

ADMINISTRATIVE & EXECUTIVE ASSISTANT RESOURCE MANUAL



Santa Rosa Junior College
Initially Created, Summer, 2005
Revised Summer, 2017

A WORD ABOUT THE ADMINISTRATIVE & EXECUTIVE ASSISTANT RESOURCE MANUAL

Alicia Artz developed the Administrative & Executive Assistant Resource manual during the summer of 2004/2005. The resource manual contains a variety of standardized information.

While the resource manual contains information from some District Policies and Procedures, you should remember that it is primarily a resource manual and is **NOT** Board Policy. You may access the District Policy Manual on-line at www.boarddocs.com.

Professional Development information is available at <https://pd.santarosa.edu>. Click on **Resources** and you'll find multiple professional development resources. Union contract for faculty at and classified staff is available at <https://hr.santarosa.edu/district-information#union>.



We hope that you find this resource manual a valuable asset.

Originally Created By:
Toni Eaton, Zoe Forbes, Alicia Artz,
Kimberly Kalember, Kelly Mackura, and Hilleary Zarate

We would like to extend a special "Thank You!" to the following individuals for their support in creating the Resource Manual:

- Carrie Brady, Administrative Assistant III
- Fran Golden-Retired, Executive Assistant to VP/Assistant Superintendent
- Doug Kuula, Manager, Environmental Health & Safety
- Karen Furukawa-Schlereth, Vice President, Human Resources
- Dr. Mary Kay Rudolph, Vice President/Assistant Superintendent of Academic Affairs
- Our Supervisors/Deans

Table of Contents

<u>1. A Word About the Administrative & Executive Assistant Resource Manual</u>	2
<u>2. District and College Governance</u>	5
Organizational Charts	6
<i>These can also be found online at: https://hr.santarosa.edu/district-information#organization</i>	
Philosophy, Mission, and Goals Statement	7
Board of Trustees/Management Team.....	8
Instructional & Non-Instructional Departments	9
<u>3. Routine Procedures</u>	10
Absences: Faculty/Classified	11
Academic Affairs	12-13
Acronyms used at SRJC	14-15
Admissions, Records, and Enrollment Information.....	16
Board Agenda Preparation & Information.....	17
Committees & Councils.....	18
Complaints – Student Grievances.....	19
Computer Labs.....	20
Copy Center (also see Graphic Services)	21
Credit by Examination	22
Curriculum.....	23
Department Chair	24
District Police	25
Emergency Hire Procedures for Faculty.....	26
Emergency Procedures.....	27
Facilities Planning & Operations	28
Faculty Evaluations & Tenure Review.....	29
Faculty Hiring	30
Farm Stand	31
FERPA	32
File Depot.....	33
Final Examinations.....	34
Finance & Administrative Services	35
Food Services	36
Forms	37-38
Graphic Services (also see Copy Center)	39
Human Resources	40-43
Information Technology.....	44
Key Requests.....	45
Libraries	46
Maps	47
Mileage	48
Payroll	49

Petaluma Campus Information	50
Professional Development Activity Days (PDA)	51
Purchasing	52
Reimbursements (Petty Cash)	53
Room Reservations.....	54-55
Scheduling	56
Student Employment.....	57
Telephones	58
Warehouse.....	59

PLEASE NOTE: EVERY EFFORT HAS BEEN MADE TO INCLUDE INFORMATION ABOUT THE PETALUMA CAMPUS. IT HAS BEEN INCORPORATED INTO THE APPROPRIATE SECTION AND HAS NOT BEEN SET OUT AS ONE LARGE SEPARATE ITEM.

DISTRICT AND COLLEGE GOVERNANCE



ORGANIZATIONAL CHARTS

District Organizational Charts can be found at: <https://hr.santarosa.edu/district-information#organization> for the following areas:

- ❖ Academic Affairs
- ❖ Facilities Planning & Operations
- ❖ Finance & Administrative Services
- ❖ Human Resources
- ❖ Information Technology
- ❖ Management Team
- ❖ Petaluma Campus
- ❖ President's Office
- ❖ Student Services

PHILOSOPHY, MISSION AND GOALS

A wide variety of information can be found at: <https://accreditation.santarosa.edu/>

The Accreditation Home Page contains a variety of information about the District and SRJC's accreditation. You should become familiar with this information. On this page you will find:

- ❖ ACCJC Resources
 - Accrediting Commission for Community and Junior Colleges (ACCJC)
 - Accreditation Reference Handbook
- ❖ SRJC Resources
 - ACCJC Annual Reports
 - Education Plan
 - Institutional Planning
 - Strategic Plan
 - Councils and Committees
 - Key Links to SRJC Information
 - Board Policy Manual
 - Browser Recommendations
- ❖ Accreditation Archives
 - SRJC Accreditation Archive
 - 2013-2014 Preparatory Meetings

BOARD OF TRUSTEES

The Board of Trustees is the governing board of the Sonoma County Junior College District. The Board consists of seven members elected by the qualified voters of the Trustee Areas of the District. The term of office is four years. A non-voting student trustee is elected by the students each year for a term of one year. The Board concerns itself primarily with questions of policy rather than with administrative details of the District. The Board meets on a regular monthly basis currently on the second Tuesday of each month at 4:00 p.m. (subject to change). Meetings are open to interested SRJC faculty and staff and to the public.

The President of the College acts as the Secretary of the Board. As Secretary, the President prepares the Board agenda in consultation with the President of Board and prepares the Board minutes. To confirm Board meeting times or to submit to the Board Agenda, call the President's office at x4431. The Board Agenda is posted in Bailey Hall. A summary of Board activities is published as the Board Summary and is normally distributed electronically.

The names and addresses of current Board Members are listed at <https://trustees.santarosa.edu/>

MANAGEMENT TEAM

The Management team is charged with the responsibility for promoting educational leadership, formulating and recommending District policies and procedures, administering District programs, supervising District employees, and monitoring area budgets. The management team includes administrative, supervisory, and confidential personnel identified as such by the Board of Trustees. The President, Vice-Presidents, Deans, Directors, Managers, and Supervisors are considered part of the Management Team.

