Cañada College

Classified Staff Resources

4200 Farm Hill Boulevard, Redwood City, CA 94061

Message from the President

 Dear Colleagues,

Welcome to Cañada College! I am pleased that you're joining the Cañada family and we want you to feel at home here.

At Cañada College, we take pride in creating a welcoming and collegiate environment for students and employees alike. This is because of the dedicated faculty and staff who are committed to ensuring that our students have the appropriate support to be successful. We know the impact that a college education can have on our student's lives and, collectively, we are focused on their success.

Our intimate campus is known for its familial environment because of the caring and friendly nature of our employees and I am confident that you will find your own special place here among friends and colleagues. There are many people, resources and services available to assist you as you settle in and make your distinctive contribution to the College. Please don't hesitate to call on your supervisor and colleagues for information and advice. In addition, we invite you to participate in our intra-campus organizations and take advantage of many professional development opportunities available.

For nearly 50 years, Cañada College has provided enriching and life-changing educational opportunities for the residents of San Mateo County. With the encouragement and guidance from each of you, our students can pursue their goals and achieve their dreams. We hope you will take pride in your new workplace and I look forward to seeing you around campus.

Sincerely,

Jamillah Moore, Ed.D
President Cañada College

Cañada College Mission

Cañada College provides our community with a learning-centered environment, ensuring that students from diverse backgrounds have the opportunity to achieve their educational goals by providing transfer, career/technical, and basic skills programs, and lifelong learning. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively to make analytical judgments, and understand and appreciate different points of view within a diverse community.

Cañada College Quick Facts

Cañada College has served more than half a million students since 1968. The 131-acre campus in San Mateo County serves the South County, including Redwood City, San Carlos, Menlo Park, East Palo Alto, La Honda, Portola Valley, and Woodside.

Student Race & Ethnicity

Hispanic
Asian
White
Filipino
Unknown
African American

Enrollment Status

Returning Transfer
First-time Transfer
Returning
K-12 Concurrent
First-time Student
Continuing
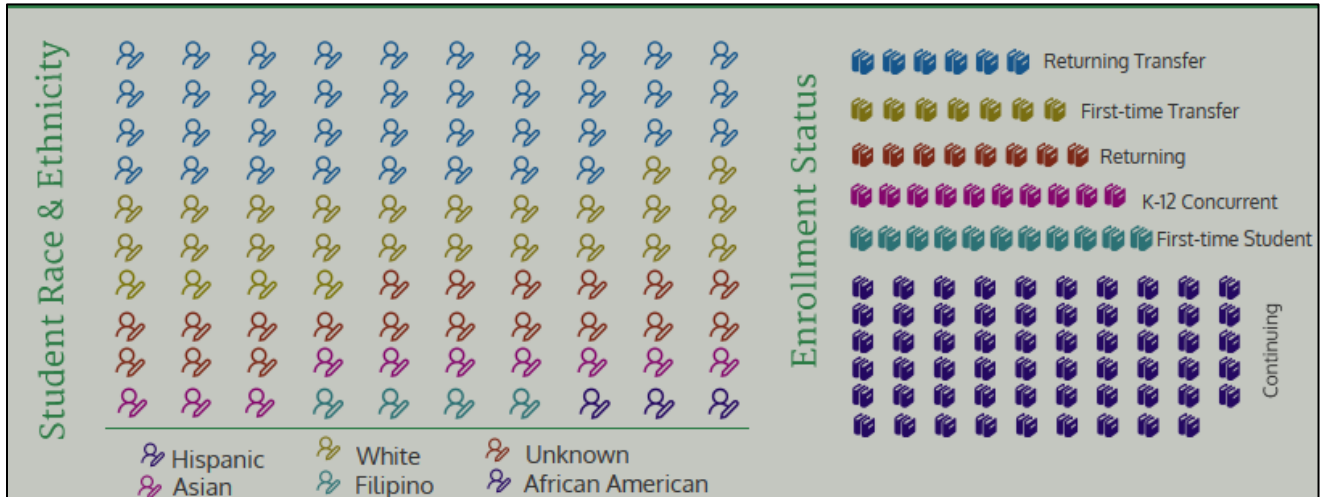
Academics

