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

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

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

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

ADMISSIONS & RECORDS (AS 136) Ext. 8822 - Regular hours are as follows (or as otherwise posted) Monday - Friday, 8:00 a.m. – 4:30 p.m. and Monday & Tuesday evenings from 4:30 p.m. to 7:00 p.m. The expanded hours during registration and the first two weeks of the semester are as follows: beginning January 19 through February 4, 2010. Offices at both campuses will be open Monday –Thursday evenings from 4:30 pm-7:00 pm.

ASSESSMENT & TESTING - Please call Ext. 7469 for assessment information.

BOOKSTORE (Bldg 17 Internet Café) Ext. 7394 - Bookstore staff will available on this campus as follows:
- F, 1/22/10 10:30 a.m. to noon
- M-Th, 1/25 – 1/28/10 2:00 p.m. to 7:00 p.m.
- F, 1/29/10 10:00 a.m. to 2:00 p.m.

Additional or modified hours may be posted on site. Books may also be purchased at the Kentfield Campus, via the College Website under the tab “Current Students” and “Buy Textbooks on-line”, at www.whywaitforbooks.com, or by calling the 485-9394. For more information regarding bookstore services, please call Kentfield Bookstore 485-9394 or Ext. 8123.

CALWORKS - For CalWorks services please call Ext. 7605

CHILDREN’S CENTER Ext. 8170 – Lyda Beardsley, Director of Child Care Programs, Ext. 8222 / Linda Hyland, Program Asst., Ext. 8221; Maureen Biggart, Site Supervisor, Ext. 8170. The IVC Children’s Center is open Monday through Thursday, 7:45 a.m. – 5:00 p.m. and Fridays, 7:45 a.m. – 3:00 p.m.

COMMUNITY EDUCATION Ext. 7305 - Community Education offers a variety of classes on the Indian Valley Campus including Emeritus College classes. Contact the KTD Community Education Office at x7305 for information.
CONFERENCE ROOM RESERVATIONS & CLASSROOM CHANGES/REQUESTS - You may check the availability of conference rooms at both campuses by accessing public folders in Outlook and opening the conference room, student services, and teleconference room folders. See below for reservation information:

IVC - AS 101 (Restricted Hours)  
KTD - AS 108, HC 124, LARK 109, LRC 140, SS A, SS B  
KTD & IVC Classrooms on weekends  
KTD Cafeteria, SS 124, Staff Lounge  
Teleconference rooms KTD LC 53 & IVC ISC 201  
KTD/IVC Classroom use/change classroom during week  
IVC – MW 181 (Board meetings & Classes)

Cheryl Carlson x7311  
Counseling  
Diane Cafeteria  
KTD Cafeteria, SS 124, Staff Lounge  
Teleconference rooms KTD LC 53 & IVC ISC 201  
KTD/IVC Classroom use/change classroom during week  
IVC – MW 181 (Board meetings & Classes)

COPY MACHINES - Copy machines for staff are located in the Mailroom (AS 127) and Ohlone 206 for faculty and staff use. For more than 25 copies, please send the work to the Reprographics Department at the Kentfield Campus and allow four (4) days for completion. A copy machine is available for student use at the Internet Café for 10 cents per copy. If a copy machine is not working, you may call the number listed on the machine for service or contact David Erlenheim at Ext. 8162.

COUNSELING Ext. 7432 - Counseling appointments, including both day and selected evenings, may be made by calling the Kentfield Campus Counseling Office at (415) 485-9432 or by using the phone in the Student Services lobby and calling Ext. 7432, between the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday. You may also leave a message at that number.

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

DISABLED STUDENT ACCOMMODATIONS - Students requiring special accommodations should contact Chris Schultz at Ext. 7601.

DUPLICATING Ext. 7447 - Printing of more than 25 copies should be sent to Reprographics at the Kentfield Campus allowing four (4) days for completion. Be sure to mark the “Send to IVC” box under the “Distribution” section of the printing request form when the printing job is to be returned to the IVC Campus. Photocopying & Printing Request forms are available in the mailroom or by calling the Reprographics Department at Ext. 7447. Reprographics hours at the Kentfield Campus are 8:00 a.m. to 4:30 p.m. For Graphic Design, please contact the Marketing Department at Ext. 7528.

EMERITUS STUDENTS COLLEGE OF MARIN (ESCOM) (AS 140) Ext. 8322 - ESCOM offers a place for committees and clubs to meet at IVC known as Emeritus North. For more information regarding ESCOM go to www.marincommunityed.org or see the Community Education Schedule.

EMERITUS COLLEGE NON-CREDIT Ext. 7305 – Emeritus College is a Community Education program that focuses on older adults, and the non-credit classes are free. For information, contact the Community Education Office at 7305.

EVENING ADMINISTRATION - An Evening Administrator is available at each campus, Monday through Thursday, from 4:30 to 8:00 p.m. Evening Administrators may be reached by calling the following mobile phone numbers: 747-0658 for IVC and 747-0699 for KTD.
HEALTH SERVICES (AS 121) Ext. 8126 - The Health Center is open on Tuesdays and Thursdays from 9:00 a.m. to noon to assist and advise students with health concerns. For emergencies, refer to the Emergencies/Police Services section of this memo. All current registered students have limited coverage by the Student & Athletic Accident Insurance Plan for on-campus and college related accidents. Staff/faculty are required to complete an Accident/Injury Report and send it to the Health Center on the Kentfield Campus within three (3) days of the accident. Student Accident forms are available in the mailroom. Failure to do so may jeopardize the student’s coverage under this insurance. The Student & Athletic Accident Insurance Plan is not inclusive. It is secondary to one’s personal/primary insurance.

