

General Information for New Staff at the Tenth Street Campus of Selkirk College

From the Campus Manager
Holly Steenvoorden Ext. 21277

Name:	_____	Employee #:	_____
Position Title:	_____		<i>(Used for access to Stargarden Employee Portal & Benefits)</i>
Department:	_____	Direct Supervisor:	_____
Office Number:	_____	Phone (direct dial):	_____
Photocopy Code:	_____	Local (internal):	_____
Keys:	<i>(collect from Lonnie - Reception)</i>	Duplicating Account:	_____
Novell Login:		Initial Novell Password:	Selkirk1
Wooden drop-box location:		IT Services Helpdesk:	55255

Non-secure location for student assignments, etc.

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

Campus Management: Our office consists of Lonnie Saliken, Campus Facilitator (Ext 11300) 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 Lonnie in the Patenaude Administration office; she will be your primary contact, although I am always available by phone and email.

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: IT Services will arrange 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 Lonnie in the Admin Office. 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 will need to be prefaced by 9+1+ the number.

Duplicating: Carol Chernenkoff, local 21226, works in duplicating at the Castlegar campus. 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.

Mail: We have courier service three times a week between the campuses (Mon, Wed, Fri). The bags are usually picked up by 10:00 am and mail is received by 3:00 pm. There are mailbags located in the Admin Office (beside the mailboxes) for you to place your (internal & external) mail. All external mail (not personal) is to be placed in the Castlegar bag.

Photocopy Number/Keys/Mailbox: Lonnie can provide you with the following:

- any required office, college, or classroom keys. Please contact her for a replacement set if you should lose yours. All keys **must** be returned to Lonnie when you leave employment with the College.
- a photocopy code (for use on both the Admin Office and 3rd Floor photocopiers). Please see Lonnie if you have any questions or need some training on use of these copiers.
- a mailbox in the Admin Office.
- **lend** you a key (which **must** be returned to her immediately) if you happen to lock yourself out of your office.

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 Anthony Jodoin at the Helpdesk (Ext 21335). Please note that, from that point on, ITS will require online work orders.

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: Teaching Corner/Student Records - <https://my.selkirk.ca/staff/dept/teachinglearninginstitute/>
Note: Grades must be submitted within 5 calendar days after the last evaluative component

Room Bookings: If you need to book a room in MARY HALL or PATENAUDE please contact Lonnie (11300). For SHAMBHALA THEATRE bookings please contact Sue Hill (Ext 11357) in the Admin Office.

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.

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.

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

Learning Fellow: 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/>

Shipping and Receiving: Lonnie 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 Lonnie 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 Lonnie 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 Lonnie.

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

Cafeteria: Our Cafeteria at Mary Hall provides food services throughout the school year to staff and students. They also cater events and sell frozen meals. 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 2:30 pm. Lunch is served from 11:30 am to 1:15 pm.

Gymnasium: Please feel free to contact Kim Barker (Ext 11325) in the Gym at our Tenth Street Campus 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: Tarunjit Jassar (Ext 11300) is our weekend attendant on Saturdays and Sundays from 11:00 am to 8:00 pm. He works throughout the school year from September to April.

Lost & Found: Please note that our main Lost & Found is located in the Admin Office, but the Gym does keep a box there as well for participants who leave stuff behind.

Maintenance: Please work with Lonnie (Ext 11300) for any maintenance needs that you may have.

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.

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, Lonnie 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>		