262 Certificates

292 Degrees

116 Programs

Operations

Student Headcount

11,178

Annual Operating Budget

$21 M

Student/Faculty Ratio

25:1

G-Number	G-numbers serve as a district identification number for all documents, portals, etc. The District assigned G-numbers upon processing employment paperwork.
Email	The District assigns an email address and login information for each employee once hiring paperwork has been processed. Access SMCCD email on the web: http://mail.smccd.edu
Phone/ Voicemail	A phone number extension will be assigned once the hiring process is complete and an office has been assigned. Employees have access to voicemail service, with voicemail messages forwarded to email. Voicemails are transcribed in the body of an email and available for listening by clicking on the attachment.
Committees	As a member of the campus community, all faculty members are encouraged to attend Participatory Governance Committee meetings on campus. A calendar of Cañada's Participatory Governance Committees can be found on the Standing Committees Calendar page on the PRIE webpage. All meetings are open to the public. Departments and divisions establish their own meeting schedules. Not all information will be sent through email, so attending department and division meetings is important for staying informed.
CSEA	**Website:** http://members.csea.com/memberhome/chapter33/ChapterHome/tabid/2526/Default.aspx CSEA represents K-12, Community College and County Office of Education classified school employees who perform a wide range of essential work. The California School Employees Association (CSEA) is the largest classified school employees union in the United States, representing more than 215,000 members throughout California. **Cañada Representatives**: Jeanne Stalker – Second Vice President, Cañada College Maria Lara Blanco – Union Steward (job steward) Rachel Corrales – Union Steward (job steward) Yessenia Mercado - Chapter Communications Officer
Evaluation Process	All newly hired employees receive an evaluation after the first three months and five months of employment. After probationary evaluations, employees are evaluated on the anniversary date of their hiring date (or the first of the month if hired in the first 16 days of the month). If the initial evaluations are satisfactory, evaluations are conducted every two years. Otherwise, evaluations will be annual. For more information on employee evaluations, please see employee evaluation procedures.
Classified Senate	Website: http://www.canadacollege.edu/classifiedsenate/index.php Classified Senate is comprised of classified staff members, who take part in the participatory governance process, and may serve as classified staff representatives on College, District, and State committees. The Senate meets the third Monday of every month from 1:30 – 2:30 p.m. and all are welcome. President: Jeanne Stalker Vice President: Maggie Lozano Secretary: Jamie Hui Treasurer: Hugo Encisco Co-Activity Coordinators: Jose Romero and (tbd)

Employee Services and Information	
WebSMART	The District uses WebSMART for administrative functions and information: • Rosters • Submitting grades • Pay stub • Tax forms • Leave balance • Emergency Contacts • AlertU (emergency text message notifications) • Address and phone number updates (under My Profile) To log in to WebSMART, enter the District-assigned G-number (include the "g") and 6-digit birthdate (mmddyy – no dashes or slashes).
Pay Information	College employees are paid in the last working day of the month. To access a monthly pay stub: • Log in to WebSMART • Look under Employee Services • Click 'Pay Information' • Select 'Pay Stub' and the pay year
Leave Report (for Full-Time Employees)	When using vacation, sick, or other leave, log into WebSMART to record the absence. Employees must log into WebSMART at the end of every month to submit their leave report. If no leave was taken during the month, enter "0" for a date during the month and submit.
Tax Forms	Federal and state tax forms can be updated on WebSMART. The changes will be reflected on the following pay period.
AlertU Emergency Text Message	All Faculty, staff, and students are strongly encouraged to utilize AlertU. This emergency service sends a District and/or College text message with notifications regarding any type of campus/district emergency, including live on-campus drills. Sign up for AlertU.
Public Safety	Public Safety Officers on campus provide a variety of resources in-person and online in order to help serve our campus community and keep it safe. For specific resources and procedures for campus emergencies, please visit the District Public Safety webpage:
District Downloads and Sharepoint	The District and College have a collection of forms and documents that can be found in the District Downloads. These documents include Purchasing and General Services, Accounts Payable, Human Resources, Payroll, and many more. Documents and forms will open in Sharepoint, an internal database with a variety of forms and documents. Some committees use Sharepoint to share and edit forms, so access to those documents may require requesting access to the documents. Accessing other forms may require logging in with personal Cañada email and password.
SMCCD Portal	The SMCCD Portal includes information from all 3 colleges in the District. The homepage includes a directory, and other information can be found through using the search function. Links to WebSMART, District Downloads, and Sharepoint are also included on the SMCCD Portal.
IT Request	Work orders should be used for office equipment or computer labs. Access the IT Work Order form.
Facilities	Request for facilities repair or maintenance can be made by accessing the Facilities webpage.
Campus Events	The Cañada College community holds many events throughout the year. Some events offer specific resources and opportunities for students while others are open for faculty, staff, and administrative participation. Information for some events are sent via email. Other events are listed on the Cañada Calendar of Events.

