

2017

## 4.2 Administrative Services

Saint Mary's College of California

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## **4.2 ADMINISTRATIVE SERVICES**

### **4.2.1 DUPLICATING SERVICE**

The Saint Mary's Print Shop (Duplicating Center) is located behind St. Joseph Hall. Included among the services provided by the shop are printing, copying, collating, folding, stapling, hole punching, binding, and other related work. Envelopes, stationery, and carbon-less forms can also be done. The shop is open not only to the College personnel and students but to the general public as well. A copier which can reduce and collate is available for general public use.

### **4.2.2 OUTGOING U.S. MAIL SERVICE**

Daily pickups from campus offices are made twice a day starting at 9:00 AM and again at 12:00 PM. Any other outgoing mail must be delivered to the SMC Post Office located in the Post Office building (adjacent to LeFevre Theatre), no later than 4:00 PM to be processed the same day. All outgoing mail must be accompanied by billing slips and metering instructions, which are available upon request. Each office is responsible for separating mail by category (local, foreign, etc.). All envelopes to be sealed should have flaps up to be run through the postage machine. Like-sized pieces should be bundled. Mail room personnel should be alerted for an early pick-up and processing of more than 100 pieces by any single department. For further information, contact the SMC Post Office at (925) 631-4882.

#### 4.2.2.1 Campus Mailboxes (Faculty and Administration)

The SMC Post Office is located in the Post Office building (near LeFevre Theatre). Mailboxes for faculty and staff are centralized here and can be accessed 24 hours a day. Any material which needs to be distributed to the mailboxes can be left in the SMC Post Office. The mailboxes assigned to faculty and staff are locked. Individuals may obtain their mailbox keys at the customer service counter. Keys must be returned to the SMC Post Office if the individual ceases to be employed at the College. For further information, contact the SMC Post Office at (925) 631-4882.

#### 4.2.3 INFORMATION OFFICE

The Information Office (switchboard), located in Filippi Hall, has addresses and phone numbers for faculty and students. The Registrar's office has this information for all students. At present, there is no procedure to send written material to an on-campus student other than by U.S. mail or by delivering it to his/her room.

#### 4.2.4 PAYROLL OFFICE

The Saint Mary's College Payroll office is located on the first floor of Filippi Hall. Any payment for services rendered either by a student, faculty member or administrative staff is paid through this department. Payday is on the 15<sup>th</sup> and the last day of the month. All timesheet reporting is due in this office by the 5<sup>th</sup> and/or the 20<sup>th</sup> of each month. All paychecks and all other incidental payments are mailed the day before payday via the U.S. Postal Service. Direct deposit is available and is the College's preferred method for payroll. On payday, those electing direct deposit will receive an email notice that their most current payroll information is available in GaelXpress.

#### 4.2.5 TELEPHONE CALLS

The Saint Mary's College telephone number is (925) 631-4000. College telephones are provided for College business only. While reasonable use of College telephones for personal use is permitted, excessive or abusive use is prohibited. Moreover, all long-distance calls must be billed to the faculty member's personal account as described below. Questions about telephone service should be directed to the Telephone Services Manager.

Faculty who wish to reach students in the residence halls should dial the student's four-digit campus telephone number. In addition to on-campus calls, faculty office phones may be used to make off-campus calls within Area Code 925. (Dial 9 plus number.)

For all calls off-campus dial 9 for local or 9+1+Area Code+7-digit number for long distance. For credit card, collect or third-party calls, call 9+0+Area Code+7-digit number. Coin telephones are also available for making personal calls. Faculty should advise persons who call them to dial their number directly by using the prefix 631 plus their extension.

Individual Voice Mail is provided to all faculty and staff, even when a phone is shared. Voice Mail must be set up by the user initially in order to function correctly. Instructions in the set-up and use of Voice Mail are available from the IT Services Department and on-line on [www.stmarys-ca.edu](http://www.stmarys-ca.edu), under the IT Services heading.

#### 4.2.6 FACSIMILE TRANSMISSION

Faculty who wish to send or receive a document via facsimile should refer to the campus telephone directory for a list of current office FAX numbers.

#### 4.2.7 MAINTENANCE AND JANITORIAL SERVICE

Requests for service and information regarding scheduling of any janitorial, grounds, and/or building maintenance services should be directed to the Facilities Services office. This includes requests for cleaning, moving, set-ups, or ground use, as well as repairs or installation of any equipment or services. Requests for remodeling, renovations, or new construction must be accompanied by a Project Request form available in the Facilities Services office. To facilitate scheduling, it is necessary to complete a Saint Mary's College Work Order Request and submit it to the Facilities Services office. After 3:30 PM, emergency service may be requested through Public Safety.

#### 4.2.8 LOST AND FOUND

The College's Lost and Found department is located at the Campus Security office. Inquiries may also be made at the main entrance gate.

#### 4.2.9 INFORMATIONAL SERVICES

##### 4.2.9.1 Events and Conferences Weekly Calendar/Master Events Calendar

The *Events and Conferences Weekly Calendar* is a published listing of events and activities to be held during a given week at the College. It is distributed on Friday afternoon to critical campus offices (i.e., Public Safety, Residence Life, Buildings and Grounds) for the following week (Monday-Sunday).

The *Master Events Calendar*, available on the College Web site or on SMCnet (Calendars and Events) can be used as a guide for scheduling events and speakers in such a way as to keep events from competing for audiences and parking spaces, and to help maintain a manageable traffic flow. Information to be included on this listing should be submitted via the "Internal Facility Reservation Form" at least two weeks in advance. No events should be planned or booked prior to receiving written confirmation from the Events and Conferences department.

##### 4.2.9.2 Update

*Update*, the College's official publication, is produced by the Publications Office. It is published three times a year for the alumni, parents and friends of the College. Faculty members are encouraged to contribute to *Update*.

##### 4.2.9.3 SMC Online Magazine

*SMC Online Magazine* is the College's electronic publication for the entire Saint Mary's community, as well as for alumni, parents, friends, current and prospective students. *SMC Online Magazine* is published monthly by the Publications Office. Submit items, via e-mail, to the managing editor, ([cmicco@stmarys-ca.edu](mailto:cmicco@stmarys-ca.edu)), a week prior to the publication date.