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.
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Division</th>
<th>Office</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown</td>
<td>Henry</td>
<td>Administrative</td>
<td>Mail Services</td>
<td>Brighton</td>
</tr>
<tr>
<td>Burley</td>
<td>Melissa</td>
<td>EDIWS</td>
<td>EDIWS</td>
<td>Downtown</td>
</tr>
<tr>
<td>Chapman</td>
<td>Carrie</td>
<td>Health Services</td>
<td>Student Services</td>
<td>Brighton</td>
</tr>
<tr>
<td>Davies</td>
<td>Brenda</td>
<td>President</td>
<td>Human Resources</td>
<td>Brighton</td>
</tr>
<tr>
<td>Donnelly</td>
<td>Marybeth</td>
<td>Admissions</td>
<td>Academic Services</td>
<td>Brighton</td>
</tr>
<tr>
<td>Fingar</td>
<td>Melissa</td>
<td>President</td>
<td>Human Resources</td>
<td>Brighton</td>
</tr>
<tr>
<td>Gilligan</td>
<td>Mary</td>
<td>President</td>
<td>Human Resources</td>
<td>Brighton</td>
</tr>
<tr>
<td>Gilman</td>
<td>Mary</td>
<td>President</td>
<td>Foundation</td>
<td>Brighton</td>
</tr>
<tr>
<td>Hall</td>
<td>Linda</td>
<td>President</td>
<td>President's Office</td>
<td>Brighton</td>
</tr>
<tr>
<td>Isbell-Jones</td>
<td>Debra</td>
<td>EDIWS</td>
<td>Workforce Development</td>
<td>Downtown</td>
</tr>
<tr>
<td>Josey</td>
<td>Carman</td>
<td>Administrative</td>
<td>Communications/Network Services</td>
<td>Brighton</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Academic Services</td>
<td></td>
<td>Brighton</td>
</tr>
<tr>
<td>Karlnoski</td>
<td>Maureen</td>
<td>Academic Services</td>
<td></td>
<td>Brighton</td>
</tr>
<tr>
<td>Lavin</td>
<td>Sylvia</td>
<td>Services</td>
<td>ESOL/TRS</td>
<td>Brighton</td>
</tr>
<tr>
<td>Leone</td>
<td>Juanita</td>
<td>Applied Tech</td>
<td>EDIWS</td>
<td>W. Henrietta Rd</td>
</tr>
<tr>
<td>Nixon</td>
<td>Kim</td>
<td>Student Services</td>
<td>Student Services -DC</td>
<td>Downtown</td>
</tr>
<tr>
<td>Wilson</td>
<td>Diane</td>
<td>Mathematics</td>
<td>Academic Services</td>
<td>Brighton</td>
</tr>
<tr>
<td>Fingar</td>
<td>Melissa</td>
<td>Advisor</td>
<td>Human Resources</td>
<td>Brighton</td>
</tr>
</tbody>
</table>
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)
<table>
<thead>
<tr>
<th>Department</th>
<th>Chairperson</th>
<th>Chair #</th>
<th>Secretary</th>
<th>Sec. #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology/History/Political Science/Sociology (SSGS) Humanities &amp; Social Sciences</td>
<td>Nayda Pares-Kane</td>
<td>3335</td>
<td>Fiona Candotti</td>
<td>3260</td>
</tr>
<tr>
<td>Applied Technologies (STEM) Career Technical Education</td>
<td>Kevin French</td>
<td>3739</td>
<td>Juanita Leone</td>
<td>3725</td>
</tr>
<tr>
<td>Biology (STEM) STEM &amp; Health</td>
<td>James Murphy</td>
<td>2731</td>
<td>Michele Vitale</td>
<td>2720</td>
</tr>
<tr>
<td>Business Administration/Economics (BHE) Business &amp; Community Engagement</td>
<td>Todd Korol</td>
<td>3221</td>
<td>Sylvia Lavin</td>
<td>3353</td>
</tr>
<tr>
<td>Chemistry/Geosciences (STEM) STEM &amp; Health</td>
<td>Margaret Kaminsky</td>
<td>2415</td>
<td>Judy Miller</td>
<td>2425</td>
</tr>
<tr>
<td>Education and Human Services (CED) Business &amp; Community Engagement</td>
<td>Joan Mullaney</td>
<td>6199</td>
<td>Margie Miller</td>
<td>6135</td>
</tr>
<tr>
<td>Engineering Science/Physics (STEM) STEM &amp; Health</td>
<td>Christopher Kumar</td>
<td>2671</td>
<td>Linda Ingraham</td>
<td>2480</td>
</tr>
<tr>
<td>Engineering Technologies (STEM) Career Technical Education</td>
<td>Matt Fetzner</td>
<td>2699</td>
<td>Lynn Rivers</td>
<td>2680</td>
</tr>
<tr>
<td>English/Philosophy (AH) Humanities &amp; Social Sciences</td>
<td>Tony Leuzzi</td>
<td>3392</td>
<td>Tina Woodruff</td>
<td>3382</td>
</tr>
<tr>
<td>ESOL/Transitional Studies Academic Foundations</td>
<td>Matt Fox</td>
<td>3138</td>
<td>Lynetta MacGregor</td>
<td>3195</td>
</tr>
<tr>
<td>Health and Physical Education (HSPW) STEM &amp; Health</td>
<td>Doug Henneberg</td>
<td>2848</td>
<td>Christine Wolske</td>
<td>2840</td>
</tr>
<tr>
<td>Health Professions (HSPW) STEM &amp; Health</td>
<td>Sharon Insero</td>
<td>2375</td>
<td>Mary Jo Toepfer</td>
<td>2766</td>
</tr>
<tr>
<td>Hospitality (BHE) Career Technical Education</td>
<td>Rebecca Griffin</td>
<td>2579</td>
<td>Andrea Wolff</td>
<td>2542</td>
</tr>
<tr>
<td>Information and Computer Technologies (STEM) Career Technical Education</td>
<td>Jeff Dunker</td>
<td>3322</td>
<td>Silvana Sifkarovski</td>
<td>3218</td>
</tr>
<tr>
<td>Law and Criminal Justice (CED) Business &amp; Community Engagement</td>
<td>Bob Kennedy</td>
<td>6125</td>
<td>Val Olivieri</td>
<td>6167</td>
</tr>
<tr>
<td>Mathematics (STEM) STEM &amp; Health</td>
<td>Annette Leopard</td>
<td>2955</td>
<td>Peggy Scata</td>
<td>2931</td>
</tr>
<tr>
<td>Nursing (HSPW) STEM &amp; Health</td>
<td>Laurie Palmer</td>
<td>2453</td>
<td>Jenny Petersen</td>
<td>2460</td>
</tr>
<tr>
<td>Psychology (SSGS) Humanities &amp; Social Sciences</td>
<td>Celia Reaves</td>
<td>3258</td>
<td>Nilda Rodriguez</td>
<td>3334</td>
</tr>
<tr>
<td>Visual and Performing Arts (AH) Humanities &amp; Social Sciences</td>
<td>Lori Moses</td>
<td>3122</td>
<td>Alisa Camp</td>
<td>3387</td>
</tr>
<tr>
<td>World Languages and Cultures (AH) Humanities &amp; Social Sciences</td>
<td>Louis Silvers</td>
<td>3305</td>
<td>Nilda Rodriguez</td>
<td>3334</td>
</tr>
</tbody>
</table>

