

General Information for New Staff at the Castlegar Campus of Selkirk College

From the Campus Manager, Castlegar Office
Holly Steenvoorden Ext. 21277 (A-29)

Name: _____	Employee #: _____
Position Title: _____	<i>(Used for access to Stargarden Employee Portal & Benefits)</i>
Department: _____	Direct Supervisor: _____
Office Number: _____	Phone (direct dial): _____
Photocopy/Print Code: _____	Local (internal): _____
Keys: <i>(collect from Melanie - Maintenance)</i>	Duplicating Account: _____
Novell Username: _____	Initial Novell Password: Selkirk1
Wooden drop-box location: <i>Non-secure location for student assignments, etc.</i>	IT Services Helpdesk: 55255

WELCOME TO SELKIRK COLLEGE! This information sheet is for you, as a new employee, to keep and use.

Campus Management: Our office consists of Melanie Perepolkin, Campus Facilities Coordinator (Ext 21386) and myself – Holly Steenvoorden, Campus Manager (Ext 21277). We are happy to help as you learn the campus, and can provide information, direct you to appropriate people, and answer questions. You can find Melanie in the Maintenance Building (behind Purchasing), and my office is A-29, across from the photocopier in A-wing.

Welcome Centre: The Castlegar Campus Welcome Centre is found at the entryway in the main building. This is the hub for students, staff and visitors to access all the information regarding Selkirk College. Welcome Centre Representative, Tina Castellarin (Ext 21500) is there to answer any question you may have. Stop by and introduce yourself!

Emergency First Aid:

Castlegar: 21911
Trail: 23762/23770

Tenth Street: 11911
Grand Forks: 24221

Silver King: 13911
Nakusp: 27102

KSA: 13299
Kaslo: 26103

Health & Safety Officer: Ruby Chambers – rchambers@selkirk.ca, Ext. 21217

Telephones: Our office will arrange (through our Information and Technology Department) to provide you with a telephone and extension number. To access your voicemail and user options for the first time, please use the temporary code '1234'. If you have any questions on setting up your phone, please contact the ITS Helpdesk (Ext 55255) in the Bonnington wing. Use the Directory option in your phone to find the staff member you wish to contact. To dial external numbers, you must dial 9 and then the whole number. Long distance numbers in Canada and the US will need to be prefaced by 9+1+ the number.

Mail/Photocopying: Carol Chernenkoff, local 21226, works in duplicating and Maria Bonito (local 21294) works in the Mailroom. Contact Maria for assignment of a mailbox. Carol will provide copying services for you; she **requires a 48 hour turnaround time**, so be sure to get your materials to her early. Also be sure to include your duplicating code on your duplicating request forms. If you don't have a duplicating account code, Carol will provide one to you. We have courier service three times a week between the campuses (Mon, Wed, Fri). Duplicating's email is duplicating@selkirk.ca.

Photocopy/Printer Number: A photocopy/printer number at a machine convenient to your office will be provided to you. Please see ITS if you have any questions, need training on use of copiers, or assistance setting up a network printer connection to your workstation.

Shipping and Receiving: Maria Bonito in the mailroom maintains a Courier Log for both incoming and outgoing deliveries. If you order something by credit card, please advise the vendor to clearly display who the package is for somewhere on the paperwork. For anything that is outgoing and the courier charges will be billed to the college, please either clearly indicate your account code on the waybill and ensure that a copy of that waybill is sent to Julie Robertson in Finance or advise Maria of the account code number for billing. Also, packages often arrive and do not indicate whether they are prepaid or collect. Therefore, if the package you receive is prepaid, please advise Maria of this so that she can inform Finance to ensure that College doesn't get billed in error. If you have any questions about shipping/receiving, please contact Maria (Ext 21294).

Lost & Found: Please note that our main Lost & Found is located in the Duplicating room.

Keys: Melanie Perepolkin, Ext 21386 (Maintenance Building), will provide you with office, college, and classroom keys. Please contact her for a replacement set if you should lose yours. All keys **must** be returned to Melanie when you leave employment with the College.

Novell Username, Email & Password: For all ITS applications (*computer log-on (office & classroom), MySelkirk, Grade Submission, and all Help Ticket requests*), your USER NAME will be first initial + last name (i.e. jdoe); your EMAIL ADDRESS is your user name@selkirk.ca (i.e. jdoe@selkirk.ca). To log into your email for first time, your TEMPORARY PASSWORD will be *Selkirk1*. DO NOT change your password when prompted after first logon, but to go to <https://selpwm.selkirk.ca/> to select a secure password (*must be 8 letters or more, 1 capital, 1 other character*).

MySelkirk (staff intranet): MySelkirk is our staff intranet, a website which is only accessible to Selkirk employees. It is your go-to place for all information that is relevant to you as an employee of the college. Access will be through your regular college username and password. You are asked to visit MySelkirk each day in order to keep up with news and happenings. All the online resources and tools you require are also found here. If you have any questions about MySelkirk please contact Selkirk Communications Coordinator Bob Hall (local 11324).

