

MCC TIPS

A Quick
Reference Guide

Provided by the Support Staff
Planning Council

11th Edition
Fall 2015/Spring 2016

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, please contact one of the members.



MISSION STATEMENT

Monroe Community College is a dynamic learning community where access, excellence, and leadership are the College's hallmarks. Our mission is to educate and prepare diverse learners to achieve scholarly, professional, and individual success within a local and global context. The College serves as a catalyst for innovation, economic development, lifelong learning, and civic engagement.

SUPPORT STAFF PLANNING COUNCIL

Chair
Co-Chair
Secretary
Events Announcer

Mary Jo Toepfer
Brenda Davies
Jodee Biller
Amy Coon

Division	Council Member	Office	Campus
<i>Academic Services</i>	Archer, William	Library	Brighton
	Lavin, Sylvia	ESOL/TRS	Brighton
	Toepfer, Mary Jo	Health Professions	Brighton
<i>Administrative Services</i>	Biller, Jodee	Controller's	Brighton
	Brown, Henry	Mail Services	Brighton
	Knutowicz, Stan	Public Safety	Brighton
<i>EDIWS</i>	Isbell-Jones, Debra	Workforce Development	EDIWS
<i>President</i>	Davies, Brenda	Human Resources	Brighton
	Fingar, Melissa	Human Resources	Brighton
	Hall, Linda	President's Office	Brighton
<i>Student Services</i>	Coon, Amy	Registration & Student Financial Services	DCC
	Fontaine, Toni	Office of Student Life & Leadership Development	Brighton
	Karlnoski, Maureen	VP Student Services	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)

Lori Scipioni, 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

Paula Burnside, Executive Secretary (292-3792)

Hezekiah Simmons – CFO and Vice President Administrative Services

Sherry Parks, 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 (262-1606)

Julianna Frisch, Interim Assistant to the President, Strategic Initiatives

Clayton Jones, Acting Government Relations Liaison

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

Diane Shoger – Executive Director MCC Foundation

Alicia Zona, Administrative Assistant (262-1507)

ACADEMIC DEPARTMENT CHAIRS AND SECRETARIES

Department Division	Chair	Secretary Phone/Office #
Anthropology/History/ Political Science/Sociology (AHS) <i>Liberal Arts, Academic Services</i>	Natasha Christensen 3231	Elaine Derrenbacher 3260
Applied Technologies (ATD) <i>Career Technical Education, EDIWS</i>	Kevin French 3739	Juanita Leone 3725
Biology (BIO) <i>Science, Health & Business, Academic Services</i>	James Murphy 2731	Susan Warner 2720
Business Administration/ Economics (BUS) <i>Science, Health & Business, Academic Services</i>	John Striebich 3267	Joy Braselton 3353
Chemistry/Geosciences (CGS) <i>Science, Health & Business, Academic Services</i>	Margaret Kaminsky 1648	Judy Miller 2425
Education (EDU) <i>Academic Services, DCC</i>	Richard Costanza 1462	Margie Ralph 1461
Engineering Science and Physics (ESP) <i>Science, Health & Business, Academic Services</i>	John Wadach 2488	Judy Miller 2425
Engineering Technologies (ENT) <i>Career Technical Education, EDIWS</i>	Matt Fetzner 2699	Lynn Rivers 2680
English/Philosophy (EPH) <i>Liberal Arts, Academic Services</i>	Cathy Smith 3337	Tina Woodruff 3382 Margarita Ortiz 3379
ESOL/Transitional Studies (TRS) <i>Academic Foundations, Academic Services</i>	Terry Shamblin 2344	Sylvia Lavin 3195
Health and Physical Education (HPE) <i>Science, Health & Business, Academic Services</i>	Doug Henneberg 2848	Christine Wolskij 2840
Health Professions (HRP) <i>Science, Health & Business, Academic Services</i>	Sharon Insero 2375	Mary Jo Toepfer 2766
Hospitality (HSP) <i>Career Technical Education, EDIWS</i>	Michelle Bartell 2579	Andrea Wolff 2542
Human Services (HUM) <i>DCC Academic Services, Academic Services</i>	Joan Mullaney 1626	Margie Ralph 1461
Information & Computer Technologies (ICT) <i>Career Technical Education, EDIWS</i>	Christine Forde 3214	Silvana Sifkarovski 3218
Law and Criminal Justice (CRJ) <i>DCC Academic Services, Academic Services</i>	Bob Kennedy 1774	Valeri Olivieri (Temp) 1787
Mathematics (MTH) <i>Liberal Arts, Academic Services</i>	Annette Leopard 2955	Peggy Scata 2931 Diane Wilson 2930
Nursing <i>Science, Health & Business, Academic Services</i>	Laurie Palmer 2453	Jenny Petersen 2460 Sue Wild 2461
Psychology (PSY) <i>Liberal Arts, Academic Services</i>	Patricia Kress 3295	Nilda Rodriguez 3334
Visual and Performing Arts (VPA) <i>Liberal Arts, Academic Services</i>	Lori Moses 3122	Alisa Camp 3387
World Languages and Cultures (EFL) <i>Liberal Arts, Academic Services</i>	Louis Silvers 3305	Linda Ingraham 3330

