

MCC TIPS

A Quick
Reference Guide

Provided by the Support Staff
Planning Council

12th Edition
Fall 2017/Spring 2018

Inspiring every day.

The Support Staff Planning Council 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 or would like to join, please contact one of the members.



MISSION STATEMENT

Monroe Community College, through access to affordable academic programs, leads excellence and innovation in higher education, inspires diverse students to transform their lives and communities, drives regional economic development, and builds global engagement and understanding.

SUPPORT STAFF PLANNING COUNCIL

<u>Last Name</u>	<u>First Name</u>	<u>Division</u>	<u>Office</u>	<u>Campus</u>
Brown	Henry	Administrative	Mail Services	Brighton
Burley	Melissa	EDIWS	EDIWS	Downtown
Chapman	Carrie	Health Services	Student Services	Brighton
Davies	Brenda	President	Human Resources	Brighton
Donnelly	Marybeth	Admissions	Academic Services	Brighton
Fingar	Melissa	President	Human Resources	Brighton
Gilligan	Mary	President	Human Resources	Brighton
Gilman	Kathy	MCC Foundation	Foundation	Brighton
Hall	Linda	President	President's Office	Brighton
Isbell-Jones	Debra	EDIWS	Workforce Development	Downtown
Josey	Carman	Administrative	Communications/Network Services	Brighton
Karlnoski	Maureen	Academic Services	Academic Services	Brighton
Lavin	Sylvia	Academic Services	ESOL/TRS	Brighton
Leone	Juanita	Applied Tech	EDIWS	W. Henrietta Rd
Nixon	Kim	Student Services	Student Services -DC	Downtown
Wilson	Diane	Mathematics	Academic Services	Brighton
Fingar	Melissa	Advisor	Human Resources	Brighton

ORGANIZATIONAL CHARTS

For detailed MCC organizational charts, visit the MCC Web page at www.monroecc.edu, click on the A-Z directory, and [Organizational Chart](#) under O.

President

Anne M. Kress, President

Sheila Strong, Executive Assistant

Linda Hall, Secretary (292-2103)

Sarah Benedict, Staff Assistant (292-2104)

Vice Presidents

Lloyd Holmes – Vice President Student Services

Linda Ziegler, Executive Secretary (292-2121)

Todd Oldham – Vice President Economic Development and Innovative Workforce Services

Melissa Burley, Executive Secretary (685-6101)

Hezekiah Simmons – CFO and Vice President Administrative Services

Eileen Scorgie, Executive Secretary (292-2186)

Andrea Wade – Provost and Vice President Academic Services

Sue Nupp, Executive Secretary (292-2191)

President's Staff

Melissa Fingar, Assistant to the Pres. for Human Resources and Organizational Dev.

Sandy Warren, Personnel Assistant (292-2106)

Joel Frater, Executive Dean DCC & Community Partnerships

Anita Manuele, Secretary (685-6139)

Julianna Frisch, Interim Assistant to the President, Strategic Initiatives

Clayton Jones, Acting Government Relations Liaison

Kristin Lowe, Assistant to the Pres. for Title IX & Inclusion

Cynthia Cooper Mapes – Assistant to the Pres. for Marketing & Community Relations

Mary O'Reilly, Secretary (292-3013)

Dolores Pasto-Ziobro, Institutional Compliance Officer and Internal Auditor

Gretchen Wood – Executive Director MCC Foundation

Alicia Zona, Administrative Assistant (292-3687)

ACADEMIC DEPARTMENT CHAIRPERSONS AND SECRETARIES

Department	Chairperson	Chair #	Secretary	Sec. #
Anthropology/History/Political Science/Sociology (SSGS) Humanities & Social Sciences	Nayda Pares-Kane	3335	Fiona Candotti	3260
Applied Technologies (STEM) Career Technical Education	Kevin French	3739	Juanita Leone	3725
Biology (STEM) STEM & Health	James Murphy	2731	Michele Vitale Judy Miller	2720 2425
Business Administration/Economics (BHE) Business & Community Engagement	Todd Korol	3221	Sylvia Lavin	3353
Chemistry/Geosciences (STEM) STEM & Health	Margaret Kaminsky	2415	Judy Miller	2425
Education and Human Services (CED) Business & Community Engagement	Joan Mullaney	6199	Margie Ralph	6135
Engineering Science/Physics (STEM) STEM & Health	Christopher Kumar	2671	Linda Ingraham	2480
Engineering Technologies (STEM) Career Technical Education	Matt Fetzner	2699	Lynn Rivers	2680
English/Philosophy (AH) Humanities & Social Sciences	Tony Leuzzi	3392	Tina Woodruff Margarita Ortiz	3382 3379
ESOL/Transitional Studies Academic Foundations	Matt Fox	3138	Lynetta MacGregor	3195
Health and Physical Education (HSPW) STEM & Health	Doug Henneberg	2848	Christine Wolskij	2840
Health Professions (HSPW) STEM & Health	Sharon Inero	2375	Mary Jo Toepfer	2766
Hospitality (BHE) <i>Career Technical Education</i>	Rebecca Griffin	2579	Andrea Wolff	2542
Information and Computer Technologies (STEM) Career Technical Education	Jeff Dunker	3322	Silvana Sifkarovski	3218
Law and Criminal Justice (CED) Business & Community Engagement	Bob Kennedy	6125	Val Olivieri	6167
Mathematics (STEM) STEM & Health	Annette Leopard	2955	Peggy Scata Diane Wilson	2931 2930
Nursing (HSPW) STEM & Health	Laurie Palmer	2453	Jenny Petersen Suzanne Hodgson	2460 2461
Psychology (SSGS) Humanities & Social Sciences	Celia Reaves	3258	Nilda Rodriguez	3334
Visual and Performing Arts (AH) Humanities & Social Sciences	Lori Moses	3122	Alisa Camp	3387
World Languages and Cultures (AH) <i>Humanities & Social Sciences</i>	Louis Silvers	3305	Nilda Rodriguez	3334