PRESIDENT'S OFFICE

For information go to: <https://president.santarosa.edu/>

On this page you will find – Welcome to the Office of the President and:

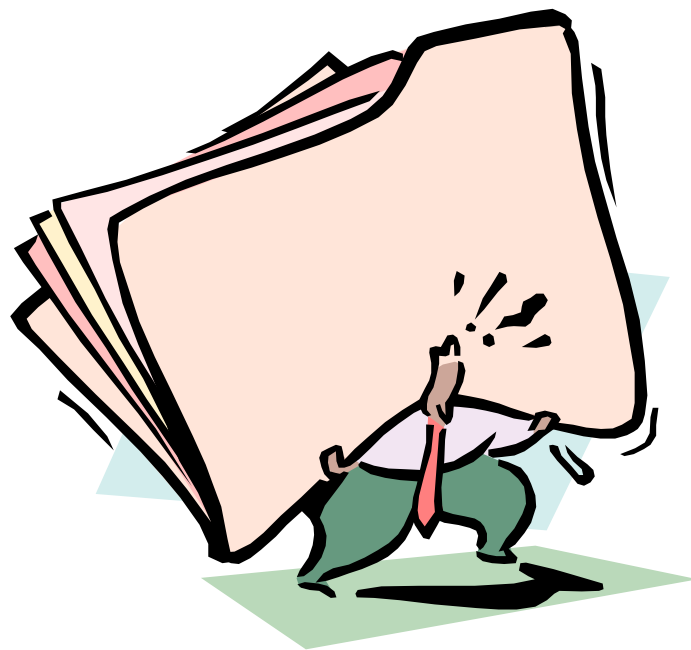
- ❖ Biography
- ❖ President's Blog
- ❖ Board Reports
- ❖ In the News
- ❖ Video

INSTRUCTIONAL & NON-INSTRUTIONAL DEPARTMENTS

<https://www.santarosa.edu/departments>

<https://www.santarosa.edu/administration-srjc/>

ROUTINE PROCEDURES



ABSENCES

❖ Faculty Absences

If you cannot make your class because of illness or some other emergency, please either email your Departmental Administrative Assistant (should you have one), the Department Chair or your Supervising Administrator and let them know as soon as possible and **email the class via the faculty portal**. We will post a notice on the door announcing the cancellation. If you are unable to reach any of the above, please contact the District Police (527-1000) and ask them to post the door.

Use the following link to report an absence <https://portal.santarosa.edu/hrweb/noa/NoticeOfAbsence.aspx>

If your class is held at the Petaluma campus, please call them directly at 778-2456 and they will post the class cancellation notice. Also please call and inform your department at the Santa Rosa campus.

Substitutes may be hired for adjunct for special circumstances. This requires that you request from the department chair in advance.

See online: <http://www.boarddocs.com/ca/santarosa/Board.nsf/Public?open&id=policies>

Look for Policy & Procedure 4.7.1 and 4.7.1P

Note: This process may not be used by every department. You should check with your Department Chair to determine what internal departmental procedure is being utilized.

❖ Classified Absences

See SEIU Contract Article 12, §12.5.6 <https://seiu.santarosa.edu/>

Use the following link to report an absence <https://portal.santarosa.edu/hrweb/noa/NoticeOfAbsence.aspx>

ACADEMIC AFFAIRS

Go to: <https://academicaffairs.santarosa.edu/>

Mary Kay Rudolph
Senior Vice President Academic Affairs/Assistant Superintendent
mrudolph@santarosa.edu
(707) 524-1514

Whitney Schultz
Executive Assistant (Confidential)
Academic Affairs
[wschultz@santarosa.edu](mailto:w Schultz@santarosa.edu)
(707) 524-1516

Located in Bailey Hall

- ❖ Academics
 - Academic Affairs Calendar
 - Academic Calendar
 - Accreditation
 - College Catalog
 - Course Outline Information
 - Department Chairs
 - Enrollment Management Services
 - Faculty Websites
 - Schedule of Classes
- ❖ Degree & Certificate Programs
 - Associate Degrees
 - Certificates
 - Departments
 - Majors
 - Transfer Information
- ❖ Academic Affairs Departments
 - Career & Technical Education
 - Child Development Center
 - Community Education
 - Curriculum
 - Distance Education
 - Foster and Kinship Care Program
 - Grants & Proposals
 - High School Equivalency Program
 - HOPE Program
 - Older Adults Program
 - President's Advisory Committees
 - SRJC Libraries

- Standing Advisory Committees
 - Statewide Chancellor's Office
 - Initiatives
 - Student Learning Outcomes (SLOs)
 - Study Abroad
 - Teaching Fellows Program
 - Weekend College
 - Work Experience
- ❖ Events
- Arts & Lectures
 - College Events Calendar
 - Graduation Ceremonies
 - Music
 - Planetarium
 - Theatre Arts

ACRONYMS

AAC	Academic Affairs Committee
AFA	All Faculty Association
BAC	Budget Advisory Committee
BACCOPC	Bay Area Community College Occupational Planning Committee
CAC	College Advisory Council
CAT	Computer and Telecommunications Review Committee
CATE	Center for Advanced Technology in Education
CATS	Curriculum Access and Tracking System
CC	College Council
CCCAOE	California Community College Association for Occupational Education
CEC	Classified Executive Council
CETA	Comprehensive Employment Training Act
CRC	Curriculum Review Committee
CTEA	Career Technology Education Act (formerly VTEA)
CWIS	College Wide Information System
DCC/IM	Department Chair Council/Instructional Managers
DFPC	District Facilities Planning Committee
DTREC	District Tenure Review and Evaluation Committee
EPCC	Educational Planning & Coordinating Council
ETC	Educational Technology Committee
IEA	Instructional Equipment Allocation
IEE	Institute for Environmental Education
IPC	Institutional Planning Council