IT Services (Computer Helpdesk): If you need computer help, be sure to put in an online work order at the Selkirk College IT Services helpdesk website <https://helpdesk.selkirk.ca/portal> to submit the problem. If your computer is not working, call the Helpdesk (Ext 55255). Please note that, from that point on, they will require online work orders. You can also access the Helpdesk through MySelkirk.

Webmail Access: <https://webmail.selkirk.ca/>. This is the address to use to access your emails from off-campus.

Employee Portal Log-in: <https://ess.selkirk.ca/Default.asp> - Also known as StarGarden. Instructions will be provided by supervisor.

Grade Submission: Click on Student Records located in the Teaching Corner section.

<https://my.selkirk.ca/staff/dept/teachinglearninginstitute/>

Note: Grades must be submitted within 5 calendar days after the last evaluative component.

Room Bookings: When you need a room booked for a meeting or for such things as an additional "one-time" class, please go online to the MySelkirk Website; log-in using your Novell password, scroll down to the bottom of the page and under "QuickLinks" choose "room search." You can then type in the date/time/room-size, etc., that you need and up will come a variety of rooms available. Click on the one you wish to use and immediately a "room request" will appear on your screen. Fill in the necessary details, and send it off. Room Book will receive this request and confirm the room for you. In emergency situations only, call switchboard at local 0.

Marketing Department: The Marketing & Communications team works hard to support faculty, academic programs, student initiatives and alumni. By getting involved at an early stage of your project, the team will be able to contribute to an integrated plan. Graphic & creative design, student recruitment, web & social media content and internal/external communications are all handled out of the Marketing Department. To make sure that your request is dealt with in a timely manner you can log onto the Marketing Online Ticketing System which can be found at the bottom of both selkirk.ca and MySelkirk websites. Contact Marketing Manager Maggie Keczan (Ext 11398) for with any questions you may have on how to get started using this valuable service.

Educational Documents and Publications: Educational Documents and Publications Clerk LaVerne Popoff is available to help you with course outlines, exams, printed course materials, program & college policies, school specific handbooks and publications. Access to these services are available through the Marketing Online Ticketing System.

The Grapevine: There is always plenty going on at Selkirk College and it's understandably hard to keep up. An internal newsletter, *Grapevine* keeps you connected to all the great people, accomplishments and happenings at the college twice a month (once a month during the summer). Look for it in your inbox and take the time to click on the links to explore our incredible community. Any questions or contributions to *Grapevine* should be directed to Bob Hall (bhall@selkirk.ca).

Union Representative:

SCFA: Duff Sutherland

BCGEU: Tom Babott

PPWC: Rod Fayant

EXEMPT: Holly Steenvoorden

Teaching and Learning Institute: Contact Theresa Southam for more information at: tsoutham@selkirk.ca, Ext. 11342
<https://my.selkirk.ca/staff/dept/teachinglearninginstitute/>

Professional Development: <https://my.selkirk.ca/staff/tools/pd/>

Maintenance: Please work with myself (Ext 21277) or Melanie (Ext 21386) for any maintenance needs that you may have. We will submit to Maintenance staff for completion.

Bookstore: Check out the great products and resources available at the Bookstore! Be sure to discuss with your School Chair what your signing privileges will be and to get your textbook orders in at the time requested by the Bookstore.

Library: Please visit the Library and meet the Librarians and library technicians. They will issue you a Borrowing Card and can advise you on what resources are available to you. You are welcome to discuss with the Library Staff how to place books or materials on reserve, or to order them for your courses.

Cafeteria: Our Cafeteria provides food services throughout the school year to staff and students. Please feel free to introduce yourself to staff there and come in and enjoy the meals served. Hours of operation are normally 8:00 am to 3:30 pm. Lunch is served from approximately 11:30 am to 1:30 pm.

Gymnasium: Contact Milane or Rod in the Equipment Room (local 21292) in the Gym to see what our Gym has to offer in the way of Recreation and Fitness. Selkirk Staff are entitled to use the weight room and gym at no cost! We also invite you to join in a variety of clubs, programs and events. It's a great way to meet new people in the college community and also helps to relieve stress.

Weekend Attendant: John Chernenkoff (c. 250-365-4627) is our weekend attendant on Saturdays and Sundays from 7:30 am – 5:30 pm. He works throughout the school year from September to April.

Forms: There is a selection of forms available online at MySelkirk, as well as in the cabinet next to the A-wing photocopier. Please see your School's Admin Assistant for any forms you may require that are not located here.

Welcome to Selkirk College! Please feel free to contact your School Chair, the Administrative Assistant for your School, Melanie Perepolkin (Campus Facilities Coordinator) or myself at any time if you need further information. We will be happy to help!

Holly Steenvoorden,
Campus Manager (Ext 21277)

PROGRAM SPECIFIC / JOB SPECIFIC INFORMATION		
<i>Supervisor: use the space below for any other information you would like to share with your new employee</i>		