Division	Dean/Assistant VP	Ext.	Assistant	Ext.
Academic Foundations	Medea Rambish	2341	Sue O'Brien	3197
Business & Community Engagement	Kim McKinsey-Mabry	6001	Patti Montrois	2989
Career & Technical Education (EDIWS)	Matt O'Connor	6183	Joanna Waters	6207
Humanities and Social Sciences	Michael Jacobs	3356	Joy Braselton	3369
Public Safety Programs (EDIWS)	Michael Karnes	753-3700	Debbie Smith	753-3701
STEM & Health	Dan Robertson	3398	Tiffany Brecker	3397

The Schools at MCC				
Schools Implementation Leader	Jessica Wilkie	2988	Nancy Soregi	2991

The Schools at MCC	Specialist	Ext.	Faculty Liaison	Ext.
Arts & Humanities (AH) DEAN: Michael Jacobs	Vicki Pankratz	2996	Marisol Galarza-Ruiz	3332
Applied Sciences & Technologies (AST) DEAN DESIGNEE: Matt O'Connor	Lomax Campbell	6118	Paul Brennan	3742
Business, Hospitality & Entrepreneurism (BHE) DEAN: Kim McKinsey-Mabry	Steve Palmer	2999	Mohammad Partapurwala	3366
Community Engagement & Development (CED) DEAN: Kim McKinsey-Mabry	Amy Coon	6248	Susan Bender	6220
Health Sciences & Physical Wellness (HSPW) DEAN: Dan Robertson	Rebecca Babcock	2997	Cristin Finch	2383
Science, Technology, Engineering, & Math (STEM) DEAN: Dan Robertson	Krista Tyner	2995	Mark Bellavia	2932
Social Sciences & Global Studies (SSGS) DEAN: Michael Jacobs	Susan Warner	2998	Beth Wilson	3273

EMERGENCY NUMBERS

Public Safety Emergency Line – 2911

TECHNICAL SUPPORT LINE: (585) 292-TECH

INFORMATION DESK: Building 1 -- Internal: x4140; External 292-2000 x4140

PRESIDENT'S OFFICE

Brighton Campus - Building 1, Room 321; Phone 292-2100

DC Executive Dean and Community Partnerships

Downtown Campus – Room 402; Phone 685-6001

In addition to providing excellent educational opportunities for area students, the campus also offers an array of services for community-based organizations, local businesses and government agencies. With an urban presence, Downtown Campus (DC) effectively achieves key elements of MCC's mission to provide access, economic development, partnership building, and lifelong learning as well as the primary goal to prepare students for success in the classroom and beyond our doors. DC is home to the Departments of Education, Law & Criminal Justice, and Human Services. Many sub-disciplines are housed within these programs. On-site Pre-collegiate programs include Liberty Partnerships and Upward Bound. Americorps, America's service program, is also located at DC.

Human Resources

Brighton Campus - Building 6, Room 301; Phone 292-2048

Downtown Campus, Room 402A; Phone 685-6290

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
- Tuition Waivers
- Worker's compensation

Institutional Compliance and Internal Audit

Brighton Campus - Building 1, Room 308B; Phone 292-2158

The Institutional Compliance and Internal Audit office provides independent audit, compliance and advisory services to the college community by assessing risks, analyzing procedures and related controls, and ensuring that practices are effective and in compliance with college and regulatory policies.

- Financial and Operational Reviews
- Compliance Reviews
- Fraud Investigations
- Ethics Hotline

PRESIDENT'S OFFICE (continued)

Marketing and Community Relations

Brighton Campus - Building 1, Room 313; Phone 292-3015

- Student Recruitment Marketing
- College Publications
- Media Relations
- Internal Communications
- Public Relations
- Institutional Advertising
- Issues Management

ACADEMIC SERVICES

Brighton Campus - Building 1, Room 309; Phone 292-2035

Downtown Campus – 4th Floor, Room 402; Phone 685-6001

- 20 Academic Departments
- Academic Learning Environments
- Academic Support Services
- Curriculum and Program Development
- Institutional Research
- Instructional Services
- Learning Resource Centers
- Libraries
- Master Schedule

Institutional Research

Brighton Campus - Building 6, Room 102; Phone 292-3035

Labs and Learning Centers

From fitness to physics, MCC provides learning and resource centers where students with diverse interests and needs can receive assistance from faculty tutors, video instruction or computer software. Several of our learning centers provide access to the World Wide Web, Interactive Vax Logins and the library on-line catalog.

Libraries

Brighton Campus - Building 2, Room 200; Phone 292-2665

Downtown Campus Learning Commons – 4th Floor, Room 440– Phone 685-6164

ADMINISTRATIVE SERVICES

Brighton Campus - Building 1, Room 308; Phone 292-2181

- Audit
- Budget
- Controller
- Facilities
- Institutional Planning, Effectiveness, Accountability
- Public Safety
- Planning
- Risk Management
- Technology Services

Controller

Brighton Campus - Building 6, Room 110; Phone 292-2151

- Payroll Office
- Accounting Services
- Student Accounts
- Purchasing and Central Receiving
- Mail Services

Student Accounts

Brighton Campus - Building 6, Room 201; Phone 292-2015

Downtown Campus – Room 210; Phone 685-6003

- › Pay Bill
- › Account Status
- › Tuition and Fees
- › Financial Aid
- › Residency Requirements

Payroll Office

Brighton Campus - Building 6, Room 110; Phone 292-2156

Purchasing and Central Receiving

- › Purchasing (Brighton Campus - Building 21, Room 108; Phone 292-2080)
- › Central Receiving (Brighton Campus Building 21, Room 104; Phone: 292-3205)
- › Mail Services

Brighton Campus - Building 1, Room 103; Phone: 292-2269

Downtown Campus – Mail Sort Room 123; Faculty Mailbox Room 104; Phone 292-2269.