JAPC	Joint Advisory Policy Council on Vocational Education
JTPA	Job Training Partnership Act
PEP	Program Evaluation & Planning
PDA	Professional Development Activity
PGI	Professional Growth Increment
PRPP	Program and Resource Planning Process
SIS	Student Information Systems
StEP	Strategic Enrollment Planning Committee
SRT	Summer Repertoire Theatre
VTEA	Vocational and Technology Education Act – now CTEA
VEA	Vocational Education Act

ADMISSIONS, RECORDS, & ENROLLMENT INFORMATION

Main Number: 707-527-4685

Fax Number: 707-527-4798

1501 Mendocino Avenue Plover Hall, Santa Rosa, CA

IN PETALUMA

Main Number: 707 778-3911

680 Sonoma Mountain Parkway Jacobs Hall, Room 109 Petaluma, CA 94954

Go to: <https://admissions.santarosa.edu/>

BOARD AGENDA PREPARATION AND INFORMATION

Erin Magee, Senior Executive Assistant to the Superintendent President
& Board of Trustees 527-4431

Please contact Erin Magee in the President's Office if you don't have a login for Board Docs. There is a help menu available online.

Board Documents are entered into: <https://www.boarddocs.com/ca/santarosa/Board.nsf/Private?open&login>

COMMITTEES & COUNCILS

Go to: <https://committees.santarosa.edu/>

COMPLAINTS – STUDENT GRIEVANCES

Go to: <https://studentlife.santarosa.edu/student-grievances-complaints>

- ❖ Academic Integrity/Cheating
- ❖ Complaints/Grievances
- ❖ Discrimination
- ❖ Free Speech
- ❖ Reporting a Student of Concern
- ❖ Sexual Harassment
- ❖ Sexual Misconduct Reporting
- ❖ Students Conduct/Discipline
- ❖ Student Safety

Generally we attempt to deal with complaints about instructors at the Department level. A student with a complaint about an instructor is advised to speak with the instructor first. If they are unable to discuss the problem/complaint with the instructor, they are referred to the Department Chair. If the Department Chair is unable to resolve the problem, the matter is then referred to the Dean. If for any reason the complaint is received by the Dean, before the Department level discussion, the matter will be shared with the Chair immediately.

Please contact the Dean if the issue surrounding the complaint cannot be easily resolved. This is particularly important if the matter is likely to reach the attention of the Board or if there are serious legal implications.

For support and advice on the complaint/grievance process, a student may consult an Ombudsperson in the Student Affairs Office on either the Santa Rosa or Petaluma Campus. For Santa Rosa, call (707) 527-4424; for Petaluma, (707) 778-3637.

For the complete procedure go to Board Policy and Procedure 8.2.2 and 8.2.2P:

<http://www.boarddocs.com/ca/santarosa/Board.nsf/Public?open&id=policies#>

<http://www.boarddocs.com/ca/santarosa/Board.nsf/Public?open&id=policies#>

The procedure is the same for complaints about academic matters including grades and curriculum. The student should begin by first talking to the instructor to attempt resolution. If this is unsuccessful, the student may then proceed with the steps as listed above. The appropriate path is faculty member, Department Chair, area Dean and finally, Vice President, Academic Affairs.

COMPUTER LABS

Go to: <https://it.santarosa.edu/labs>

COPY CENTER

Location: Analy Village, Bldg. A, Room 649

Phone: 707-527-4697

Go to: <https://graphics.santarosa.edu/copy-center>

- ❖ Services
 - Bookstore Readers
 - How to Order
 - Business Systems & Supplies
 - Estimates
- ❖ Ordering
 - Copy Center
 - Graphic Services
 - Finishing Services
 - Digital File Preparation
- ❖ Delivery
- ❖ Department Copiers
- ❖ Staff
- ❖ Copyright
- ❖ Product Samples
- ❖ Internships
- ❖ **Graphic Services** <https://graphics.santarosa.edu/graphics-services>

CREDIT BY EXAM

See: <https://classes.santarosa.edu/credit-examination-classes>

Credit by Examination enables students to use their acquired knowledge, abilities, and competence to challenge certain existing courses for units. Credit will be granted to any student who satisfactorily passes an examination approved or conducted by proper authorities of the College. Such credit may be granted only to a student who is registered at the College and in good standing and only for a course listed in the College Catalog.

CURRICULUM

Abe Farkas, Senior Dean of Curriculum & Educational Support Services

afarkas@santarosa.edu

524-1508

Kathy Matthies, Administrative Assistant III

kmatties@santarosa.edu

524-1554

Chas Crocker, Curriculum Technician

ccrocker@santarosa.edu

527-4521

Adrienne Leihy, Curriculum Technician

aleihy@santarosa.edu

521-7886

- ❖ For more information on curriculum go to: <https://curriculum.santarosa.edu/>
 - Curriculum Review Committee
 - Staff
 - Agendas & Minutes
 - Courses
 - Certificates/Majors
 - College Catalog Deadlines
 - Curriculum Review Guide
 - SIS Module User Manual
 - Programs & Course Approval
 - Handbook – Program and Course Approval Handbook (PCAH)

DEPARTMENT CHAIR

For detailed information on department chair duties and responsibilities see AFA contract **Article 13: Department Chairs** at <http://www.afa-srjc.org/Contract/Articles/art13.pdf>

DISTRICT POLICE

Lorenzo Duenas, Chief of Police 527-4964
Mary Griffin, Administrative Assistant II 527-4962

Go to: <https://police.santarosa.edu/>

- ❖ Police Services
 - Campus Safety
 - Emergency Alerts Signup
 - DHS Guide to Active Shooters
 - Health & Safety Regulations
 - Sex Offender Registration
 - Victims of Sexual Assault
 - Megan's Law
- ❖ General Information
 - Contact Us
 - FAQ – District Police
 - Safety Tips
 - Submit an Anonymous Tip
- ❖ Parking Information
 - Contest a Parking Citation
 - FAQ – Parking
 - General Parking Information
 - Parking and Traffic Regulations
 - Pay Parking Citation
- ❖ Jeanne Clery Act
 - Jeanne Clery Disclosure Act
- ❖ Police Cadet Program
 - About the Cadet Program
- ❖ Facility Access & Security Information
 - Authority, Access and Reporting
- ❖ Resources
 - On Campus & Community Resources
 - Online Resources

