

MOHAWK VALLEY COMMUNITY COLLEGE

Center for Corporate & Community Education (CCED)

Adjunct Instructor Manual

January 2018

Key Contacts

CCED Staff – Academic Building Room 154, Utica Campus. Main Phone: 315-792-5300

Hours, M-R, 8:30am-6:00pm, Friday 8:30am-4:30pm

Franca Armstrong, Dean, Rome Campus, Assoc VP of Workforce Development, 315-334-7700

Carolyn DeJohn, Assistant Director of Community Education, 315-792-5410

Angela Elias, Sr. Office Specialist, 315-792-5349

Teresa Fava-Schram, Coordinator of Workforce Development, 315-792-5681

Molly Haberbusch, Coordinator: Health and Wellness & Aquatics, 315-731-5752

Baily Jones, Morning Clerk, 315-792-5300

Lesley Paul, Sr. Office Specialist/Community Ed Support, 315-792-5300

Janelle Perry, Coordinator of Workforce Development, 315-792-5305

Lisa Philipson, Special Projects, 315-792-5521

Don Reese, Coordinator of Insurance Programs, 315-731-5732

Korrin Richards, Part Time Staff, 315-792-5300

Yvette Sbiroli, Evening Clerk, 315-792-5300

Kristen Skobla, Director of Community & Workforce Development, 315-792-5685

Sara Vivyan, Coordinator: College for Kids and Teens, 315-792-5472

Utica Campus Contacts:

Public Safety: AB 109

792-5777 (EMERGENCY) or 792-5566 (for Non-Emergencies)

Technology Help: 731-5711 – open until 8pm weekdays during the semester

Office of Human Resources, MVCC Utica Campus, Academic Building 113

Phone: 315.792.5636

Payroll, MVCC Utica Campus, Payne Hall 171

Phone: 315-792-5554

Rome Campus Contacts:

Public Safety: PC 118

334-3559 (EMERGENCY) or 334-7718 (for Non-Emergencies)

Student Services: PC 130

315-334-7709

Monday – Wednesday 8:30 a.m. - 6 p.m.

Thursday and Friday 8:30 a.m. - 4:30 p.m.

Tech Help, Plumley Library: 334-7715 – open until 7pm on weekdays during the semester

ROSTERS (PRINTED ON BLUE)

Please pick up your folder/roster at the CCED office (AB 154) in Utica or in the CCED wall hanger in the Plumley Atrium in Rome.

1. Call the roll at each class meeting.
2. Enter the meeting dates above the "date" column.
3. **MARK ATTENDANCE ON THE ROSTER** with a checkmark. ✓ present; A = Absent.
4. Write the name and attendance of any students who attend your class but their names aren't on the roster. Please refer these students to CCED to properly register in your class.
5. Sign and return all rosters to CCED after the last class session as soon as possible.
6. For cancelled classes, write "cancelled" on the roster and return to CCED.

Course Evaluations

- You will find machine-readable evaluation forms in your class folders.
- Please have your students complete them on the last day of class and return them to you. Pencil or ink is acceptable.
- Return the evaluations to CCED along with your class roster.

CCED PASSWORD LIST. Network = MVCC Public

Classroom
Computer Log-in
Information

Password List for "ccedstudent"

Username

July	5724
August	4659
September	1967
October	3789
November	7559
December	9474
January	2748
February	4476
March	6984
April	4875
May	5966
June	8569

Password List for "cced instructor"

Username

July	iowa
August	dakota
September	arizona
October	maine
November	ohio
December	nevada
January	alaska
February	utah
March	florida
April	carolina
May	colorado
June	vermont

WI-FI passwords (for use on personal
computers or devices)

MVGUEST

2018

JAN - N17y01d12y

FEB - V14td01y02

MARCH - St013p2d17

APRIL - E07s44r317

MAY - M0d201th04

JUNE - Fa17d06y77

JULY - F04th1776d

AUG - Sm810cf017

SEPT - L8b0rd8201

OCT - H3LL066n06

NOV - T171gvn110

DEC - Cm00sd444y

Copying

Submit copying requests to CCED with at least one week's notice.