Facilities

Brighton Campus - Building 21, Room 210; Phone 292-2800

Downtown Campus -

- Maintenance Request Form
- Key Request Form

Building Services

Brighton Campus - Building 3, Room 174; Phone 292-2593

ADMINISTRATIVE SERVICES (continued)

Public Safety

Brighton Campus - Building 21, Room 140; Phone 292-2912

Downtown Campus – 1st Floor, Room 144; Phone 292-2912

- Environmental Health and Safety
- Investigations
- Lost & Found
- Parking Services
- Patrol Services

Parking Services

Brighton Campus - Building 1, Room 102; Phone 292-2700

Downtown Campus - Parking – 1st Floor, Room 122; Phone 292-2700

Technology Services

Communication and Network Services

Brighton Campus- Building 4, Room 110; Phone 292-3200

Downtown Campus, Room 474; Phone 685-6312

- > Personal Computers
- > Online Request Form
- > Employee Help Desk; Phone 292-TECH (8324)
- > Telecommunications

Brighton Campus - Building 5, Room 103; Phone 292-2076

- Services for New Employees
- Services for Employee Relocating
- Teleconference Services
- Telephone Repair
- Faculty/Staff Directory

Printing Services

Brighton Campus - Building 3, Room 168; Phone 292-2520

- > Printing
- > Binding
- > Publications

Computing & Information Technology

Brighton Campus - Building 6, Room 100; Phone 292-3043 or the Help Desk at 292-8324

- > Database Administration
- > Applications Programming and Development
- > Integration Services
- > Web Development

ECONOMIC DEVELOPMENT AND INNOVATIVE WORKFORCE SERVICES

Downtown Campus, 321 State Street, 7th floor, Rochester, NY 14608

The division includes the following areas. Please visit www.monroecc.edu/workforce for more information about our work.

Agriculture and Life Sciences Institute (www.monroecc.edu/go/agriculture)

- The Agriculture and Life Sciences Institute advocates issues relating to land use, offers marketing education, and provides academic instruction for existing and future agribusiness professionals.
- Location: Brighton Campus

Career Technical Education (www.monroecc.edu/go/CTE)

- Career Technical Education programs offer a high-quality, hands-on technical education that prepares individuals for careers in areas such as precision machining, HVAC/R, automotive, electronic technology, culinary arts, computer technology and more. Programs are responsive to student and industry needs and include the following: Applied Technologies, Engineering Technologies, Hospitality Management, and Information and Computer Technologies.
- Location: Brighton Campus and the Applied Technologies Center

MCC Corporate College/Workforce Development (www.workforceforward.com)

- MCC Corporate College/Workforce Development offers professional development and training solutions for people, businesses and organizations throughout Monroe County. Whether we're assisting individuals who want professional development, partnering with community-based organizations or serving corporations, we're committed to developing workers.
- Location: Downtown Campus, 321 State Street, 7th floor, Rochester, NY 14608; phone (585) 685-6004

Homeland Security Management Institute

(<http://www.monroecc.edu/depts/hsmi/?deptdirectory>)

- The Homeland Security Management Institute is a resource for communities and their first responders for the national agenda of homeland security.
- Location: 1190 Scottsville Road, Rochester, NY 14624

Public Safety Training (www.monroecc.edu/go/PSTF)

- The Public Safety Training Facility is a regional emergency-training complex for police, fire and emergency medical personnel. The facility features state-of-the-art aircraft, burn building, crime scene, firing range and TEAM/Tac training simulators.
- Location: 1190 Scottsville Road, Rochester, NY 14624

Campus Events (<http://www.monroecc.edu/depts/campusevents/>)

- Whether you're hosting a small meeting or a large reception, an athletic competition or an artistic performance, a trade show or a teleconference, we'll work with you to ensure that your event is well planned, successful and memorable.
- Location: Brighton Campus and Downtown Campus

ECONOMIC DEVELOPMENT AND INNOVATIVE WORKFORCE SERVICES **(Continued)**

Grants Development and Management

(<http://www.monroecc.edu/depts/grants/?deptdirectory>)

- This department is responsible for college-wide grant proposals, management, and contract acquisition, the identification of potential funding sources, and the submission of application materials. It also operates as a grant-related liaison with funding agencies.
- Location: Downtown Campus, 321 State Street, 7th floor, Rochester, NY 14608; (585) 685-6012

Economic and Workforce Development Center: Labor Market Intelligence Analysis (www.mcclmi.com)

- The labor market intelligence provided by the Economic and Workforce Development Center enables educators, workforce practitioners and economic developers to apply occupational-based analyses within specific regions and workforce clusters to better inform economic development strategy.
- Location: Downtown Campus, 321 State Street, 7th floor, Rochester, NY 14608; phone (585) 685-6004

STUDENT SERVICES

Brighton Campus - Building 1, Room 300; Phone 292-2052

Downtown Campus Student Engagement Office, 3rd Floor, Room 310; Phone: 685-6002

- Admissions
- Advisement and Transfer Services
- Athletics
- Career and Veteran Services
- Community Engagement
- Counseling Center and Disability Services
- Educational Opportunity Program
- Financial Aid
- Health Services
- Registration and Records
- Residence Life Programming
- Student Life and Leadership Development
- Student Rights and Responsibilities
- Student Services Downtown Campus
- Testing Services

Admissions

Brighton Campus- Building 1, Room 211; Phone 292.2200

Downtown Campus Student Engagement Office, 3rd Floor, Room 310; Phone: 685-6002

- Appointments and walk-in services for prospective students
- Admissions information sessions and tours for prospective students
- Transfer credit evaluation
- Applying to the College