Request a guest and event Courtesy Parking Permit:
https://portal.santarosa.edu/SRWeb/SR_TempParkingPermit.aspx

EMERGENCY HIRE PROCEDURES FOR FACULTY HIRING

Go to: <https://hr.santarosa.edu/hr-forms>
Click on Emergency Hire Request Form

Please note:

Anyone Hired Under Emergency Hire Circumstances Who Is Not Evaluated By The End Of Their First Semester Of Employment Must Go Through The Interview Process To Continue In The Department's Adjunct Pool (They Must Also Be "Re-Paf'd" By The Department As Active Adjunct With No Duration Date).

Emergency Hire Candidates Cannot Begin Their Assignment Until The Emergency Hire Request Form Is Approved And Returned To Human Resources And Fingerprint Clearance Has Been Received (Fingerprints Must Be Taken At Least 5 Working Days Prior To Anticipated Start Date.)

EMERGENCY PREPAREDNESS

Emergency Contact

Sonoma County Junior College DISTRICT POLICE 24/7 707 527-1000

Medical (Sonoma County) 707 576-1365

Fire (Sonoma County) 707 576-1371

Go to: <https://emergency-management.santarosa.edu/>

❖ Preparing for:

- Crime
- Earthquake
- Fire
- Flood
- Hazardous Materials
- Medical

❖ Checklist:

- Disaster Supply Kit
- Disaster Home Kit
- Emergency Phone Numbers

FACILITIES PLANNING & OPERATIONS

Go to: <https://facilities.santarosa.edu/>

Facilities Planning & Operations
(707) 527-4432

Facilities Operations/Use of Facilities
(707) 527-4231

Environmental Health & Safety
(707) 527-4803

- ❖ Personnel
 - Key Contacts
 - Staff by Function
 - Organizational Chart
- ❖ Facilities Rental
 - Use of Facilities
 - Use of Facilities FAQ
- ❖ Recycling
 - Recycling Overview
 - Recycling Services
 - What to Recycle?
- ❖ Services
 - Facilities Operations Forms
 - Fleet Vehicle Use
 - Grounds
 - Services

FACULTY EVALUATIONS & TENURE REVIEW

Contact: Executive Assistant to VP of Academic Affairs

524-1516

See: <https://bussharepoint.santarosa.edu/committees/dtrec/SitePages/Committee%20Home%20Page.aspx>

See: <https://hr.santarosa.edu/hr-forms>

FACULTY HIRING

See:

- ❖ Policy & Procedure 4.3.2 and 4.3.2 P Faculty Hiring: Regular & Adjunct
 - Go to:
<http://www.boarddocs.com/ca/santarosa/Board.nsf/Public?open=&%25252525253Bid=policies/4person/index.php#>
 - <http://www.boarddocs.com/ca/santarosa/Board.nsf/Public?open=&%25252525253Bid=policies/4person/index.php#>

FARM STAND

Go to: <http://www.shonefarm.com/csa.shtml>

FERPA (Family Educational Rights and Privacy Act of 1974)

Go to: <https://admissions.santarosa.edu/family-educational-rights-and-privacy-act-1974-ferpa>

FILE DEPOT

Go To: <https://www2.santarosa.edu/file-depot/>

Use your login and password that you would use for Outlook email.

❖ **What is File Depot?**

- File Depot is a program and repository providing a streamlined process providing SRJC email users the ability to transfer large files outside the email system.

❖ **Why Should I Use Depot?**

- File Depot greatly expands large file transmissions capabilities. Multimedia, spreadsheet, desktop publishing, and graphics applications create very large files. Emailing a single file may cause the recipient to exceed email quota, creating bounced emails and an array of annoyances. File Depot allows you to upload a file, automatically creates a web address, and then you email the web address to everyone who should view the file. You're done.

FINAL EXAMINATIONS

Final examination scheduled times are listed in the *Schedule of Classes*. Any deviation from the listed schedule shall be discussed with, and approved by, the Supervising Administrator.

See Academic Calendar: <https://admissions.santarosa.edu/sites/admissions.santarosa.edu/files/2018-19%20Academic%20Calendar%201-10-17.pdf>

FINANCE & ADMINISTRATIVE SERVICES

Located in Bailey Hall

Doug Roberts, Senior Vice President of Finance and Administrative Services/Asst. Superintendent ext. 4421