DIVISION DEANS AND ASSISTANTS

Division	Dean	Secretary Phone/Office #
Academic Services, DCC	Kim McKinsey-Mabry, Interim 1616	Patti Montrois 1621
Public Safety Programs (EDIWS)	Michael Karnes 753-3700	Debbie Smith 753-3701
Academic Foundations	Kate Smith 2341	Sue O'Brien 3197
Liberal Arts	Nayda Pares-Kane, Interim 3369	Nancy Soregi 3369
Science, Health and Business	Laurel Sanger 3398	Tricia Storms 3397
Career Technical Education (EDIWS)	Vacant	Maria Karras 3672
Curriculum & Program Development	Mary Jo Witz, Interim	Vacant 2199

EMERGENCY NUMBERS

Brighton Campus

Public Safety Emergency Line – 2911

Damon City Campus

Emergency Line – 1414

TECHNICAL SUPPORT LINE: (585) 292-TECH

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

PRESIDENT'S OFFICE

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

Marketing and Community Relations

Building 1, Room 313; Phone 292-3015

- Advertising
- College Publications
- Media Relations
- Internal Communications
- Public Relations

Human Resources

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

DCC – 5th Floor, Room 5014; Phone 262-1427

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

Building 1, Room 308B; Phone 292-2158

The Internal Audit office provides independent audit 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.

- Compliance Reviews
- Ethics Hotline

DCC Executive Dean and Community Partnerships

DCC – Floor 5, Room 5058; Phone 262-1610

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, Damon City Campus 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. DCC 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 DCC.

ACADEMIC SERVICES

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

DCC – Floor, 5, Room 5058; Phone 262-1621

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

Institutional Research

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

DCC – Floor 4, Room 4068– Phone 262-1413

ADMINISTRATIVE SERVICES

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

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

Controller

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

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

Student Accounts

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

DCC - Floor 5, Room 5251; Phone 262-1670

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

Payroll Office

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

Purchasing and Central Receiving

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

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

DCC: Floor 5, Room 5103; Phone: 262-1718

Facilities

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

DCC - Floor 5, Room 5066; Phone 262-1611

- Maintenance Request Form
- Key Request Form

Building Services

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

ADMINISTRATIVE SERVICES (continued)

Public Safety

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

DCC - Phone 262-1414

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

Parking Services

Brighton - Building 7, Room 341; Phone 292-2700

DCC - Parking

Communication and Network Services

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

DCC – Floor 5, Room 5106; Phone 262-1717

- Personal Computers
- Online Request Form
- Telecommunications

Computer Technical Support

Brighton and DCC - Phone 292-TECH (8324)

Telecommunications

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

- Printing
- Binding
- Publications

ECONOMIC DEVELOPMENT AND INNOVATIVE WORKFORCE SERVICES

1057 East Henrietta Road, Building 29; Phone 292-3770

- MCC Corporate College
- Workforce Development
- Campus Events
- Strategic Resource Development and Grants Management

MCC Corporate College

- Professional Development
- Corporate Leadership Training

Workforce Development

- IT Certification Training
- Technical Training for Skilled-Trade Workers
- Welding and Fabrication Certificates
- MCC Career Coach

Campus Events

Brighton - Building 3, Room 120; Phone 292-2010

DCC – Floor 5, Room 5066; Phone 262-1611

- Meeting Room Reservations
- Event Planning

Strategic Resource Development and Grants Management

1057 East Henrietta Road, Building 29; Phone 262-1470

- Funding Sources
- Grant Writing
- Institutional Review Board

STUDENT SERVICES

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

DCC – Floor 5, Room 5252; Phone 262-1740

- Admissions
- Experiential and Adult Learning
- Athletics
- Advisement and Graduation Services
- Career & Transfer Center
- Counseling Center and Veteran Services
- Educational Opportunity Program
- Enrollment Management
- Financial Aid
- Health Services
- Office of Student Life & Leadership Development
- Placement Testing
- Registration and Records
- Services for Students with Disabilities

Admissions

Brighton - Building 1, Room 211; Phone 292.2200

DCC (Student Services) – Phone 262.1740

- Admission of new, transfer and readmit students
- On Campus Visitation Programs
- Off Campus Recruitment
- Targets student recruitment including Recruitment Territory and Inquiry Management Programs
- New Student Orientation and First Year Experience
- Pre and Post Admissions Counseling Services, Individual Appointments
- Pre and Post Enrollment Communication for new, transfer and readmit students
- Application Processing
- Transfer Credit Processing

Career & Transfer Center

Brighton - Building 3, Room 108; Phone 292-2248

- Career Services
- Transfer Services
- Job Search Services
- The Job Connection
- 2+2 Programs
- Resume help