Advisement and Transfer Services

Brighton Campus - Building 1, Room 231; Phone 292-2400

Advisement Center Services

- Academic advisement
- Schedule adjustments – drop/add
- FACE advisement (Financial aid compliance)
- General transfer advisement
- Major and pathway changes
- Academic planning for future terms
- Degree Works assistance SAP advisement
- Advising workshops
- Faculty Advisor Handbook
- Advisement for undecided/undeclared students
- E-advising

Transfer Services

- How to transfer
- 2+2 questions
- Course advisement for specific transfer institutions
- Transfer advising guides
- Transfer college application assistance, fee waivers, and essay review

Graduation and Commencement Services

- Processing of all graduation applications
- Certification of graduates
- Mailing of diplomas
- Processes related to the Commencement ceremony

Athletics

Brighton Campus - Building 10, Phone 292-2830

- Intercollegiate Sports
- Intramurals
- Open Recreation

Career and Veteran Services

Brighton Campus - Building 1, Room 308; Phone 292-2248

- Career counseling
- Career assessments
- Job search/Employment counseling
- Resume/cover letter writing assistance
- Listing for full-and part-time jobs; internships and co-ops
- Employer recruitment events and programs
- Disney College Program

Community Engagement

Downtown Campus, 3rd Floor, Room 310; Phone 685-6244

- Single Stop at MCC
- Student Intake
- Assessment of issue/challenge
- Referral to Appropriate Internal or External Sources
- Feedback/Follow-up determined

Counseling Center and Disability Services

Counseling Center: Brighton Campus – Building 3, Room 103; Phone 292-2030
Downtown Campus – 3rd Floor, Room 310; Phone 685-6002

Disability Services: Brighton Campus – Building 1, Room 231; Phone 292-2140
Downtown Campus – 3rd Floor, Room 310; Phone 685-6002

Counseling Center Services

- Support students to complete educational goals
- Behavioral health, development and growth
- Prevention/intervention services, crisis intervention, outreach support; referral/linkage to community resources; and maintenance services
- All enrolled students are eligible by walk-in or appointments

Disability Services

- Accommodations to students who self-identify as having a disability
- Interpret disability documentation and determine appropriate academic accommodations

Disability Services continued

- Provide testing accommodations for student for the Placement Test
- Implement policies and procedures to ensure access across campus
- Provide ongoing collaboration for students, faculty, staff and administration pertaining to disability related topics
- Comply with the Americans with Disabilities (ADA) and Section 504 of the Rehabilitation Act

Educational Opportunity Program

Brighton Campus - Building 3, Room 101; Phone 292-2028

- Academic support services for academically and economically disadvantaged students
- Academic, career, transfer, personal, financial aid and financial literacy counseling
- Tutoring and summer institute

Financial Aid

Brighton Campus - Building 6, Room 207; Phone 292-2050

Health Services

Brighton Campus - Building 3, Room 165; Phone 292-2018

- Immunization Compliance Verification
- Administration of MMR, influenza vaccines and Tuberculin testing
- Treatment of illness, injury, STI testing, and community referral as indicated
- Community resource collaboration and advocacy to provide access and referral to specialists care for students
- Preventative health care management for students
- Physician Assistant appointments Monday-Thursday, 12:30 – 4:00 p.m.
- Clearance and reassessment review of all medical and athletic programs per requirements
- Self-care station for students in waiting area which contains bandages; medications for pain, fever and colds; feminine hygiene products; warm packs; safe sex information and condoms
- Blood pressure self-check station in waiting area
- Health Education programming
- Emergency medical management of public health risks in collaboration with the Monroe County Health Department

Registration and Records

Brighton Campus - Building 6, Room 203; Phone 292-2300

- Registration processing
- Drop/Add/Withdrawal processing
- Green slip processing
- Transcript production
- Grade changes
- Verifications of enrollment and graduation
- Workforce Development registration
- Master Schedule creation
- Final Examination scheduling

Registration and Records continued

- Imaging
- Fresh Start processing
- Attendance collection
- Dual Enrollment registration
- Senior Audit registration
- Dean's List
- Student Academic Progress

Residence Life Programming

Brighton Campus - West Canal Hall; Phone 292-3674

- Housing for full-time students
- Suite-style housing with full kitchen and 2 bathrooms per suite
- Mix of single and double rooms
- 772 bed on campus
- 20 Resident Assistants
- Adjudicates most housing-related incidents
- Offer college break housing
- Overnight summer camp and conference housing

Student Life and Leadership Development

Brighton Campus - Building 3, Room 126; Phone 292-2060

- Campus Life involvement by participating student-run clubs and organizations)
- Student Government Association (SGA)
- Leadership education and development certificate (LEAD)
- Credit-bearing classes
- Leadership Library
- Center for Outreach and Volunteer Experience (COVE)
- PRISM – Multicultural Center
- Model United Nations Program
- Creative Arts
- Events Calendar for student events
- Tickets for MCC events

Student Rights and Responsibilities

Brighton Campus - Building 7, Room 339; Phone 292-2023

- Update and uphold the Student Code of Conduct
- Meet with students who have been involved in incidents on campus to resolve issues
- Triage BIR (Behavioral Incident Report) forms
- Track and adjudicate cases of Academic Dishonesty in partnership with Academic Services
- Follow up on incident reports reported by Public Safety
- Work with Assistant to the President on Title IX and Inclusion
- Work with Housing and Residence Life on behavioral matters
- Non-academic student complaint resolution

Student Services Downtown Campus

Downtown Campus – 3rd Floor, Room 310; Phone 685-6002

Enrollment and Financial Services

- Pre-admission of new, transfer and readmit students
- On Campus Visitation Programs
- First Year Experience
- Peer Mentors
- Pre and Post Admissions Counseling Services, Individual Appointments
- Application Processing
- Financial Aid information including status and deadlines
- Assist with FAFSA filing and related online transactions
- Student Accounts/billing information and processing
- Registration and Records information and processing
- Scholarship information
- Bookstore credit information and processing
- Save for Success (8 to 1 savings match program)
- Assist with applying for emergency fund programs