Susan St. Clair, Executive Assistant, ext.1532

Kate Jolley, Senior Director, Fiscal Services, Accounting ext. 4413

Linda Close, Budgeting Coordinator ext. 4839

ACCOUNTING

<p>Brenna Black, Accountant ext. 4775 <i>Financial aid/Doyle payments</i> <i>General ledger accounting and questions</i> <i>Transfer of expenditures</i></p>	<p>Natalia Slasten, Administrative Assistant II ext. 4534 <i>Administrative support for Accounting Office and Senior Director, Fiscal Services</i></p>
<p>Guadalupe Cabrera-Mendia, Account Specialist ext. 4412 <i>Employee travel – advances and reimbursement</i> <i>Uniform reimbursement</i> <i>Reimbursement request \$200.00 or less</i> <i>Petty cash</i> <i>Cash advances</i> <i>US Bank/Cal Card</i> <i>Measure A & H</i> <i>Foundation accounts payable</i></p>	<p>Debbie Weatherly, Account Specialist ext. 4505 <i>Accounts Receivable</i> <i>Sponsorship billing, including Tuition Assistance, Department of Rehab, SonomaWorks, Veterans, Job Link and others</i> <i>Retiree and Adjunct Health Premiums</i> <i>Point of Contact for SAM</i> <i>Shone Farm Foundation billing and deposits</i> <i>Emergency loan checks</i></p>
<p>Tom Motherwell, Account Specialist ext. 4414 <i>Student account questions</i> <i>Student refunds</i> <i>Process Financial Aid, Scholarship, and refund checks</i> <i>Chancellor's Office Tax Offset Program (COTOP) administrator</i> <i>Student Travel</i></p>	<p>Kate Lewis, Manager, Petaluma Business Services, Petaluma 778-3917 <i>Responsible for Business Services Dept. in Petaluma</i> <i>Questions about Accounting/budget issues</i> <i>Escape Financial Training</i> <i>Foundation deposits and disbursements</i></p>
<p>Nicole O'Brien, Account Technician II ext. 4504 <i>Vendor checks and statements</i> <i>Office Depot and Office Pal payments</i> <i>Employee/Volunteer Parking</i> <i>Commuter Benefit Program</i></p>	<p>Kate Lucas, Administrative Assistant I, Petaluma 778-3917 <i>Administrative support of Petaluma Business Services Department and Faculty Support</i> <i>Petaluma Campus Timesheets for STNC, Student, & Certificated employees</i> <i>Employee Parking Permits</i> <i>Employee Payments for mileage claim forms and employee reimbursement</i> <i>Uniform allowance requests for Petaluma campus</i> <i>Vendor invoices for Petaluma campus</i> <i>Petaluma campus PAF's</i></p>
<p>Carolynn Smith, Account Specialist ext. 4501 <i>Accounts Payable</i> <i>Vendor Invoices</i> <i>Mileage Claim</i> <i>Reimbursements over \$200</i> <i>Honorariums</i> <i>Retiree stipends</i></p>	<p>Inez Viera, Account Technician I, Petaluma 778-2467 <i>Process student payments</i> <i>Assist with student account fee questions</i> <i>Disburse Petaluma payroll checks</i> <i>Sell parking permits</i> <i>Assist with re-issue of payroll and Financial Aid checks</i> <i>Assist with direct deposit and payment plan applications</i> <i>Prepare Petaluma Campus deposits</i></p>
<p>Shannon O'Reilly, Accountant ext. 7848 <i>Fiscal oversight of categorical and restricted programs, including transfers and PAFs</i></p>	

FOOD SERVICE

Contact:

Fresh & Natural

Catering Manager

On-Site Manager

(707) 535-3759

Guser67@santarosa.edu

Fresh & Natural is the exclusive food provider for SRJC.

Go to: <https://dining.santarosa.edu/>

- ❖ Catering by Fresh & Natural
- ❖ Culinary Café & Bakery

Culinary Arts – Café & Bakery

- If scheduling a gathering at the SRJC Culinary Café contact: Betsy Fischer, 524-1758
- Reservation Times: Noon, 12:30pm or 1:00pm
- Booking: Book your group reservation 2 weeks to 3 months in advance
- What they can't do: Morning, mid-afternoon or evening meetings

Seating

- ❖ We can seat a max of 40 guests (five tables of 8) in our back dining room.
- ❖ A reservation of 25 or more guarantees your private use of the room.
- ❖ Your confirmed count is due to us on Monday noon of the week of your reservation. Please urge your group members to commit to you by the day and time. **Please note:** You will be charged for the confirmed number you give us on Monday, or the number of people who actually attend the luncheon, whichever number is great.
- ❖ Brining additional guests not accounted for in the confirmed reservation will create a difficult situation for all involved. *We cannot guarantee the ability to seat extra guests.*
- ❖ Seating arrangements will be specific to your group in order to accommodate your goals and ensure smooth service. *Seating arrangements cannot be changed on the day of your luncheon.*

Menu

- ❖ You may choose either a 3-course menu for \$23/person or a 2-course menu for \$18/person.
- ❖ Your 3-course menu includes a seasonal salad, a choice of entrees, a dessert, iced tea and coffee.
- ❖ Your 2-course menu includes a seasonal salad plus a choice of entrees; OR a choice of entrees and a dessert; the entire group will be served the same combination. Iced tea and coffee are included.
- ❖ There are always vegetarian, vegan and gluten-free options available. Please ask your guests to inform you of any special dietary needs so that you can inform us when you confirm with us.

Payment

We will present you with one check for the group at the end of your luncheon. Payment may be made with cash, local check, Mastercard, American Express, Discover or Visa. We can also do budget transfers. Gratuity is not included in the price. A customary 15% is appreciated, as it indicates satisfaction with the students' customer service. Your gratuity is treated as a donation to the Culinary Arts Department; these donations allow us to continue to offer our students scholarships and a state-of-the-art professional culinary environment.

FORMS - PROCESSING

BUDGET CODING

It is imperative that the correct budget coding is on all forms. *Check budget coding to make certain that there is available funding in account code used. If funding is insufficient, a budget transfer may be necessary (should there be funds to transfer from another area within budget).*

FIELD TRIP FORMS

Field Trip forms require an administrator's signature and must have attached to the form a current enrollment roster. Forms with no signature or attached roster are subject to denial. Go to: <https://studentlife.santarosa.edu/forms>

MILEAGE CLAIM FORMS

Travel is always **FROM: Santa Rosa Junior College to destination**. Travel is not claimed from a person's residence to destination. Current reimbursement rate is 53.5 cents per mile. Bridge toll and parking receipts may be included with this form. Mileage claim forms are submitted to the Purchasing Department for processing after appropriate signatures are obtained. Go to: <https://purchasing.santarosa.edu/travel-request>

PERSONNEL ACTION FORMS (PAFS) – Go to: <https://hr.santarosa.edu/hr-forms>

Questions – regarding Full Time Faculty, Adjuncts or Management PAF's:

- ❖ **Gina Waggoner, Human Resources Specialist – Systems & Compensation**
- ❖ (707) 527-4786 gwaggoner@santarosa.edu

Questions – regarding Classified, STNC and Professional Expert PAFs:

- ❖ **Danielle Donica, Human Resources Technician**
- ❖ (707) 4785 ddonica@santarosa.edu
- ❖ **Linda Jay, Human Resources Technician**
- ❖ (707) 527-4817 ljay@santarosa.edu

Please make sure that you have:

- Salary rate, check with HR
- Budget code, with sufficient funding
- Maximum dollars, maximum number of hours
- Please put your name & date under "PAF Originator" on the forms. Should HR have any questions they know whom to contact

STNC PERSONNEL ACTION FORMS (PAFS)

Effective June 10, 2017, there is a freeze on hiring any Short-Term, Non-Continuing (STNC) employees. All STNC positions will be discontinued except those that meet Cabinet criteria, on a case by case basis.