Club/Program and Event Banners	Allow 10 business days before the ideal posting date to have the request and banner processed and displayed. Banners are hung on a first-come, first-served basis and must not exceed 4 feet x 14 feet. A club/program banner may be hung for a period of at least one month and can stay longer pending other requests to ensure that each on-campus club/program has equitable posting time. An event banner may be hung for a period of no longer than 5 business days before the event.

To post, please take the banner to the Marketing Department (Building 8, Rooms 111/112) for review and approval. The Marketing Department will communicate to the Center for Student Life and Leadership Development that the banner has been approved to be displayed. Next, please bring the banner to the Center for Student Life and Leadership Development (Building 5, Room 354) to process the banner display request. Staff will stamp the banner and collect a contact person's name, email, phone number, event date and banner removal date. Once the request is submitted, the Center for Student Life and Leadership Development will contact Facilities who will display your banner within 2 business days of receiving the banner. Facilities will remove and return the banner to the registered contact within two business days after the event date.

All banners are posted on the bridge between Buildings 17 & 18 |
| Mail | Intercampus Mail
Each division has its own mail room. Envelops are available from Division Assistants or in the division mail room for intercampus mail. Make sure to label the envelope "Intercampus Mail" and fill in the correct information: recipient, department, and campus. Place intercampus mail in the bin labeled "Intercampus Mail."

Off-campus Mail
Make sure the envelope is a Cañada envelope or has a college stamp placed on it. Request mailing envelopes or Cañada stamp from the Division Assistant. Place off-campus mail in the off-campus/general mail bin.

The Cañada mail/shipping and receiving room is located in Building 5, Room 222. |
Central Duplicating Work Order	Central Duplicating provides a variety of services including black & white and color photocopying, binding, folding, cutting, padding, laminating, and limited desktop publishing. It is located in Building 5, Room 222 and is open Monday – Friday 7:00 a.m. – 3:00 p.m. Services are available to all administrators, faculty, and staff for college business. Central Duplicating requests must be signed by the Division Director of Administrator and emailed to Central Duplicating. Processing time is usually three days. Rush jobs can be done by approval and with advance notification. The Central Duplicating Services webpage offers more information on the Central Duplicating services and policies.
Professional Development	A variety of professional development opportunities are available within individual departments as well as campus-wide. The College holds multiple professional development opportunities throughout every academic year. Each academic year, different days are planned for campus-wide professional development. Other professional development opportunities are available in the form of small workshops, collaborative inquiry projects through the Academic Committee for Success and Equity (ACES Inquiry), speakers, and conference/workshop attendance through professional development and/or departmental funds (must apply for funds by completing appropriate forms and securing documentation). Communities of Practice for staff and administration also meet for a variety of discussions, presentations, and trainings. In addition, all faculty, staff, and administrators have access to Lynda.com, a website for developing professional skills in a variety of areas. For more information on professional development, please visit the Professional Development Webpage.
Inside Cañada	Inside Cañada provides a variety of links and resources about important college topics including Planning, Program Review, and SLOs; Standing Committees; and Faculty and Staff Resources.
Student Services	Find quick links to the many Student Services, programs, and resources available at Cañada.

District and Campus Information	
Smoke-Free Campus & Workplace	It is the policy of San Mateo County Community College District to provide a safe learning and working environment for both students and employees. It is recognized that smoke from cigarettes, pipes and/or cigars is hazardous to health; therefore, it is the intent of the District to provide a smoke-free environment to the greatest extent possible. To achieve this goal, smoking at Cañada College will be limited to parking lots only, with the exception of Parking Lot 4. This policy also applies to e-cigarettes. Please see the Policy on Smoking for more information.
History of Colleges in SMCCD	First classes at Cañada College were offered in September of 1968 First classes at College of San Mateo (CSM) were offered in 1963 First classes at Skyline College were offered in 1969. Please visit the History of Cañada College for a comprehensive history of the college.
Educational Master Plan	Cañada's Educational Master Plan (EMP) is being revised at this time. Campus employees are encouraged to attend EMP meetings and provide input during EMP feedback sessions. The EMP Team will communicate meeting times via email. Visit the EMP Overview page and see the link for "Laying the Ground Work for EMP Planning" and links to other EMP information.
Policies	You will find Academic and General Policies as well as Board Policies and Procedures on the College and District websites. These are helpful when developing policies and practices for students and departments.
Human Resources	District Human Resources offers information on benefits, salary placement, retirement procedures, district programs, employee wellness, employment policies, safety, and many other topics. It also includes the employee handbook. Access additional information on the Human Resources webpage at.
Employee Wellness	The San Mateo County Community College District offers a variety of services to support employee wellness, including an Employee Assistance Program (EAP). A list of services can be accessed through the District Employee Orientation Webpage.
District Employee Orientation	The San Mateo County Community College District provides information for new employees including health benefits, compensation, employee handbook, absences, workers compensation, policies and procedures, employee wellness, safety, and housing. Visit the District Employee Orientation webpage.