CCED can make copies of class materials at no cost to you. Color copying is not available.

- Sizes: 8x11", 8x14" (white only), or 11x17" (white only)
- Paper colors (8x11" only): white, green, blue, goldenrod, canary, pink, ivory
- Stock: regular

The MVCC print shop can accommodate special requests such as:

- 8x14" and 11x17" any color paper
- card stock any color
- tape binding

Turnaround time is at least two days.

You may submit printed originals or send them via email to your CCED coordinator.

Very large copy jobs will need to be sent to the MVCC print shop. There will be a turnaround time of at least two days.

Supplies – Spring 2018

CCED will order your supplies for you, unless you are teaching a cooking classes or have made other arrangements. The MVCC Business Office cannot reimburse CCED instructors at this time.

For everything but groceries, please send your coordinator a supply list as soon as possible.

- Be specific, especially for specialized supplies – we'll need a description and quantity, size, weight, etc..
- Include suggestions for where to purchase your items.
- Include item numbers if you have a preferred supplier.

Cooking Classes: Instructors will shop for their own groceries and cooking supplies using CCED's Wal-Mart or Price Chopper credit cards.

- The CCED credit cards can be obtained in person from our office during regular business hours.
- Before shopping, please send your coordinator an estimate of your costs.
- After shopping, please return the card and receipt to CCED as soon as possible.

Services to Individuals with Disabilities

<http://www.mvcc.edu/disability-services>

The MVCC Office of Accessibility Resources staff members provide, coordinate, and facilitate federally mandated accommodations and services to MVCC students with disabilities, whatever those disabilities might be. This includes, but is not limited to, individuals who are blind, deaf, learning disabled, or mobility impaired, those with chronic health-related impairments such as epilepsy or diabetes, and those with mental health and substance-related disabilities.

The services depend on the individual involved. In some cases, this might simply mean providing someone to talk to about concerns, advice about scheduling courses, or information about community service providers. At other times, it could involve the provision of enlarged print materials or electronic textbooks, assistance in locating a note take, or the coordination of alternate testing arrangements. In all cases, the goal of the office is to help ensure that students and others with disabilities have an equal opportunity to participate, to complete, and to succeed at MVCC.

Rome Campus
Student Services Office – PC A30 – 315-334-7709

Utica Campus
Office of Accessibility Resources – Payne Hall
104H – 315-792-5644

All Disabilities:

Grace Costello, Accessibility Resource Specialist
315-334-7744
gcostello@mvcc.edu

Jenny Spinelli, Student Enrichment Associate
315-334-7703
jspinelli@mvcc.edu

All Other Disabilities:

Tamara Mariotti, Coordinator of Accessibility Resources
315-731-5702
tmariotti@mvcc.edu

Learning Disabilities & ADHD

Katie Ouderkirk, Transitional Support Specialist
315-792-5413
kouderkirk@mvcc.edu

Testing Accommodations:

John Burns, Accommodations Specialist
315-792-5644
jburns@mvcc.edu

Parking Information

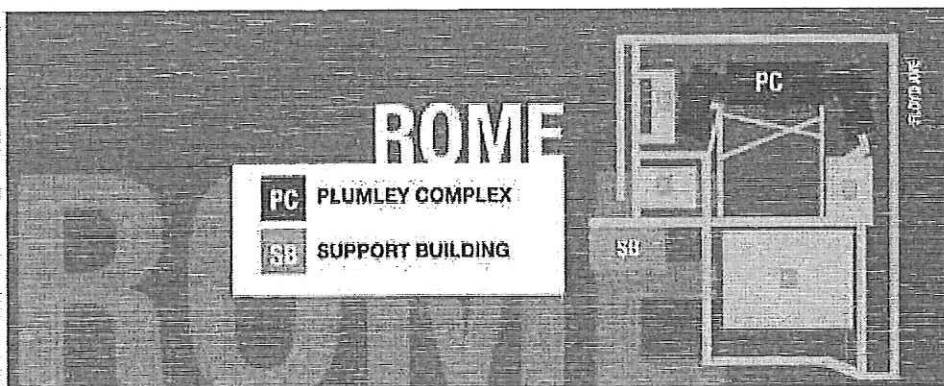
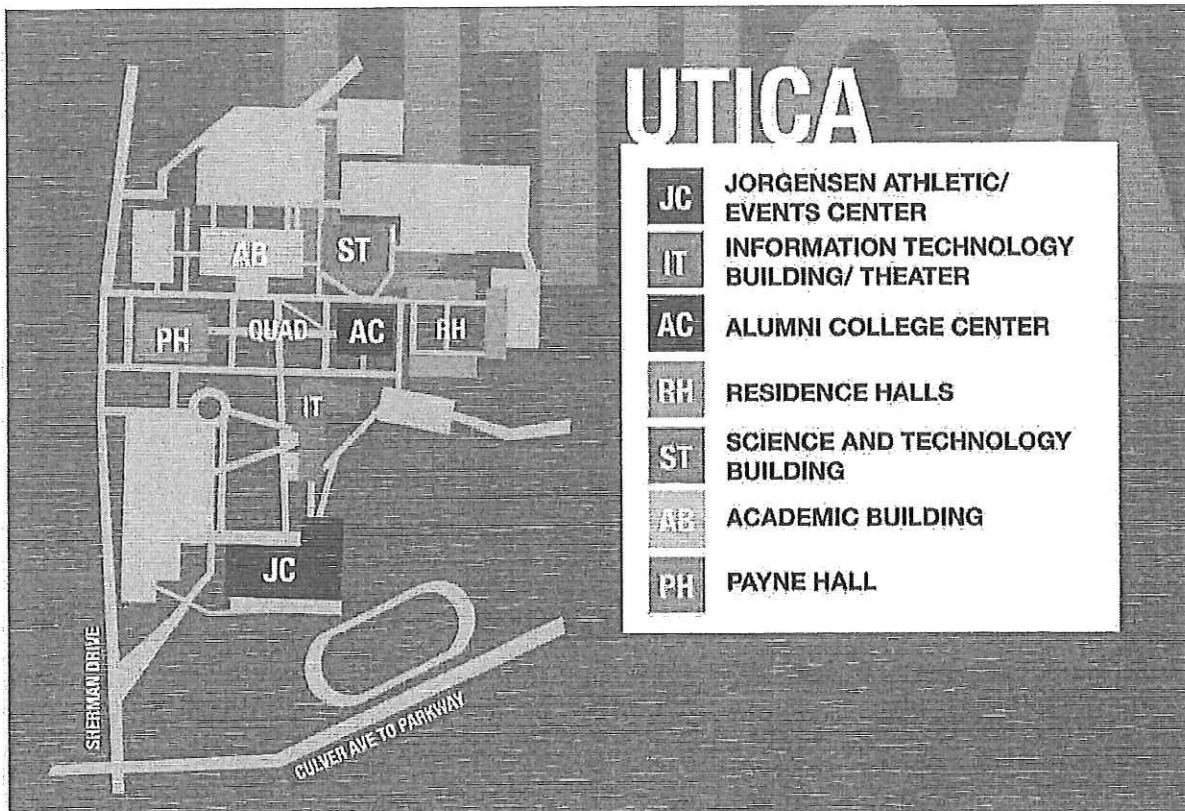
Parking is free. A parking permit is not required for CCED instructors or students.

CCED instructors and students may park in any of the ungated lots on either campus.