HEATING, VENTILATION & AIR CONDITIONING - This campus has an Energy Management System that controls the heat/AC for each individual building or floor. Hours of operation are based on class schedules and staff usage. If you think your office hours are not included, contact the Maintenance Supervisor office at Extension 7680 and inform them of your office or room number and weekly hours. By pushing the building by-pass button, it is possible for individuals to turn on the HVAC system during late nights, weekends and holidays. These centrally located buttons will activate the HVAC for one hour. Information that is more specific is available in the mailroom and the Ohlone cluster.

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

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

FINANCIAL AID (AS 131) Ext. 8118 - Financial Aid staff member, Cecile Banks, is available at the Indian Valley Campus to assist students on Monday – Thursday from 9:30 a.m. until 3:00 p.m., closed between noon – 1:00 for lunch. The office is closed on Friday. Additional hours may be posted. Student appointments may be made by calling Ext. 8118.  

FOOD SERVICES - There are soda and snack vending machines located in Pomo 150, Ohlone 105 and the Student Services lobby (AS 130). There are also soda machines located on the Miwok Cluster deck area and at the pool. The snack machine in the Student Services lobby will give change from a dollar bill. Additional food and drink items are available at the Internet Café.

EOPS - For EOPS Services please call Ext. 7605

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

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

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insurance and is limited to 80% coverage. Please refer all students to the Health Center regarding any questions on this plan. The KTD Health Center is also available for student assistance at ext. 7458.

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

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

**INTENSIVE ENGLISH PROGRAM** **Ext. 8579** - The Intensive English Program (IEP) is designed for international students and others who desire an intensive English course to improve their skills for college, work, or life in the U.S. Classes meet Tuesday through Friday from 9:00 a.m. to 3:00 p.m. Offices are located in Ohlone 141 and 142. For information about the program, contact Sara Oser at Ext. 8579, or Linda Hyland at Ext. 8578. For information about registration and F-1 visas, contact Paulette Foster at Ext. 8114.

**INTERNET CAFÉ, Building 17 Ext. 8124**
Mon-Thurs 8:00 a.m. to 7:30 p.m., Fri: 8:00 a.m. to 5:00 p.m. Wireless internet access and Internet Accessible computer terminals are available for COM Students. Coffee, tea, drinks, sandwiches and snacks available.

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

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

**MAIL/MAILROOM (AS 127)** - The college courier picks up and delivers mail daily at 10:30 a.m. On occasion, there is a need for the courier to make an earlier run to accommodate. When this is necessary, a sign will be posted to notify staff of the early pick up.

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

**MICROCOMPUTER CENTER (OL 221) Ext. 7305** - Community Services computer classes are available on PC and MAC.

**MODERNIZATION PROJECTS** - For questions related to bond projects on the IVC campus, please contact Swinerton Management at Ext. 8198 or 8139.

**OFFICE ASSIGNMENTS** - The Vice President of College Operations and Vice President of Student Learning will make office assignments.
OPENING OF BUILDINGS / CLASSROOMS - Campus Police open buildings in the morning, including Building 8 (Student Services), restrooms and vending areas, but not specific classrooms. Custodial staff locks rooms and buildings after class in the evenings. Cheryl Carlson may be contacted for special circumstances to have a room opened by calling Ext. 7311, however, faculty should complete a Key Request form to obtain keys for their classrooms (see “Keys” section of this sheet). To assure assistance with opening a room, as much advance notice as possible should be given. Note: When a part-time faculty member no longer needs a specific key, it must be returned to the department administrative assistant.

PARKING
NOTE: Due to construction, Parking Lots 1 – 4 are currently closed.
Faculty and Staff Permits: Parking permits are available from the District Police Kentfield Office only. Request forms will be available in the IVC Mailroom on the counter. Community Ed and Emeritus instructors may obtain a permit from Heather Peitz, Ext. 7318. Staff permits expire October 1 each year. Staff members must request a new permit at the beginning of the fall Semester each year to avoid a citation.

Student Permits ($50.00 per semester): Student parking permits are sold in Admissions and Records. Daily Permits ($3.00): Daily permits are available from the ticket machines located in parking lots 5, 7 and 8. The machines take quarters and dollar bills.

Please note: Vehicles are not allowed to cross bridges to park next to buildings. If special circumstances require you to drive across a bridge to park closer, you must make advance arrangements with the Campus Police by calling Ext. 8154 or 7455.

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

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

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

STAFF DEVELOPMENT and FLEX
All credit faculty have an obligation to complete professional development Flex hours. Information about the Flex program and staff development activities is posted on the Staff Development web page, which can be found under the “Faculty and Staff” tab on the College homepage. The direct link is: http://www.marin.edu/com/ODP/StaffDevelopment/index.htm. Current staff development and Flex workshops are posted on the online “Faculty and Staff” calendar (look for “Faculty and Staff” under the “Calendar of events” section on the College homepage. The Staff Development Office is located in LC S3 on the Kentfield campus. Contact Kathleen Kirkpatrick at kathleen.kirkpatrick@marin.edu or at Ext. 7344 or if you have any questions.

TUTORING - For Tutoring Services please call Ext. 7620.