Safety Information

Earthquake Drill

If there is no table or desk near you, drop to the ground and if possible move to an inside corner of the room. Do not move to another location or run outside. Earthquakes occur without any warning and may be so violent that you cannot run or crawl.

For more information about the Great California ShakeOut, visit The Great California ShakeOut webpage.

Lockdown Drill

There is more than just the Lockdown (hiding) as a part of the process in a real shooter situation. The process used for shooter training involves "Run, Hide, and Fight", with the actions depending on the situation. The Run, Hide, Fight video describes the total process. (**WARNING:** - Video contains graphic/violent representations). Additional information is available on the U.S. Department of Homeland Security pocket card.

Ergonomic Tips

1. **Keyboard -** Keep wrists, hands, and forearms parallel to the floor with wrists straight (flat) while typing and elbows close to your sides. Place the keyboard directly in front of the monitor. Keep the keyboard flat (level) or in a downward slope toward the monitor. Support the wrists with a wrist or palm rest if necessary.

2. **Mouse –** Place your mouse/trackball at the same level as the keyboard and as close to the keyboard as possible. Drape your hand over the mouse and hold it lightly with fingers relaxed and slightly curved. Click as gently as possible. Avoid resting your forearm or wrist on the edge of the desk. Avoid bending your wrist upward when using the mouse.

3. **Rest –** Take your hands off of the keyboard when you're pausing from typing. Take your hand off the mouse when not actually scrolling or clicking. Every 20 – 30 minutes, focus on an object at least 20 feet away from your work area. Blink often.

4. **Monitor –** Set colors to off whites, light browns, or light grays; keep your monitor screen tipped slightly down. Position the monitor 16 to 29 inches from your eyes and directly in front of you. Adjust the monitor so that the top-most line on the screen is at eye level (Bifocal or Trifocal users will need to lower the monitor to allow for the head to be in a neutral position – about 2 – 4 inches lower than other users.) Readjust the monitor when adjusting the chair.

5. **Phone –** Place your phone on the opposite side of your desk as the hand with which you write. Avoid cradling the phone between the shoulder and the ear.

6. **Most-used items –** Place frequently-used items in easy-to-reach places that won't demand stretching or bending

7. **Heavy items –** Reorganize heavy binders or containers into smaller binders or containers.

8. **Chair –** Recheck your chair adjustment to ensure feet are flat on the floor; upper legs are in a comfortable, horizontal position or slightly downward toward the floor; two to three inches of space between the front of the seat and back of the knees (when sitting against the backrest); elbows are at your sides, forearms are parallel to the floor, and wrists are flat when typing; and the curve in the backrest of the chair meets the curve of the lower back. Readjust the monitor after readjusting the chair.

9. **Tasks –** Vary job tasks as much as possible. Take a break from desk work by making copies or filing or asking a colleague a question in person instead of over the phone or through email.

If you have pain at the end of the day from doing your job, contact your supervisor. You may need to make some adjustments to your work area or the ways you do your job.

Cañada College Campus Directory

Cañada College Organizational Structure

College Executive Administrative Units

Office of the President	Jamillah Moore, Ed.D. Barbara Bucton, Executive Assistant
Marketing, Communications & Public Relations	Megan Rodriguez, Director of Marketing, Communications & Public Relations
Planning, Research, and Institutional Effectiveness	Tracy Huang, Ed.D, Interim Dean of Planning, Research & Institutional Effectiveness
Office of Instruction	David Johnson, Ph.D, Interim Vice President of Instruction Chrissy Kincer, Executive Assistant Jose Peña, Curriculum and Instructional Systems Specialist Jose Garcia, Visual Communications Coordinator
Office of Student Services	Philip King, Interim Vice President of Student Services Debbie Joy, Executive Assistant
Office of Administrative Services	Michelle Marquez, Vice President of Administrative Services Mary Chries Concha Thia, College Business Officer Erin Moore, Director of Professional Development and Innovation