Please contact Human Resources if you have any questions regarding the employment of STNC or substitute employees.

PURCHASE REQUISITIONS/PURCHASE ORDERS

Purchases are made through Escape via Vendor Requisitions. Work with Accounting Department to make sure you are set up in Escape.

TRAVEL REQUESTS – Go to: <https://purchasing.santarosa.edu/travel-request>

All Travel Requests must be routed ***two weeks in advance of the travel date***. If the Travel Request has a short turnaround time (under the two weeks advance time) the Travel Request needs to be walked around to obtain signatures. Every Travel Request must have a "Travel Request Supplemental Questionnaire" attached, whether or not there is a direct cost to the District. ***Travel Requests submitted with less than two weeks lead time risk becoming the personal liability of the traveler (per Purchasing Department)***. After all signatures are obtained, Travel Requests are submitted to the Purchasing Department.

Information Required:

- Name and address
- Indicate for payment method: ***mail*** or ***return to traveler*** for any registration fees
- For mileage reimbursement on travel request: put mileage amount on "ground transportation" line and indicate # of miles round trip. Current mileage is \$.535
- Meal reimbursement: \$10 breakfast, \$15 lunch, and \$20 dinner
- Indicate "no cost to district" or "categorically funded" if applicable
- Attached justification for travel – attach conference information, meeting information, etc.

FOR SIGNATURE ROUTING after Traveler, Department Chair and Supervising Administrator:

- Vice President
- Dr. Chong
- TO PURCHASING

PLEASE NOTE:

All forms are being heavily scrutinized. Any missing information will result in the return of paperwork to originator to be corrected and resubmitted.

GRAPHICS SERVICES

Location: Analy Village Building A

Copy Center: 707-527-4697

Graphics Services: (707) 535-3701

Go to: <https://graphics.santarosa.edu/>

❖ Services

- Bookstore Readers
- How to Order
- Business Systems & Supplies
- Estimates

❖ Ordering

- Copy Center
- Graphics Services
- Finishing Services
- Digital File Preparation

❖ Delivery

❖ Department Copiers

❖ Staff

❖ Copyright

❖ Product Samples

❖ Internships

Also see: <https://graphics.santarosa.edu/copy-center>

HUMAN RESOURCES

Location: Button Building, 1988 Armory Drive

Main Telephone No.: (707) 527-4954

Fax: (707) 527-4967

Go to: <https://hr.santarosa.edu/>

Karen Furukawa

Director of Human Resources

kfurukawa-schlereth@santarosa.edu

(707) 527-4302

- Responsible for entire Human Resources function
- Interpretation of contracts
- All legal issues

Sarah Hopkins

Director of Human Resources

shopkins@santarosa.edu

(707) 527-4831

- Questions about personnel policies/procedures
- Classified contract interpretation
- Employee/employer relations issues
- Co-chair of Classification Review Committee
- Employee recognition events
- Oversees Professional Development
- Professional Development trainings
- Equal Employment Opportunity/Staff Diversity
- Classified and Management job descriptions
- Day to day supervision of Human Resources functions

Sussanah Sydney

Manager of Employment Equity

ssydney@santarosa.edu

(707) 527-4821

- Recruitment of Regular and Adjunct Faculty, Classified, and Management staff
- Oversight of recruitment/outreach
- Recruitment procedures and timelines
- Job announcements and advertising
- Committee orientations and monitor assignments
- Maintenance of Adjunct Faculty pools
- Minimum qualifications and equivalency questions
- Cultural Competency training
- Equal Employment Opportunity efforts

Stephanie Jarrett

Manager of Training and Compliance

sjarrett@santarosa.edu

(707) 527-4822

- Sexual assault prevention promotion strategies and programming and related trainings
- Investigates and responds to allegations of sexual harassment, sexual assault and discrimination complaints

Brenda Dixon

Executive Assistant, Human Resources

bdixon@santarosa.edu

(707) 521-6957

- Executive Assistant to the Vice President of Human Resources
- Contact to make appointments with the Vice President or Assistant Director
- Human Resources portion of the Board of Trustees' monthly meeting agenda
- Management Team Organizational Chart
- Employee of the Month
- Employee Sunshine Fund
- Maintenance of Human Resources website
- Retirements and Resignations
- Provides administrative support to Human Resources Management

Susan Muskar

Human Resources Analyst, Senior

smuskar@santarosa.edu

(707) 524-1624

- Intake/Student discrimination and sexual harassment complaints
- Worker's compensation
- Reasonable accommodations program
- Long-term disability and illness
- Extended medical
- Volunteer program
- Exit Interview
- Adjunct Faculty Medical Benefits
- Pre-employment physical process for designated classifications
- Special projects and back-up for other HR staff

Louise Burke

Human Resources Specialist, Benefits

lburke@santarosa.edu

(707) 527-4304

- Employee Medical, Dental, Vision, and Life Insurance benefit programs
- Retiree Medical and Dental benefit programs
- COBRA Notifications
- Open Enrollment Information

- Health Care Reform Information
- Reduced Workload Program
- Early Retirement Option Program
- CalPERS and CalSTRS Retirement System Information

Gina Waggoner

Human Resources Specialist, Systems & Compensation
 gwaggoner@santarosa.edu
 (707) 527-4786

