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## 4.0 Administrative Policies, Services, Facilities

Saint Mary's College of California

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## **4. ADMINISTRATIVE POLICIES**

### **4.1 ADMINISTRATIVE POLICIES**

#### **4.1.1 ROOM RESERVATIONS**

Reservation of campus facilities (with the exception of classrooms and athletic facilities) is done through the Events and Conferences department. Reservations must be done on an *Internal Facility Reservation Request* form available from that department or on SMCnet. There is a distinction between College-sponsored and College-hosted events:

##### *Sponsored Events*

Sponsored events are those which are part of the College program of studies and which involve an audience comprised of 75% Saint Mary's students, faculty and/or staff.

##### *Hosted Events*

Hosted events are those with which the College is associated or is collaborating but whose primary audience is not comprised of Saint Mary's students, faculty and/or staff. Hosted events must be clearly indicated as such, and requests for them must be submitted on a College memorandum (not an *Internal Facility Reservation Request* form). Hosted events are charged at one-half the current rates for the facilities used, and paperwork submitted must provide the name of an individual or organization to whom a regular *Facilities Use Contract* and request for insurance coverage may be mailed. Reservations should be made as early as possible to avoid conflicts and allow adequate time for publicity.

The reservation of classrooms is done through the Registrar's office. Guest speakers, special presentations, and combined classes must be scheduled in advance through the Events and Conferences department if the regularly assigned classroom cannot accommodate them. The use of the Soda Activity Center for regular classes is not permitted.

#### **4.1.2 PETS**

No pets are allowed on campus, other than guide dogs or service animals.

### **4.2 ADMINISTRATIVE SERVICES**

#### **4.2.1 DUPLICATING SERVICE**

The Saint Mary's Print Shop (Duplicating Center) is located adjacent to the Service Center. 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 at 9:00 AM and 2:00 PM. Any other outgoing mail must be delivered to the Campus Mail Distribution Center 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.). The mail room provides labels to identify the top envelope of bulk mailing. 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 Campus Mail Distribution Center.

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

The Campus Mail Distribution Center is located in the U. S. Post Office building (near LeFevre Theater). Mailboxes for faculty and administrative 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 two drop boxes located in the Center. The mailboxes assigned to faculty and staff are locked. Individuals may obtain their mailbox keys at the customer service window in the Center for retrieval of their mail. Keys must be returned to the Center if the individual ceases to be employed at the College. For further information contact the Campus Mail Distribution Center.

#### 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. Paychecks are distributed through interdepartmental mailbox routing for administrative staff. Full-time faculty and most part-time faculty's checks are delivered to their on-campus mailboxes. Student paychecks and all other incidental payments are mailed the day before payday via the U.S. Postal Service. Direct deposit is available.

#### 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 office of Telephone Services and on-line on SMCnet, under the Telephone 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 Physical Plant 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 Physical Plant office. To facilitate scheduling, it is necessary to complete a Saint Mary's College Work Order Request and submit it to the Physical Plant 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.

### **4.3 ADMINISTRATIVE FACILITIES**

#### 4.3.1 CAMPUS MINISTRY

Campus Ministry nurtures the spiritual life of the Saint Mary's College community. It works with students, faculty, and staff in the Lasallian spirit of collaboration to celebrate and live the message of the Gospel through liturgical functions, retreat and other spiritual activities, social justice and service opportunities and social, faith, and Sacramental programs. Individual spiritual counseling and reconciliation are available by appointment. Daily masses and prayer services are conducted throughout the academic year as well as a number of retreats, workshops and lecture series. The weekly bulletin distributed at Sunday mass provides an ongoing listing of relevant services and events. To learn about the various programs and events or to speak with a Campus Minister about personal concerns, call to schedule an appointment or stop by the offices next to the Chapel.

#### 4.3.2 STUDENT HEALTH AND WELLNESS CENTER

The Student Health and Wellness Center is located on the ground floor of Augustine Hall. The staff is not authorized to treat faculty or staff, except to administer care in the event of an emergency until further medical care can be arranged. The Center offers influenza vaccines to faculty and staff in the fall at no charge.

Information pertaining to health and wellness is displayed in the form of brochures and is available to those interested. The staff is also available to assist with referrals to off-campus medical support entities if needed.

All injuries must be reported to the Human Resources office. Except for emergency treatment, an authorization must be obtained before treatment can take place. The Human Resources office and the Workers Compensation carrier are the only ones who can authorize treatment. For emergency services call 911.

Employees are not allowed to transport injured workers. If the employee is unable to drive and if no near relative can be located, American Medical Response West Ambulance Company should be contacted at 1-800-540-3066.

#### 4.3.3 COUNSELING CENTER

The Counseling Center's services include individual, couple, or group counseling, consultation and classroom presentation. Trained staff assist with personal problems, such as relationship issues, decision-making, sexuality issues, stress and anxiety, substance abuse and addiction, eating problems, self-esteem and motivation, depression, and peer and academic pressures. If faculty need guidance in identifying students who may benefit from counseling, a brochure, *Helping and Referring the Distressed Student*, is available at the Counseling Center, which is located on the ground floor of De La Salle Hall. The Center's summer services include consultation, training and referral only.