Counseling Services

- Personal Counseling
- Crisis Counseling

Academic Advising

- Course selection
- Program changes
- Dropping/adding courses

Career Development

- Career Assessment
- Interview prep
- Resume/cover letter writing

Disability Services

- Intake
- Accommodations

Testing and Assessment Center

Brighton Campus - Building 3, Room 107; Phone 292-2290

Downtown Campus – 2nd Floor, Room 274A; Phone 292-2290

- English, Math, and ESOL placement testing
- Ability-to-benefit (ATB) testing
- Off-campus placement testing
- Post-test review of placements and assistance with next steps for advisement
- Diagnostic testing
- College Level Examination Program (CLEP) testing
- Professional and certification testing for third-party vendors
- Proctoring for students attending other institutions

MCC ASSOCIATION

Brighton Campus - Building 3, Room 126; Phone 292-2534

- Bookstore
- Richard M. Guon Child Care Center
- Housing & Residence Halls
- Photo ID Office
- Campus Center Service Desk Publications Center - designed to serve the publicity needs of student clubs, organizations, resident assistants and athletic teams

Bookstore

Brighton Campus - Building 3, Room 123; Phone 292-2020

Downtown Campus – 1st Floor, Room 110

Campus Center Service Desk

Brighton Campus - Building 3, Room 124D; Phone 292-2517

Downtown Campus – 1st Floor, Room 110; Phone 685-6006 (Located inside the Bookstore)

- Check Cashing
- Lockers
- Bus Passes
- Postage Stamps
- Tickets

Dining Services - Sodexo

Brighton Campus - Building 3, Room 213E; Phone 292-2513

Downtown Campus – 1st Floor, Room 112; Phone 685-6231

- Catering

Housing & Residence Life

Brighton Campus – West Canal Hall, First Floor; Phone 292-3674

Photo ID Office

Brighton Campus - Building 3, Room 139A; Phone 292-2555

Downtown Campus – 2nd Floor, Room 216; Phone 685-6263

MCC FOUNDATION

1057 East Henrietta Road; Phone 292-3680

The Monroe Community College Foundation seeks philanthropic investment to advance academic achievement, innovation, and the mission of excellence at the College.

- Scholarships
- Alumni Affairs

MCC Notary Publics			
Name	Department	Location	Extension
Vickie Alessandra	Controller's Office	6-110	2153
Tiffany Brecker	STEM & Health	8-332	3397
Jim Coffey	Visual & Performing Arts	6-209G	3393
Joanne DiMarco	Instructional Services AVP Office	1-309	3014
Mary Gilligan	Human Resources	6-301	2115
Suzanne Hodgson	Nursing	9-111	2461
Mary Beth Hoffman	Admissions	1-211	2172
Maureen Karlnoski	Academic Services	1-309	2221
Anne Kirkpatrick	Academic Services	DC, 32-402	6153
Barbara Malone	Strategic Resource Dev & Grant Management	DC, 32-774	6234
Joan Moorehead	Admissions	1-211	2246
John Perrone	Homeland Security Management Institute	PSTF 100	753-3920
Karen Wells	Mathematics	8-538	2939
	Human Resources	6-301	2048

**If you need to have a document notarized,
please call an individual listed above to arrange a convenient time.**

CISCO Phones and Voicemail

PERSONALIZING YOUR PHONE

LCD Contrast Control & Ring Settings

To adjust display contrast, while set is *idle*

- Press **Settings** Button
- Select User Preference
- Press Contrast
- Press **Up** or **Down** softkey
- Press **Save** softkey
- Press **Exit** softkey until back to Main Screen

To change ring tone, while set is *idle*

- Press **Settings** Button
- Select User Preference
- Select Rings
- Select Default Ring
- Highlight each ring tone and use the **Play** softkey to listen

To select desired ring tone

- Highlight desired ring tone
- Press the **Select** softkey
- Press **Exit** softkey until back to Main Screen

Note: You can select a different ring tone for each shared line on your phone set

PLACING A CALL/REDIAL

Placing a call - you have several options when placing a call from your Cisco phone

- Lift **handset** OR
- Press **Speaker** button OR
- Press **New Call** softkey OR
- Key in desired number
 - 4 digit extension OR
 - 9 plus outside number (**NO** return dial tone after pressing 9)

NOTE: You can key in number first, then press **Dial** softkey and **lift handset**

Redial allows you to redial the last number you called.

- Press **Redial** Softkey

This can be used for internal or external numbers.

PLACING TWO CALLS FROM THE SAME LINE

You can place two calls from the same line on your Cisco phone

- Make first call
- Ask caller to hold
 - Press **HOLD** softkey
 - Press **New Call** softkey
 - Dial next number (can be internal or external)

If second call is busy, unanswered, or refused:

- Press **EndCall** softkey
- Press **Resume** softkey

To alternate between two calls

- Highlight the **held** call by using the Navigation Button
- Press **Resume softkey**

If you wish to join the two parties:

- Use navigation button and highlight **held** call
- Press **more softkey**
- Press **Join softkey**

ANSWERING A CALL

You have several options when answering a call on your Cisco phone

- Lift handset OR
- Press **Speaker button** OR
- Press **Flashing Line button** OR
- Press **Answer softkey**

Answering Multiple Calls

While on active call, you hear a call waiting tone

- Press **Answer softkey**
** first caller automatically placed on hold

While on active call, another call comes in on a shared line

- Press Amber Flashing Line button
** first caller automatically placed on hold

Switching between active calls on one line

- Use **Navigation Button**
- Highlight the caller you wish to speak with
- Press **Resume softkey**
** other caller automatically placed on hold

Switching between active calls using two or more lines

- Press desired Line Button
** other caller automatically placed on hold

CALL BACK (FORMERLY CAMP)

Used when you receive a busy signal on **internal** calls

To activate Call Back:

- Press **CallBack softkey**
When the extension becomes available your phone will “chime”

You have the option to:

- Press the **Dial softkey** to complete call
- Press the **Cancel softkey** to cancel call

HOLD

Allows you to place caller on hold while you retrieve information for that call

During active call

- Press **HOLD softkey**

To retrieve your held call:

- Press **Resume softkey** or **Line Button**

If multiple calls are on hold, use the **Navigation Button to select line**

- Press **Resume softkey**

JOIN

Allows you to join two active calls on same line.