College Instructional Divisions

Athletics, Kinesiology and Dance, Library, Learning Resources	Vacant, Dean Matthew Lee, Division Assistant
Business, Design, and Workforce	Leonor Cabrera, Interim Dean Jonna Pounds, Division Assistant
Humanities and Social Sciences	James Carranza, Interim Dean Joan Murphy, Division Assistant Gloria Peña, Office Assistant
Science and Technology	Janet Stringer, M.D., Ph.D, Dean Georgia Clark, Division Assistant

College Student Support Divisions

Counseling Services	Gloria Darafshi, Interim Dean Serina Garcia, Division Assistant
Admissions and Records	Ruth Miller, Registrar
Financial Aid	Margie Carrington, Director
Disability Resource Center	Max Hartman, Director
Learning Center	Diva Ward, Director of Student Support

Cañada College employee directory
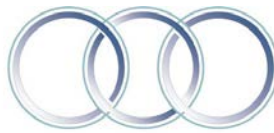
SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

Academic Calendar 2017–2018

FALL SEMESTER 2017 *(86 Instructional Days including 5 Final Days, plus 3 Flex Days)*

August	14, 15	Flex Days (No Classes)
August	**16**	**Day and Evening Classes Begin**
August	29	Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
August	29	Last Day to **Add** Semester Length Classes
September	2, 3	Declared Recess
September	4	Labor Day (Holiday)
September	4	Last Day to Drop Semester Length Classes Without Appearing on Record
September	5	Census Day
October	6	Last Day to Apply for Degree – Certificate
October	11	Flex Day
November	10	Veterans' Day (Holiday)
November	11, 12	Declared Recess
November	15	Last Day to **Withdraw** from Semester Length Classes
November	23	Thanksgiving Day (Holiday)
November	24 – 26	Declared Recess
December	10 – 16	Final Examinations (Day and Evening Classes)
December	16	Day and Evening Classes End
December 22 – January 1		Winter Recess (Total of Seven District Work Days)

SPRING SEMESTER 2018 *(89 Instructional Days including 5 Final Days, plus 3 Flex Days)*

January	11, 12	Flex Days (No Classes)
January	13, 14	Declared Recess
January	15	Martin Luther King Jr. Day (Holiday)
January	**16**	**Day and Evening Classes Begin**
January	29	Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
January	29	Last Day to **Add** Semester Length Classes
February	4	Last Day to Drop Semester Length Classes Without Appearing on Record
February	5	Census Day
February	16	Lincoln's Birthday (Holiday)
February	17, 18	Declared Recess
February	19	Presidents' Day (Holiday)
March	2	Last Day to Apply for Degree – Certificate
March	8	Flex Day (No Classes)
March	25 - 31	Spring Recess
April	26	Last Day to **Withdraw** From Semester Length Classes
May	19 - 25	Final Examinations (Day and Evening Classes)
May	25	Day and Evening Classes End
May	26, 27	Declared Recess
May	28	Memorial Day (Holiday)

TENTATIVE SUMMER SESSION 2018

June 11 – July 21		Six Week Session
June 11 – July 28		Seven Week Session
June 11 – August 4		Eight Week Session
July 4		Independence Day (Holiday)

SMCCCD
2017-2018 ACADEMIC CALENDAR

FALL 2017

July 2017

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017

S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017

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26	27	28	29	30		

December 2017

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24	25	26	27	28	29	30
31						

January 2018

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21	22	23	24	25	26	27
28	29	30	31			

SPRING 2018

February 2018

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18	19	20	21	22	23	24
25	26	27	28			

March 2018

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SUMMER 2018

June 2018

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Legend:
- HOLIDAY
- FLEX DAY
- FINAL EXAMS DAY/EVENING
- CLASSES BEGIN
- DECLARED RECESS

Administrative Holidays for 2017-2018

Day	**Date**	**Holidays**
Monday	7/4/2017	Independence Day
Monday	9/4/2017	Labor Day
Friday	11/10/2017	Veteran's Day
Thursday	11/23/2017	Thanksgiving Day
Friday	11/24/2017	Declared Holiday
Friday – Monday	12/22/2017 – 1/1/18	Observed Winter Holiday
Monday	1/15/2018	Martin Luther King Junior's Day
Friday	2/16/2018	Lincoln's Day
Monday	2/19/2018	President's Day
Monday	5/28/2018	Memorial Day