Counseling Center and Veteran Services

Brighton - Building 3, Room 103; Phone 292-2030

- Personal Counseling
- Career Planning and Assessment
- Veteran Services

STUDENT SERVICES (continued)

Health Services

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

- Immunization Requirements
- Wellness Resources

Office of Student Life & Leadership Development

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

- Clubs and Organizations
- Publications Center - designed to serve the publicity needs of student clubs, organizations, resident assistants and athletic teams
- Peer Mentors
- Student Government
- Model UN

Accuplacer (Placement Testing)

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

DCC – Floor 5, Room 5001; Phone 262-1619

- Computer based test to measure your knowledge in arithmetic, elementary algebra, college-level math, reading comprehension, and sentence skills

Registration and Records

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

DCC - 5th Floor, Room 5251 – Phone 262-1670

Registration

- Class Schedules
- Drop/Add
- Dean's List
- Register
- Name/Address Changes
- Transcripts
- Withdrawal

MCC ASSOCIATION

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

- Bookstore
- Richard M. Guon Child Care Center
- Housing & Residence Halls
- Photo ID Office
- Campus Center Service Desk
- MCC Shuttle

Bookstore

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

DCC – Floor 4, Room 4257; Phone 262-1730

Housing & Residence Life

Brighton - Building 1, Room 108; Phone 292-3674

Photo ID Office

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

DCC – Floor 5, Room 5251; Phone 262-1726

Campus Center Service Desk

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

DCC – Floor 5, Room 5251; Phone 262-1757

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

MCC FOUNDATION

DCC – 5th Floor, Room 5032; Phone: 262-1500

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

- Scholarships
- Alumni Affairs

DINING SERVICES - SODEXO

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

DCC – Floor 4, Room 4004; Phone 262-1792

- Catering

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

ANSWERING A CALL

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

TRANSFER

Allows you to transfer a call to another extension

During active call

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

Transfer 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)

ACCESSING CISCO UNITY VOICEMAIL BY PHONE

- From your desk phone, press the “messages” button.
- From another phone within Monroe Community College, dial “8300”.
- From outside Monroe Community College, dial “292-8300”.
- If you are calling from another phone within your organization or from outside your organization, press * when Unity Voicemail answers.
- If prompted, enter your Cisco Unity ID (usually your desk phone extension), and press #.
- Enter your PIN, and press #.

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

1 New
31 Saved
32 Deleted



During Playback

- | | |
|----------------------------------|---------------------------------|
| 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

2 New



After Addressing

- | | | |
|----------------------------|----------------------------------|-----------------------------|
| 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.

CIVIL SERVICE HOLIDAYS

Academic Year – 2015-2016



<u>Holiday</u>	<u>Date</u>
Labor Day	09/07/15
Veterans Day	11/11/15
Thanksgiving	11/26/15 11/27/15
Christmas	12/25/15 12/28/15 12/29/15 12/30/15 12/31/15
New Year's	01/01/16
Martin Luther King, Jr. Day	01/18/16
Memorial Day	05/30/16
Independence Day	07/04/16



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	3207	21-104
1 st Vice President	Stan Knutowicz	2912	21-143
2 nd Vice President	Joseph Angora	2810	21-112
3 rd Vice President	Lynn Rivers	2680	8-626
4 th Vice President	Melissa Burley	2221	1-309
Treasurer	April Spring-Buckley	2159	6-110
Secretary	Debbie Ake	3194	11-261

CSEA Contract

MCC Acronyms

AAWCC – *American Association for Women in Community Colleges*

AFDR – *Annual Faculty Development Report*

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)*

FA – *Faculty Association*

FS – *Faculty Senate*

FCH – *Faculty Contact Hour*

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

FTE – *Full Time Equivalent*

HR – *Human Resources*

PSTF – *Public Safety Training Facility*

SCAA – *Special Committee for Academic Affairs*

SED – *State Education Department*

SLN – *SUNY Learning Network*

SSPC – *Support Staff Planning Council*

SUNY – *State University of New York*

TECH (x8324) – *Educational Technologies Help Center*

VaPA – *Visual and Performing Arts*

VoIP – *Voice Over Internet Protocol, MCC's phone, messaging, conferencing & unified communications*

Campus Locations

Brighton Campus - Buildings 1-22

1000 East Henrietta Road

Rochester, NY 14623

Phone: 585-292-2000

Damon City Campus - Building 30

228 East Main Street

Rochester, NY 14604

Phone: 585-262-1600

Applied Technologies Center- Building 23

2485 West Henrietta Road

Rochester, NY 14623

Phone: 585-292-3700

Economic & Workforce Development Center – Building 29

1057 East Henrietta Rd.

Rochester, NY 14623

Phone: 585-292-3770

Public Safety Training Facility – Building PSTF

1190 Scottsville Road

Rochester, NY 14624

Phone: 585-753-3800