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

See: https://classes.santarosa.edu/credit-examination-classes
CURRICULUM
Abe Farkas, Senior Dean of Curriculum & Educational Support Services
afarkas@santarosa.edu
524-1508

Kathy Matthies, Administrative Assistant III
kmatthies@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
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://busharepoint.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=&amp%25252525253Bid=policies/4person/index.php#
  - http://www.boarddocs.com/ca/santarosa/Board.nsf/Public?open=&amp%25252525253Bid=policies/4person/index.php#
FARM STAND
Go to: http://www.shonefarm.com/csa.shtml
FERPA (Family Educational Rights and Privacy Act of 1074)

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

<table>
<thead>
<tr>
<th>Brenna Black, Accountant ext. 4775</th>
<th>Natalia Slasten, Administrative Assistant II ext. 4534</th>
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</thead>
<tbody>
<tr>
<td>Financial aid/Doyle payments</td>
<td>Administrative support for Accounting Office and Senior Director, Fiscal Services ext. 4534</td>
</tr>
<tr>
<td>General ledger accounting and questions</td>
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| Transfer of expenditures          | Administratives |}

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<thead>
<tr>
<th>Guadalupe Cabrera-Mendia, Account Specialist ext. 4412</th>
<th>Debbie Weatherly, Account Specialist ext. 4505</th>
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<tbody>
<tr>
<td>Employee travel – advances and reimbursement</td>
<td>Accounts Receivable</td>
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<tr>
<td>Uniform reimbursement</td>
<td>Sponsorship billing, including Tuition Assistance, Department of Rehab, SonomaWorks, Veterans, Job Link and others</td>
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<tr>
<td>Reimbursement request $200.00 or less</td>
<td>Retiree and Adjunct Health Premiums</td>
</tr>
<tr>
<td>Petty cash</td>
<td>Point of Contact for SAM</td>
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<tr>
<td>Cash advances</td>
<td>Shone Farm Foundation billing and deposits</td>
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<tr>
<td>US Bank/Cal Card</td>
<td>Emergency loan checks</td>
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<td>Measure A &amp; H</td>
<td>Foundation accounts payable</td>
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<thead>
<tr>
<th>Tom Motherwell, Account Specialist ext. 4414</th>
<th>Kate Lewis, Manager, Petaluma Business Services, Petaluma 778-3917</th>
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<tbody>
<tr>
<td>Student account questions</td>
<td>Responsible for Business Services Dept. in Petaluma</td>
</tr>
<tr>
<td>Student refunds</td>
<td>Questions about Accounting/budget issues</td>
</tr>
<tr>
<td>Process Financial Aid, Scholarship, and refund checks</td>
<td>Escape Financial Training</td>
</tr>
<tr>
<td>Chancellor's Office Tax Offset Program (COTOP) administrator</td>
<td>Foundation deposits and disbursements</td>
</tr>
<tr>
<td>Student Travel</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Nicole O'Brien, Account Technician II ext. 4504</th>
<th>Kate Lucas, Administrative Assistant I, Petaluma 778-3917</th>
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<tbody>
<tr>
<td>Vendor checks and statements</td>
<td>Administrative support of Petaluma Business Services Department and Faculty Support</td>
</tr>
<tr>
<td>Office Depot and Office Pal payments</td>
<td>Petaluma Campus Timesheets for STNC, Student, &amp; Certificated employees</td>
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<tr>
<td>Employee/Volunteer Parking</td>
<td>Employee Parking Permits</td>
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<tr>
<td>Commuter Benefit Program</td>
<td>Employee Payments for mileage claim forms and employee reimbursement</td>
</tr>
<tr>
<td></td>
<td>Uniform allowance requests for Petaluma campus</td>
</tr>
<tr>
<td></td>
<td>Vendor invoices for Petaluma campus</td>
</tr>
<tr>
<td></td>
<td>Petaluma campus PAF's</td>
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</table>

<table>
<thead>
<tr>
<th>Carolynn Smith, Account Specialist ext. 4501</th>
<th>Inez Viera, Account Technician I, Petaluma 778-2467</th>
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<tbody>
<tr>
<td>Accounts Payable</td>
<td>Process student payments</td>
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<tr>
<td>Vendor Invoices</td>
<td>Assist with student account fee questions</td>
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<tr>
<td>Mileage Claim</td>
<td>Disburse Petaluma payroll checks</td>
</tr>
<tr>
<td>Reimbursements over $200</td>
<td>Sell parking permits</td>
</tr>
<tr>
<td>Honorariums</td>
<td>Assist with re-issue of payroll and Financial Aid checks</td>
</tr>
<tr>
<td>Retiree stipends</td>
<td>Assist with direct deposit and payment plan applications</td>
</tr>
<tr>
<td></td>
<td>Prepare Petaluma Campus deposits</td>
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<thead>
<tr>
<th>Shannon O'Reilly, Accountant ext. 7848</th>
<th>Fiscal oversight of categorical and restricted programs, including transfers and PAFs</th>
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|                                            |                                        |
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 committee 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.
- Bringing 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

PERSONNELL 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 PERSONNELL 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
  o Bookstore Readers
  o How to Order
  o Business Systems & Supplies
  o Estimates