While one caller is on hold and another call is active:

- Press **Navigation Button** to highlight the **held call**
- Press **more softkey**
- Press **Join softkey**

TRANSFER

Allows you to transfer a call to another extension

Announced Transfer

During active call

- Press **Transfer softkey**
- Dial Extension Number
- Announce Caller
- Press **Transfer softkey**
- Hang Up

Unannounced Transfer

**Should be used when transferring a call to a department using a call processing application i.e.:
Admissions, Bursar, etc.**

During active call

- Press **Transfer softkey**
- Dial Extension Number
- Press **Transfer softkey**
- Hang Up

TRANSFER TO A VOICE MAILBOX

Transfer a caller to a voice mailbox

During an active call

- Press **Transfer softkey**
- Press * Extension number
- Press **Transfer softkey**
- Hang up

CONFERENCE CALL

Allows up to five(5) parties in a conversation.

Call the first person, and then use the steps below to add each new party

- Press **more softkey**
- Press **Confrn softkey**

You will hear dial tone

- Dial next Ext. No. or dial 9 and outside No.

While on line with that party

- Press **Confrn softkey** to connect all parties
- Repeat above steps to add additional parties

To reconnect with conference if call is refused, busy or isn't answered:

- Press **EndCall softkey**
- Press **Resume softkey**

Note: While on conference call, internal parties can press the **more softkey**, then **ConfList softkey** to view a list of the parties currently in the conference. An * designates the initiator of the conference in the list. Initiator can remove anyone from the conference.

PICK UP

Allows you to answer a call to an extension in your pick-up group. Display will show the extension you are picking up and the calling party.

You have a choice of answering the call OR letting it proceed to voice mail.

- Press **PickUp softkey** displays above information
- Press **Answer softkey** to pick up call
- OR call proceeds to the called party's voice mailbox

CALL FORWARDING

Allows calls to go directly to your voice mailbox OR ring at another extension.

To your voice mailbox

- With handset in place press **CFwdALL softkey** (you will hear confirmation tone of 2 beeps)
- Press **messages button or 8300** (you will hear confirmation tone of 2 beeps)

To another extension

- With handset in place press **CFwdALL softkey** (you will hear confirmation tone of 2 beeps)
- Enter extension number (you will hear confirmation tone of 2 beeps)

NOTE: See Forwarding Shared Lines tab

PARK

Allows you to put a caller on hold at a specific number and use another phone to retrieve that caller.

During active call:

- Ask caller to hold
- Press **more softkey**
- Press **Park softkey** (display shows the park number the caller is parked on)
- Make note of this number (displays for 30 seconds)

To retrieve the Parked Call:

- From any Cisco phone, dial the park number (call will be held for 5 minutes)

SPEED DIAL

Allows you to set up a code or button (if available) for your frequently called numbers. This is done through the internet.

To set up Speed Dial Numbers:

- Launch Internet Explorer
- Type in <https://mcc-bo83/ccmuser>
- Click – continue to this website (not recommended)
- Enter network user ID
- Enter network password
- Select **User Options drop down**
- Select **Device**
- Select **Speed Dials**

You are ready to enter up to 99 speed dial numbers:

- Available Speed Dial buttons and/or
- Remainder as one or two digit Speed Dial
- On campus numbers
 - enter the 4-digit extension ie: 1234
- Off campus numbers
 - Enter 9 + 7 or 10 digit phone number ie: 92922000
- When finished – click **Save**
- Logout

NOTE: You can print the internet page as a reference for your speed dial numbers

To Use Speed Dial:

- Press speed dial button on phone set **OR**
- With handset on hook press one/two digit number
- press **AbbrDial Softkey**

FORWARDING SHARED LINES (OTHER LINES ON YOUR PHONE)

To forward shared lines on your phone:

- Launch Internet Explorer
- Type in <http://mcc-bo83/ccmuser>
- Click – continue to this website (not recommended)
- Enter network user ID
- Enter network password
- Select **User Options** drop down
- Select **Device**
- Select **Line Settings**

You can now forward the shared lines on your phone to either the voice mailbox or to another extension number.

- Check either voice mailbox or enter extension number
- When finished press **Save**

NOTE: There will **NOT** be any visual indicator on the phone set that a shared lines has been forwarded.

VOICEMAIL FEATURES

AT ANY TIME

0 Help * Cancel, exit, or back up # Skip or move ahead, complete or confirm addressing, accept changes, send message, start and stop recording

TO ADDRESS MESSAGES

Spell name, press #, select the match. Or press ## to enter by extension, then press #. Press * to cancel the selection or # to confirm the selection. Press 1 to add more names, or ## to start recording.