If you or any of your students require special parking arrangements due to a disability, please contact the MVCC Office of Accessibility Resources:

Utica Campus: 315-792-5644

Rome Campus: 315-334-7709



Weather Closure Information

- **CCED classes are cancelled if the college closes.**
- **In the event of a closure, please contact your coordinator at 315-792-5300 for more information about rescheduling your class.**

How to know if MVCC is closed due to weather:

When the decision is made to close the college, local electronic media is notified and stations will make announcements as soon as they receive information. Closure announcements are also posted on the college's home page at www.mvcc.edu.

How early will MVCC closure/delays be announced:

Weather closures or delays can be announced at any time as conditions worsen. Every effort is made to report early morning closure/delay information by 6 a.m., and evening closure information by 3 p.m. Evening classes are those that begin at or after 5 p.m.

The college switchboard number is 315-792-5400.

The media outlets to listen to are:

Radio stations:

- WRVO FM 91.9
- WCNV FM 89.5
- WRCK FM 107.3
- WORK FM 93.5 — The River
- WSKS FM 97.9 — Kiss
- WSKU FM 105.5 — Kiss
- WOUR FM 96.9
- WUMX FM 102.5 — MIX
- WLZW FM 98.7
- WODZ FM 96.1
- WFRG FM 104.3 — Big Frog
- WBGK FM 99.7 — Bug Country
- WBUG FM 101.1 — Bug Country
- WBGK FM 99.7
- WTLB AM 1310
- WRNY AM 1350
- WADR AM 1480
- WIXT AM 1230
- WUTQ AM 1550
- WIBX AM 950
- WBUG AM 1570
- WVTL AM 1570
- WNRS AM 1420

Television Stations

- WSTM-TV Channel 3, NBC
- WSYR-TV Channel 9, ABC
- News 10 Now-TV Time Warner Cable
- WKTV-TV Channel 2, NBC
- WTVH-TV Channel 5, CBS

Evacuation and Shelter In Place

EVACUATE: Proceed immediately to the nearest exit in an orderly fashion. DO NOT use the elevators. Keep low or as close to the floor as possible if smoke is present at or near your eye level. After leaving the building, move well away from it taking care not to block entry and exit to the building. DO NOT re-enter the building until being notified by Public Safety or other law enforcement has given the "all clear" notification.

DISTANCING: You may be asked to evacuate a building or an area within a building due to emergency circumstances. Some examples may be:

- Hazardous Incident (biological, chemical, radiological)
- Fire or explosion
- Odor of gas or noxious substance
- Smoke

When you evacuate:

- STAY CALM
- Follow instructions
- Do not use elevators
- Take what you need, not what you want.
- Pay attention to your surroundings
- Plan ahead

SHELTER IN PLACE:The term, Shelter in Place, means to seek immediate shelter and remain there during an emergency rather than evacuate the area. Certain events may necessitate Shelter in Place protocols. All college personnel and students are to remain in the rooms they currently are in. At no time should anyone leave until the situation has been resolved. This will allow Public Safety, law enforcement and other emergency operations persons to address the building or campus emergency or threat and reduce the risk of contact with any innocent bystanders in the immediate area. Some events may be:

- Hazardous Incident (biological, chemical, radiological)
- Man Made Event (active shooter, bomb threats)
- Natural Events (straight line wind, tornado)
- Other Events (hostile intruder, violent person)

DO NOT open doors for anyone unless their identity has been verified. Stay away from windows, doors and outside walls.

Anyone outside during a situation which requires sheltering in place should go to the closest building unless otherwise directed.