❖ Ordering
  o Copy Center
  o Graphics Services
  o Finishing Services
  o 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. See: https://purchasing.santarosa.edu/office-depot-dummy-invoice
<table>
<thead>
<tr>
<th>Location</th>
<th>Room #</th>
<th>Contact</th>
<th>Phone Number/Ext</th>
<th># of People Room Holds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td></td>
<td>Whitney Schultz</td>
<td>1516</td>
<td>8-10 people</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Analy Hall Conference</td>
<td>618</td>
<td>Jordynn Keating</td>
<td>4834</td>
<td>25</td>
</tr>
<tr>
<td>Bertolini Hall; 2nd or 3rd floors</td>
<td></td>
<td>Kaitlin Wood</td>
<td>1650</td>
<td>40; smart classroom w/o video conf</td>
</tr>
<tr>
<td>Bertolini Hall; 2nd or 3rd floors</td>
<td></td>
<td></td>
<td></td>
<td>32; smart classroom w/o video conf</td>
</tr>
<tr>
<td>Conference Room</td>
<td>4790</td>
<td></td>
<td></td>
<td>8; without media</td>
</tr>
<tr>
<td>Conference Room</td>
<td>4733</td>
<td>Marcia LaBrucherie</td>
<td>1651</td>
<td>18; without media</td>
</tr>
<tr>
<td>Meeting/Workshop Room</td>
<td>4875</td>
<td>Kaitlin Wood</td>
<td>1650</td>
<td>29; some media technology</td>
</tr>
<tr>
<td>Senate Chambers</td>
<td>4638/4639</td>
<td>Sandy Sigala</td>
<td>3746</td>
<td></td>
</tr>
<tr>
<td>Student Activities Center</td>
<td>4608</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rotary Center for Student Leadership</td>
<td>4643</td>
<td></td>
<td></td>
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<tr>
<td>Bertolini Associate Lounge</td>
<td>4614</td>
<td></td>
<td></td>
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<tr>
<td>Bertolini Dining Hall</td>
<td>4612</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bussman Hall Conference Room</td>
<td>1478</td>
<td>Dawn Urista</td>
<td>1535</td>
<td>8max</td>
</tr>
<tr>
<td>Bussman Hall Conference Room</td>
<td></td>
<td>Jessica Froiland</td>
<td>1550</td>
<td>10 max</td>
</tr>
<tr>
<td>Button Building, 2nd floor</td>
<td></td>
<td>Bridget Hodenfield</td>
<td>4954</td>
<td>8-16; laptop and projector</td>
</tr>
<tr>
<td>Call Center Conference Room, 2nd floor</td>
<td>3867</td>
<td>Renee Murakami</td>
<td>4315</td>
<td>20</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td></td>
<td>Jenny Anderson</td>
<td>1760</td>
<td></td>
</tr>
<tr>
<td>Doyle Library, 1st Floor Conference Rooms</td>
<td>4245</td>
<td>Nate Musser/Kattrina Smith</td>
<td>1614/7927</td>
<td>12; Video conferencing</td>
</tr>
<tr>
<td>Doyle Library, 1st Floor Conference Rooms</td>
<td>4246</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Doyle Library, 2nd, 3rd, 4th floors</td>
<td></td>
<td>Dustin Zuckerman</td>
<td>6074</td>
<td></td>
</tr>
<tr>
<td>Doyle Library &amp; Mahoney Library Video Conferencing</td>
<td>4249</td>
<td>Angelica Tercero</td>
<td>6091</td>
<td></td>
</tr>
<tr>
<td>Emeritus Conference, West Door</td>
<td>1541</td>
<td>Lori Derum</td>
<td>4228</td>
<td>10</td>
</tr>
<tr>
<td>Emeritus Conference, East Door</td>
<td>1568</td>
<td>Janet Chin</td>
<td>4601</td>
<td>12</td>
</tr>
<tr>
<td>EOPS, Small Conference Room</td>
<td></td>
<td>Monica Gachet</td>
<td>7837</td>
<td></td>
</tr>
<tr>
<td>Lark Conference Room</td>
<td>2059</td>
<td>Maddie Giltner</td>
<td>4653</td>
<td>18</td>
</tr>
<tr>
<td>Museum Conference Room</td>
<td></td>
<td>Christine Vasquez</td>
<td>1862</td>
<td>8; screen</td>
</tr>
<tr>
<td>Maggini Hall Conference Room, 2nd floor</td>
<td>2825</td>
<td>Kris Dalby</td>
<td>1603</td>
<td>15-20</td>
</tr>
<tr>
<td>Mahoney Library/Petaluma</td>
<td></td>
<td>Molly Matheson</td>
<td>4162</td>
<td></td>
</tr>
<tr>
<td>Mahone Library/Petaluma - All other rooms</td>
<td></td>
<td>Shirley Proulx</td>
<td>3928</td>
<td></td>
</tr>
<tr>
<td>Plover Conference Room</td>
<td>526</td>
<td>Sandra Cavaliere</td>
<td>4361</td>
<td>20</td>
</tr>
<tr>
<td>Location</td>
<td>Room No.</td>
<td>Name</td>
<td>Extension</td>
<td>Capacity</td>
</tr>
<tr>
<td>--------------------------------</td>
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</tr>
<tr>
<td>Plover</td>
<td>540</td>
<td>Brian Chetcuti</td>
<td>6944</td>
<td>15</td>
</tr>
<tr>
<td>PSTC Conference Room</td>
<td></td>
<td>Susan Malouf Bradford</td>
<td>2903</td>
<td></td>
</tr>
<tr>
<td>Race Conference Room, Health Sciences</td>
<td>4061</td>
<td>Robin Andersen</td>
<td>1587</td>
<td>21; projector</td>
</tr>
<tr>
<td>Race Conference Room</td>
<td>4084</td>
<td>Robin Andersen</td>
<td>1587</td>
<td>10</td>
</tr>
</tbody>
</table>
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 Ghebre tensae, Coordinator Warehouse Operations (707) 521-7964

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