RETRIEVE MESSAGES

During Playback

1 New
31 Saved
32 Deleted



- | | |
|---------------------------|--------------------------|
| 1 Restart Playback | 7 Jump Back 5 Seconds |
| 2 Save Message | 8 Pause Playback |
| 3 Delete Message | 9 Jump Forward 5 Seconds |
| 4 Slow Playback Speed | * Cancel Playback |
| 5 Adjust Playback Volume | 0 Playback Help Menu |
| 6 Increase Playback Speed | # Skip Playback |

After Playback

- | | |
|--------------------|-----------------------|
| 1 Restart Playback | 7 Jump Back 5 Seconds |
| 2 Save Message | |
| 3 Delete Message | 9 Message Properties |
| 4 Reply | * Cancel Playback |
| 5 Forward Message | 0 Playback Help Menu |
| 6 Mark Unread | # Skip Playback |

SEND A MESSAGE

After Addressing

2 New



- | | | |
|---------------------|---------------------------|----------------------|
| 1 Mark Urgent | 7 Add to Message | 0 Playback Help Menu |
| 2 Return Receipt | 8 Pause Playback | # Send Message |
| 3 Mark Private | 91 Jump Forward 5 Seconds | |
| 4 Future Delivery | 92 Hear Names | |
| 5 Review Recording | 95 Copy Self on Message | |
| 6 Re-Record Message | * Cancel | |

CHANGE PREFERENCES

4 Setup Options



- | | | |
|------------------------------|--------------------------------|---------------------------------|
| 1 Greetings | 134 Edit Busy Greeting | 24 Private Lists |
| 11 Record Greeting | 135 Edit Internal Greeting | 3 Preferences |
| 12 Alternate Greeting On/Off | 136 Edit Holiday Greeting | 31 Change PIN |
| 13 Edit Greetings | 14 Hear all Greetings | 32 Change Recorded Name |
| 131 Edit Standard Greeting | 2 Message Settings | 33 Change Directory Listing |
| 132 Edit Closed Greeting | 21 Set up Message Notification | 4 Transfer Options (If Enabled) |
| 133 Edit Alternate Greeting | 23 Menu Style | |



TRAVEL HIGHLIGHTS

Monroe Community College reimburses its employees for travel in the conduct of College business and other College related matters.

The traveler **must** obtain prior written authorization on a [Prior Approval Travel Request](#) form from his/her Department Head in order to travel. Employees are responsible for payment of all deposits and costs for expenses (i.e. lodging, rental car) incurred on College business. The College will, upon request, prepay registration fees and transportation costs. The College will not prepay lodging costs.

Monroe Community College expects its travelers to exercise good judgement with respect to excess costs, luxury accommodations, and circuitous routes. All discounts realized by virtue of a spouse, other family member, and/or any other person accompanying the traveler will be shared equally by the traveler and the College.

Expenses not reimbursed:

- Airline membership fees
- Vehicle rental insurance, except for Liability
- Vehicle rental GPS navigation system
- Gratuity
- Valet Parking
- Expenses without original paid in-full receipts
- Upgrades in lodging, including fitness center, and in-room movie rentals
- Upgrades in airline seating/preferred boarding fees
- Extended travel for personal reasons
- Meals (per diem) included in the conference or provided on the trip
- Education Advancement - Expenses related to educational advancement are not allowable travel expenses and cannot be reimbursed as travel
- College Recruitment Visits - Lodging expenses related to College recruitment visits (i.e. by Admissions staff) cannot be reimbursed if travel is within a county contiguous to Monroe County. In emergency situations requiring an overnight stay, the traveler's Department Head must submit a letter of explanation with the traveler's Local Mileage and Conference Expense Report. The Controller's Office will review these situations on a case-by-case basis.

Items to prepare/complete before travel:

- The College designated travel agent - DePrez Group of Travel Companies Inc., (DePrez) 585-442-8900 Option #3
- Vehicle Rental - Cortese Dodge - 585-424-3000 Option #5; Enterprise - 585-359-3500
- Van Rental requires a completed Driver Consent Form (see Vehicle Rental section)
- International travel - contact Risk Management Office - extension 2186 - to receive a sticker for the passport
- If the traveler requests the College prepay the registration fee, a completed registration form must be attached to the Prior Approval Request form
- A trip number will be assigned and must be provided to DePrez before the air travel is reserved
- Vehicle rental must be approved prior to travel; an explanation of the need for a rental car must be stated on the Prior Approval Request form. The traveler will be reimbursed for the most cost effective mode of transportation to the conference: shuttle vs. rental car

The traveler is responsible for canceling all travel arrangements if the need arises.

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 Student Account's Office.

Trip mileage must be calculated using the official College mileage chart found on the "Forms" Web page. 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.

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 Student Account'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.

Accounts Payable

The Accounts Payable Staff is responsible for disbursement of College funds to vendors for goods and services received by the College. In addition, the Accounts Payable Staff 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

MEMBERSHIPS AND SUBSCRIPTIONS

Departments must complete a [Check Request](#) form and attach the supporting documentation. All documentation should be forwarded directly to Accounts Payable for direct payment for both Memberships and Subscriptions.

INTERNET PURCHASES

Departments who desire products only available through offers on the **Internet** are requested to adhere to the following guidelines:

For orders under \$25.00 - Individuals should order and prepay for these items. Upon receipt of the item(s), the requisitioner may request reimbursement through "Petty Cash" (administered by the Student Account's Office). A canceled check or credit card receipt must be presented with the request for "Petty Cash" reimbursement.

For orders over \$25.00 - Departments should submit an electronic requisition through the Banner Finance Self Service system and include all necessary information to process these requests. Purchasing will only work with internet vendors capable of accepting a College Purchase Order.

Please call Purchasing if you have any questions regarding purchases through the Internet.

FOOD/BEVERAGE PURCHASES

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 Monroe Community College'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** circumstances 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 – Employees should refer to the travel guidelines – College’s Travel Procedures.

Off-Campus Official College Business – Monroe Community College reimburses its employees for food/beverage costs for meetings, conferences, workshops, and training sessions with External Parties in attendance, when the function is vital to the attainment of College business.

Employees must have the approval of his/her Vice President when external parties are **NOT** in attendance. The function must be vital to the attainment of College business.

