Child Development Program (ext. 8222) and Linda Fahy, Program Asst. (ext. 8221) are located in AS Bldg 8, Rooms 136 & 137. The Child Development Program has two childcare centers on the IVC campus located in Bldg 12. The IVC Children’s Center is a California State Preschool that serves children 2.9 to 5 years old. The IVC Children’s Center is open Monday - Thursday, 7:45 a.m. – 5:00 p.m. and Fridays, 7:45 a.m. – 1:00 p.m. and is supervised by Site Supervisor Maureen Biggart, ext. 8170. The IVC Early Head Start Infant Toddler Center serves children from 3 months to 3 years of age. Carla Fernandes-Gois is the IVC Early Head Start Site Supervisor, ext. 8171. Please see the Child Development Program website for information about applying for childcare on the IVC campus: Child Development Program.

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 ext. 7305 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 Bldg 9, Room 101 (Restricted Evening Hours) Cheryl Carlson ext. 7311 cheryl.carlson@marin.edu
Building 27, Rooms 122 & 213 Cheryl Carlson ext. 7311 cheryl.carlson@marin.edu
Bldg 11, Teleconference Room ISC 201 Media Services ext. 7606 media.services@marin.edu
Classrooms on weekends Cheryl Carlson ext. 7311 cheryl.carlson@marin.edu
Classrooms during the week James Kuromiya ext. 7510 james.kuromiya@marin.edu
Miwok Bldg 15, Room 181 (Board meetings & classes) James Kuromiya ext. 7510 james.kuromiya@marin.edu

KTD Rooms
AS 108, HC 124, LRC 109, LRC 140, SS A, SS B Cheryl Carlson ext. 7311 cheryl.carlson@marin.edu
KTD Cafeteria, SS 124, Staff Lounge Vickie Lamke ext. 7376 vickie.lamke@marin.edu
Teleconference Room LC 53 Media Services ext. 7606 media.services@marin.edu
Classrooms on weekends Cheryl Carlson ext. 7311 cheryl.carlson@marin.edu
Classrooms during the week James Kuromiya ext. 7510 james.kuromiya@marin.edu

COPY MACHINES - Copy machines for staff and faculty are located in the Mailroom (AS 127, Bldg 9) and Pomo Bldg, 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, First Floor West, 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 or david.erlenheim@marin.edu.

COUNSELING (Bldg 27, Rooms 105 & 106, First Floor East) - 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 Bldg 8, Room 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 Communications & Community Relations, 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 Bldg 10, Room) 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 Emeritus College or see the Community Education Schedule.

EOPS (Bldg 27, Room 24) - Tues., 3:00 – 6:00 p.m. once per month. Call ext. 7506 for an appointment.

ESL Non-Credit - For information about non-credit ESL classes, contact the ESL office at the Kentfield Campus at ext. 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, First Floor East) - 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, First Floor West, drink and snack vending machines in Pomo Bldg 3, Room 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 Participatory Governance Page.
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 ext. 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. Building 27 has its own HVAC control system and is not included in the by-pass system described above.

HEALTH SERVICES (AS 121, Bldg 9) Ext. 8126 (IVC) or 7458 (KTD) - The Health Center is open as follows to assist and advise students with health concerns. Monday 9:00 a.m. to 12 noon 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.

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.

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 Fahy at ext. 8578. For information about registration and F-1 visas, contact Paulette Foster at ext. 8114. Computers with English as a Second Language programs as well as internet access and printing are available for student use in the Career Study Center (Bldg. 17) and the Media Resource Center/Library (Bldg. 27). The IEP Textbook Resource Library for use by students, teachers, and tutors is in the IVC library (Bldg. 27).

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, Bldg 9) - 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 Bldg 15, Rooms 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.

MILEAGE REIMBURSEMENT RATE (new information) The current mileage reimbursement rate is 55.5 cents per mile.

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.

MULTI-DISCIPLINARY OFFICE (Bldg 27 Room 104, First Floor East) (new information) - This space is available for use by employees who require a temporary office location while at the IVC Campus. The office is equipped with a computer and a phone, ext. 8547.

NIGHT ADMINISTRATOR - (updated information) A night administrator is available for assistance in the evenings, Monday through Thursday, from 4:30 – 8:00 p.m. during the Fall and Spring semesters. For IVC call (415) 747-0658 and for KTD call (415) 747-0699. The administrator rotates between campuses.

OFFICE ASSIGNMENTS - The Vice Presidents of College Operations and Student Learning are responsible for assigning office space.

OPENING OF BUILDINGS - Custodial staff open buildings in the morning, including restrooms and vending areas, but not specific classrooms. The Custodial staff is also responsible for locking buildings in the evenings after class. 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 an employee no longer needs a specific key, it must be returned to the department administrative assistant who will return the key to the maintenance department.

OUTREACH SCHOOL RELATIONS (Bldg 17, Room 106) - Fridays, 9:00 am to 4:30 pm, ext. 8207.

PARKING

Faculty and Staff Permits: Parking permits are available from the District Police Kentfield Office. Request forms will be available in the IVC Mailroom on the counter. Community Education 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 beginning the first week of the semester. 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.
Recreational Permits (new information): Recreational Parking Permits are available for purchase by individuals that use the Indian Valley Campus and surrounding open space, who are not students or employees. These permits are valid at the Indian Valley Campus only. Permits are available for purchase in the Fiscal Services Office (AS 100, Bldg 9) by cash or check. The cost is $15.00 for one month, $85.00 for six months ($5.00 discount) and $170.00 for one year ($10.00 discount). Purchasing a daily permit for $3.00 is also an option for these individuals.

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 Bldg 9, Room 100.

RECYCLE (new information) - Help reduce our footprint by using the recycle bins located around the campus and in offices.

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 RESOURCES (new information): Study areas and internet access, including access to COM library databases and printers, are available in the Career Study Center (Bldg 17) and Media Resource Center/Library (Bldg 27). Housing information for students is available in the Admissions & Records Office (Bldg 27).

STUDENT GOVERNMENT / STUDENT CLUBS (Bldg 27, Rooms 119 & 120, First Floor West) 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 web page, 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. 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) - The Career Study Center is open Monday – Thursday, 8:00 – 7:30 p.m. and Fridays 9:00 – 5:00 p.m. The tutoring schedules for specific subjects are posted in Building 17 and on the college website http://www.marin.edu/student_services/tutoring.htm. Applications for free tutoring are also available in both places.