- Position control and data entry
- Budget issues as they pertain to computer information system
- Salary placements for Regular and Adjunct Faculty
- Salary schedule movement for Regular and Adjunct faculty
- Faculty and Management PAFs/Master PAFs
- Adjunct Faculty resignations
- Incoming transcripts
- Surveys and Human Resources reports

Mary Sandberg

Coordinator, Professional Development
msandberg@santarosa.edu
 (707) 522-2602

- Adjunct & Regular Faculty Flex Accounts
- Flex Credit Program Requirements
- Flex Proposals for Workshops or Individual Activities
- Flex program reporting to the State Chancellors Office
- PDA Day planning and development
- PDA day workshop proposals
- New Staff and Faculty Orientations
- Staff Resource Center and Professional Development Website
- Professional development and training programs for all employee groups
- Tuition Reimbursement Program

Danielle Donica

Human Resources Technician II
 ddonica@santarosa.edu
 (707) 527-4785

Linda Jay

Human Resources Technician
ljay@santarosa.edu
 (707) 527-4817

Classified PAFs/Master PAFs

- Evaluation tracking for Management and Classified staff
- Instructional Assistant step movement and tracking
- Employment paperwork processing for Classified, Faculty, Management, STNC and Professional Experts staff

- Notice of Absence and all leave tracking for Classified, Faculty and Management staff
- Fingerprinting
- TB clearance tracking
- Extended medical and maternity leaves of absence
- STNC Days Report

Tracy Ruelle

Human Resources Technician

truelle@santarosa.edu

(707) 522-2667

Maria Padilla Campos

Human Resources Technician

mpadillacampos@santarosa.edu

(707) 527-4787

- Assists with classification review process
- Human Resources Technician for Regular and Adjunct Faculty, Management, and Classified staff recruiting
- Requisitions, recruitment statistics, job announcements and advertisements
- Faculty, Classified and Management jobline
- Initiation and Processing of Adjunct Faculty new hire paperwork
- Maintenance of Adjunct Faculty pools
- Hiring Committee paperwork

Bridget C. Hodenfield

Administrative Assistant I

bhodenfield@santarosa.edu

(707) 527-4954

- Department Administrative Assistant/Receptionist
- General information
- Employment Application questions
- Employment verifications
- The person to call when you don't know who to talk with in the Human Resources Department

Shauna Malvino

Administrative Assistant I

smalvinod@santarosa.edu

(707) 527-4852

- Administrative Assistant – Professional Development
- General information on flex program
- Maintenance of flex records
- Support for PDA Day activities
- Assistance with Employee Benefits program
- Tuition Reimbursement Program

INFORMATION TECHNOLOGY

We are located in Bussman Hall

Help desk - extension 1765

help@santarosa.edu

Go to: <https://it.santarosa.edu/welcome-information-technology>

- ❖ IT Home
- ❖ Blog
- ❖ Contact IT
- ❖ IT Projects
- ❖ My IT Dashboard
- ❖ Staff

- ❖ Students
 - Computer Labs
 - Student Email
 - Student Support
- ❖ Portals
 - Cisco Phone User Options
 - Citrix Login
 - Equipment & Software checkout
 - Faculty Portal
 - Faculty & Staff Email
 - File Depot
 - Learning Network (lynda.com)
 - Mobile Device Registration
 - Request Equipment
- ❖ Support
 - Email Support
 - Emergency Notification – NSN
 - Future Maintenance Nights
 - Knowledge Base
 - Network & Application Status
 - Online Ticket Request – Staff/Faculty
- ❖ Hardware/Software Services
 - Basecamp 3
 - IT Equipment Requests
 - ServiceDesk Plus
 - Bond Measure Information
 - Equipment & Software Checkout
- ❖ Web Services
 - Canvas for Classes
 - Drupal for Departments & Groups
 - Drupal for Faculty & Staff
 - Siteimprove
 - Tools

KEY REQUESTS

Go to: <https://facilities.santarosa.edu/facilities-operations-forms>

Use this form:

- To request a new key that you have not had before
- To request a replacement key for a lost key (please indicated on the form that your key was lost)
- To request keys for new employees

LIBRARIES

Go to: <https://libraries.santarosa.edu/>

MAPS

Go to: <https://maps.santarosa.edu/>

MILEAGE

Go to: <https://purchasing.santarosa.edu/travel-request>

PAYROLL

Payroll Office (707) 527-4416

Location of Payroll: Bailey Hall

Staff:

Jackie De Lap, Payroll Specialist	521-7857
Deepa Desai, Manager, Payroll	527-4500
Lisa Hotchkiss, Payroll Analyst	527-4200
Terri McBride, Payroll Technician	527-4502
Michelle Michalski, Payroll Technician	522-2872
Glynis Nojima, Payroll Technician	522-2751

In Petaluma:

All Payroll & Accounting issues on the Petaluma Campus are handled in Jacobs Hall Phone: 778-2467

PETALUMA CAMPUS INFORMATION

Go to: <https://petaluma.santarosa.edu/>

680 Sonoma Mountain Parkway

Petaluma, CA 94954-2522

(707) 778-2415

Jane Saldaña-Talley, Vice President, Petaluma Campus

(707) 778-3931

Catherine Williams, Dean, Instruction & Enrollment Management

(707) 778-3628

Matthew Long, Dean, Student Services

(707) 778-3930

Roxanne Epstein

(707) 778-3927

Executive Assistant to Vice President

repstein@santarosa.edu

PROFESSIONAL DEVELOPMENT ACTIVITY (PDA) DAYS

Go to: <https://pd.santarosa.edu/>

Mary Sandberg, Professional Development Coordinator
(707) 522-2602
msandberg@santarosa.edu

Shauna Malvino, Administrative Assistant
(707) 527-4852
smalvino@santarosa.edu

The program for PDA Days is developed by a shared governance committee consisting of faculty, classified, and management staff. It consists of a general session, workshops conducted by SRJC faculty and staff as well as off-campus presenters and departmental activities. Speakers and workshops are sought out and selected on the basis of their relevance to the professional and institutional needs of the SRJC community. Evaluations are collected for all sessions and used in determining future program offerings. Many sessions are videotaped to allow for viewing by faculty who are unable to attend PDA Days and by other interested SRJC faculty and staff.