- 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](#).
- Gratuities, on meals for off-campus official College business, will be reimbursed to a maximum of 18%.
- Employees must provide an itemized receipt listing purchased meals and beverages.
- Employees are not required to present a New York State Tax Exempt form for meals for off-campus College business where the meal was not pre-planned. New York State taxes will be reimbursed in this situation.
- Employees who pre-plan off-campus group meals must present a New York State Tax Exempt form to the provider, to ensure taxes are not added to the bill. New York State taxes will not be reimbursed for pre-planned group meals.

These costs are paid in accordance with the College’s Administrative Guidelines.

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 and **EXTERNAL PARTIES** are in attendance. On-campus College business meetings are paid in accordance with the College’s Purchasing Procedures.

Vice President approval is required when external parties are **NOT** in attendance. The function must be vital to the attainment of College business.

- 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.
- Employees must provide an itemized receipt listing purchased meals and beverages.

PAYROLL PROCEDURES

All bi-weekly time sheets must be submitted and approved in Banner Self-Service no later than Noon on Thursday prior to the scheduled pay date unless indicated otherwise on the [Payroll Check Cycle](#) published in this web site. All overtime sheets *must* also be received in the Controller's Office (Building 6-110) by Noon on the Thursday prior to the scheduled pay date. A new Payroll Calendar will be forwarded to Web Time Entry approvers each year.

All time sheets must have original signatures of employee and their respective Department Head.

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

All Faculty Monthly Leave Reports are due on the 15th of the following month.

All time sheets 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 time sheet was approved after the deadline causing an employee not to be paid as expected.

DIRECT DEPOSIT

Direct deposit at most major banks, Savings & Loans, credit unions, etc., is offered to the employees of the College. Employees must complete the necessary direct deposit authorization and submit it along with a "void" check or a written bank authorization to begin the direct deposit.

There is a one (1) pay period delay (a pre-note) for all new direct deposits. This is necessary to ensure correct bank routing numbers and employee's account numbers. Therefore, it takes two (2) pay cycles before the Direct Deposit becomes effective. We encourage all eligible employees to take advantage of the direct deposit option. Please note that Student Aides and CWSP students are eligible to participate in this program.

HIGHLIGHTS

- Time sheets must be submitted and approved by Noon on the time sheet due date in order to be processed by the next scheduled date.
- Individuals are responsible for informing the Human Resources Office of any changes in address and/or other personal data. Employees are also responsible for notifying the Human Resources Office of any change in their status that will affect the validity of their paycheck/direct deposit. The Payroll staff will not be responsible for any change that was not received from Human Resources prior to the payroll processing deadline.
- Individuals participating in the Payroll Direct Deposit Program are 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 of the lost check is received. Participation in the Direct Deposit Program ensures against lost paychecks.

College Holidays Academic Year — 2017/2018

<u>Holiday</u>	<u>Date</u>
Labor Day	09/04/17
Thanksgiving Day	11/23/17 11/24/17
Christmas	12/25/17 12/26/17 12/27/17 12/28/17 12/29/17
New Year's Day	01/01/18
Martin Luther King, Jr. Day	01/15/18
Memorial Day	05/28/18
Independence Day	07/04/18

Calendars are available online at HR Online Forms:
[homepage\employees\forms\hr\payrollcalendar](#)



CSEA

The Monroe Community College CSEA Local #7402 Union represents service staff at Monroe Community College. Monroe Community College is a two-year SUNY college located in Monroe County, New York.

CSEA Board Local 828 Unit 7402

OFFICERS			
Title	Name	Ext. #	Room #
President	Tom Pollizi	3205	21-104
1 st Vice President	Joseph Angora	2810	21-112
2 nd Vice President	Lynn Rivers	2680	8-626
3 rd Vice President	Debbie Ake	3194	11-261
Treasurer	Melissa Burley	6101	32-774B
Secretary	Tiffany Brecker	3397	8-332

CSEA Contract

MCC Acronyms

AAWCC – *American Association for Women in Community Colleges*

ASLC – *Academic Services Leadership Committee*

ATC – *Applied Tech Center*

AVAV (x2828) – *Audio Visual and Classroom Technology Hotline*

BANNER - *MCC's enterprise-wide information system*

BOOK (x2665) – *Library Services Information*

BRC – *Budget Resource Committee*

CNS – *Communications and Network Services*

CSEA – *Civil Service Employees Association*

ELC – *Electronic Learning Center (11-106, 30-4071)*

ESOL – *English for Speakers of Other Languages*

FA – *Faculty Association*

FAFSA – *Federal Application for Student Aide*

FS – *Faculty Senate*

FICs - *Faculty Innovation Centers (3-196H, 30-4088)*

FTE – *Full Time Equivalent*

GPA – *Grade Point Average*

HR – *Human Resources*

PELL – *Federal Award*

PSTF – *Public Safety Training Facility*

SCAA – *Special Committee for Academic Affairs*

SED – *State Education Department*

SLN – *SUNY Learning Network*

SSPC – *Support Staff Planning Council*

STEM – *Science, Technology, Engineering and Mathematics*

SUNY – *State University of New York*

TAP – *Tuition Assistance Program*

TECH (x8324) – *Educational Technologies Help Center*

VaPA – *Visual and Performing Arts*

Campus Locations

Brighton Campus - Buildings 1-22

1000 East Henrietta Road
Rochester, NY 14623
Phone: 585.292.2000

Downtown Campus

321 State Street
Rochester, NY 14608
Phone: 585.292.2000

Applied Technologies Center- Building 23

2485 West Henrietta Road
Rochester, NY 14623
Phone: 585.292.3700

Public Safety Training Facility

1190 Scottsville Road
Rochester, NY 14624
Phone: 585.753.3800

MCC Foundation

1057 East Henrietta Road
Rochester, NY 14623
Phone: 585.292.3680

Online / Virtual Campus

1000 East Henrietta Road
Rochester, NY 14623
Phone: 585.292.3440