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

The Schools at MCC

<table>
<thead>
<tr>
<th>The Schools at MCC</th>
<th>Dean/Assistant VP</th>
<th>Ext.</th>
<th>Assistant</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools Implementation Leader</td>
<td>Jessica Wilkie</td>
<td>2988</td>
<td>Nancy Soregi</td>
<td>2991</td>
</tr>
<tr>
<td><strong>The Schools at MCC</strong></td>
<td><strong>Specialist</strong></td>
<td><strong>Ext.</strong></td>
<td><strong>Faculty Liaison</strong></td>
<td><strong>Ext.</strong></td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------</td>
<td>----------</td>
<td>-------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Arts &amp; Humanities (AH)</td>
<td>Vicki Pankratz</td>
<td>2996</td>
<td>Marisol Galarza-Ruiz</td>
<td>3332</td>
</tr>
<tr>
<td><strong>DEAN: Michael Jacobs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied Sciences &amp; Technologies (AST)</td>
<td>Lomax Campbell</td>
<td>6118</td>
<td>Paul Brennan</td>
<td>3742</td>
</tr>
<tr>
<td><strong>DEAN DESIGNEE: Matt O'Connor</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business, Hospitality &amp; Entrepreneurism (BHE)</td>
<td>Steve Palmer</td>
<td>2999</td>
<td>Mohammad Partapuruwalia</td>
<td>3366</td>
</tr>
<tr>
<td><strong>DEAN: Kim McKinsey-Mabry</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Engagement &amp; Development (CED)</td>
<td>Amy Coon</td>
<td>6248</td>
<td>Susan Bender</td>
<td>6220</td>
</tr>
<tr>
<td><strong>DEAN: Kim McKinsey-Mabry</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Sciences &amp; Physical Wellness (HSPW)</td>
<td>Rebecca Babcock</td>
<td>2997</td>
<td>Cristin Finch</td>
<td>2383</td>
</tr>
<tr>
<td><strong>DEAN: Dan Robertson</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science, Technology, Engineering, &amp; Math (STEM)</td>
<td>Krista Tyner</td>
<td>2995</td>
<td>Mark Bellavia</td>
<td>2932</td>
</tr>
<tr>
<td><strong>DEAN: Dan Robertson</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Sciences &amp; Global Studies (SSGS)</td>
<td>Susan Warner</td>
<td>2998</td>
<td>Beth Wilson</td>
<td>3273</td>
</tr>
<tr>
<td><strong>DEAN: Michael Jacobs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EMERGENCY NUMBERS**

*Public Safety Emergency Line – 2911*

**TECHNICAL SUPPORT LINE:** (585) 292-TECH

**INFORMATION DESK:** Building 1 -- Internal: x4140; External 292-2000 x4140
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
**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
**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
The division includes the following areas. Please visit www.monroec.edu/workforce for more information about our work.

**Agriculture and Life Sciences Institute (www.monroec.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.monroec.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

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

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

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

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

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

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