PURCHASING

Go to: <https://purchasing.santarosa.edu/>

Office Location:

Bailey Hall

1501 Mendocino Avenue, Santa Rosa, CA 95401

The Warehouse is located on Scholars Drive in the Facilities compound

Receiving is at 1880 Armory Drive, Santa Rosa, CA 95401

Purchasing Office and General Information: 707-527-4870

Warehouse, Shipping & Receiving: (707) 527-4352

- ❖ Purchasing Staff
- ❖ Locations and Hours
- ❖ The Purchase Process
- ❖ Buyer Commodity Assignments
- ❖ Quotes
- ❖ Purchasing Requirements
- ❖ Purchasing with Federal Funds
- ❖ Public Works
- ❖ Insurance Requirements for Vendors
- ❖ Current Solicitations
- ❖ Procedure for Contracts
- ❖ Purchasing Cooperatives
- ❖ Travel Requests
- ❖ Office Depot & Dummy Invoice
- ❖ Warehouse/Surplus
- ❖ Donations of Equipment
- ❖ Vendor Forms
- ❖ Credit Card Purchasing Program (CAL-CARD)
- ❖ Use of Costco Membership Card
- ❖ Records Management Process
- ❖ SRJC Purchasing – Code of Ethics
- ❖ Frequently Asked Questions
- ❖ Forms

REIMBURSEMENTS (Petty Cash)

Go to: <https://purchasing.santarosa.edu/welcome-purchasing>

With prior departmental approval, employees may make minor purchases of supplies (limit \$200) and obtain reimbursement. To obtain reimbursement for an item purchased, in Escape click on AP, click on "Enter Employee Payments" complete a *Payment Request Form*, attach receipts and submit to the Accounting Office.

Any purchases over \$200 need to be processed via a *Purchase Order*. If you have to process a PO for an employee, a dummy invoice needs to be sent to Purchasing.

ROOM RESERVATIONS

Location	Room #	Contact	Phone Number/Ext	# of People Room Holds
Academic Affairs		Whitney Schultz	1516	8-10 people
Academic Affairs				6
Analy Hall Conference	618	Jordynn Keating	4834	25
Bertolini Hall; 2nd or 3rd floors				
	558	Kaitlin Wood	1650	40; smart classroom w/o video conf
	4731		-	32; smart classroom w/o video conf
	4734		-	40; smart classroom w/o video conf
Conference Room	4790			8; without media
Conference Room	4733	Marcia LaBrucherie	1651	18; without media
Meeting/Workshop Room	4875	Kaitlin Wood	1650	29; some media technology
Senate Chambers	4638/4639	Sandy Sigala	3746	
Student Activities Center	4608			
Rotary Center for Student Leadership	4643			
Bertolini Associate Lounge	4614			
Bertolini Dining Hall	4612			
Bussman Hall Conference Room	1478	Dawn Urista	1535	8max
Bussman Hall Conference Room		Jessica Froiland	1550	10 max
Button Building, 2nd floor		Bridget Hodenfield	4954	8-16; laptop and projector
Call Center Conference Room, 2nd floor	3867	Renee Murakami	4315	20
Culinary Arts		Jenny Anderson	1760	
Doyle Library, 1st Floor Conference Rooms		Nate Musser/Katrina Smith	1614/7927	12; Video conferencing
	4245			37; PC, projector
	4246			54; PC, projector
Doyle Library, 2nd, 3rd, 4th floors		Dustin Zuckerman	6074	
Doyle Library & Mahoney Library Video Conferencing	4249	Angelica Tercero	6091	
Emeritus Conference, West Door	1541	Lori Derum	4228	10
Emeritus Conference, East Door	1568	Janet Chin	4601	12
EOPS, Small Conference Room		Monica Gachet	7837	
Lark Conference Room	2059	Maddie Giltner	4653	18
Museum Conference Room		Christine Vasquex	1862	8; screen
Maggini Hall Conference Room, 2nd floor	2825	Kris Dalby	1603	15-20
Mahoney Library/Petaluma		Molly Matheson	4162	
Mahone Library/Petaluma - All other rooms		Shirley Proulx	3928	
Plover Conference Room	526	Sandra Cavaliere	4361	20

Plover	540	Brian Chetcuti	6944	15
PSTC Conference Room		Susan Malouf Bradford	2903	
Race Conference Room, Health Sciences	4061	Robin Andersen	1587	21; projector
Race Conference Room	4084	Robin Andersen	1587	10

SCHEDULING INFORMATION

Go to: <https://academicaffairs.santarosa.edu/scheduling>

Santa Rosa Campus

Cheri Winter, Coordinator (707) 527-4520

Jane Hinchman, Scheduling Technician (707) 522-2715

Petaluma Campus

Shirley Proulx, Scheduling Technician (707) 778-3928

Jacobs Hall, Room 104

STUDENT EMPLOYMENT

Location:

Lawrence Bertolini Student Center, 3rd Floor
(707) 527-4476

Petaluma
First Stop Center
John M. Jacobs Hall, PC 109
(707) 778-4138

Go to: <https://studentemployment.santarosa.edu/>

Barbara King, Coordinator, Student Employment Services

(707) 524-1702 bking@santarosa.edu

TELEPHONES

Davida Brookfield, Telecommunications Technician

527-4415

<https://it.santarosa.edu/welcome-information-technology>

- New equipment, accessories, and installation
- Reporting needed repairs or problems with SRJC equipment
- Distributes local phone directory
- Operates campus "voice mail" answer system

WAREHOUSE

Go to: <https://purchasing.santarosa.edu/warehousesurplus>

Santa Rosa Campus:

Contact: Solomon Ghebretensae, Coordinator Warehouse Operations (707) 521-7964

Petaluma Campus:

Contact Art Jahnsen, Storekeeper II (707) 778-3623