Mohawk Valley Community College

Utica, Rome, New York

Non-Credit Course Outline

Course name:

Course description:

Textbook:

Student Learning Outcomes:

- 1)
- 2)
- 3)
- 4)
- 5)

Major Topics:

MOHAWK VALLEY COMMUNITY COLLEGE
PART-TIME EMPLOYEE
PAYROLL SCHEDULE
SEPTEMBER 1, 2018 TO AUGUST 31, 2019

PAY #	FROM	TO	PAYDATE	PAY ID: PT
19	20-Aug-18	02-Sep-18	18-Sep-18	1st FALL PAYMENT (ADJUNCT AND STUDENT)
20	03-Sep-18	16-Sep-18	02-Oct-18	
21	17-Sep-18	30-Sep-18	16-Oct-18	
22	01-Oct-18	14-Oct-18	02-Nov-18	
23	15-Oct-18	28-Oct-18	16-Nov-18	
24	29-Oct-18	11-Nov-18	30-Nov-18	
25	12-Nov-18	25-Nov-18	14-Dec-18	
26	26-Nov-18	09-Dec-18	28-Dec-18	
1	10-Dec-18	23-Dec-18	11-Jan-19	8th FALL PAYMENT
2	24-Dec-18	06-Jan-19	25-Jan-19	
3	07-Jan-19	20-Jan-19	08-Feb-19	
4	21-Jan-19	03-Feb-19	22-Feb-19	1st SPRING PAYMENT
5	04-Feb-19	17-Feb-19	08-Mar-19	(ADJUNCT AND STUDENT)
6	18-Feb-19	03-Mar-19	22-Mar-19	
7	04-Mar-19	17-Mar-19	05-Apr-19	
8	18-Mar-19	31-Mar-19	19-Apr-19	
9	01-Apr-19	14-Apr-19	03-May-19	
10	15-Apr-19	28-Apr-19	17-May-19	
11	29-Apr-19	12-May-19	31-May-19	8th SPRING PAYMENT
12	13-May-19	26-May-19	14-Jun-19	
13	27-May-19	09-Jun-19	28-Jun-19	SUMMER CONTRACT
14	10-Jun-19	23-Jun-19	12-Jul-19	
15	24-Jun-19	07-Jul-19	26-Jul-19	
16	08-Jul-19	21-Jul-19	09-Aug-19	
17	22-Jul-19	04-Aug-19	23-Aug-19	
18	05-Aug-19	18-Aug-19	06-Sep-19	

Employee's deadline for Web time entry is 11 PM on the Monday following the end of the time period worked. Approver's deadlines for Web time entry is 11 PM on the Wednesday following the end of the time period worked. Late time entry will not be processed until the next payday.

Pay date change



**MVCC is changing the pay date
from Tuesday to Friday**
Coming in late October 2018

Why is this change necessary?

Changing the pay date from Tuesday to Friday will improve the efficiency of the administration and accuracy of each pay. The current pay cycle process does not allow for sufficient time for processing last minute changes affecting gross wages within a pay period, which results in potential over or underpayments to employees.

How will this change improve the current process?

The Payroll Office currently processes paychecks 3 days in advance of the employee's actual time worked. This method "predicted" full-time employees being on campus and working a full schedule for those three days.

When will this change take effect?

The change will take effect during the workweek of October 29th. Instead of Tuesday, October 30th, the new pay date will be Friday, November 2nd.

**As a result of the pay date change, November will be the month containing three paychecks. The third check of November dated November 30th will be the paycheck without health insurance deductions.

Have all MVCC collective bargaining units been consulted about the change to the pay date?

Yes.

Will this change in pay date affect my taxes and annual earnings?

No. The move in the pay date has no effect on annual earnings or taxes.

What should I do because of the pay date change?

Educate yourself and plan ahead! Employees should review their personal finances including any financial commitments that are automatically withdrawn based on the current Tuesday pay cycle. Changes to automatic payment withdrawal bank accounts will need to be adjusted to accommodate the change in the pay date from Tuesday to Friday. Take the time now to review payments such as mortgage, automobile, credit card or other bills automatically paid from your checking and/or savings account. Employees starting any new automatic withdrawals prior to this change should also take into account the upcoming pay date change.

Who should I contact if I have additional questions?

Dianne Head is available to answer any questions or concerns. Please contact Dianne at (315) 792-5554.