

SAINT
ANSELM
COLLEGE



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Employee Reference Guide

2014 - 2015

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INTRODUCTION

Whether you are new to or already familiar with operations at Saint Anselm College, sometimes accomplishing even simple tasks can seem difficult when you do not know where to begin. This guide provides “how to” information regarding a variety of on-campus services and resources available to college employees.

Generally, the most up-to-date contact information, event information, policies, and programs can be found at the Faculty and Staff link on the Saint Anselm College Web page. New employees are encouraged to explore the pages. One can find everything there from the daily lunch specials at the Coffee Shop to information about our Graphic Identity Program. All employees are encouraged to peruse the College’s site and to be familiar with this valuable resource.

If you are looking for a payroll schedule or you want to order refreshments for a conference, you can find what you need somewhere at www.anselm.edu. To get you pointed in the right direction, the following pages provide some basic information on the most commonly referenced departments, activities, or processes that you may need to know.

HISTORICAL BACKGROUND

For over a millennium, the Benedictines have been engaged in the work of preserving, enriching, and extending the secular learning and religious thought of the Western World. Benedictine monks of Saint Mary's Abbey, Newark, New Jersey founded Saint Anselm College in 1889. It was dedicated to the educational ideals of the Order of Saint Benedict and continues in this commitment. The College is named in honor of one of the great Benedictine scholars of the - eleventh century, whose creative thinking in philosophy and theology, as well as his pastoral zeal for truth as Archbishop of Canterbury, makes him a patron singularly worthy of emulation by an academic community

In response to the invitation of Bishop Denis Bradley, first Bishop of Manchester, a six-year classical course, with curricula in philosophical and theological studies, was organized and opened to qualified students. Shortly before formal instruction was scheduled to commence, the original building burned. A second building was completed in 1893. In 1895, the General Court of the State of New Hampshire empowered the new institution to grant the usual academic degrees.

The College continued to be administered by the Benedictines of Saint Mary's Abbey until 1927, when the local community assumed full academic and financial responsibility for the College. The period which followed has been characterized by steady improvement of facilities. After World War II, the College gradually expanded to meet the needs of veterans and of an increasing College population. In 1960, Saint Anselm undertook what was, at the time, the largest physical plant expansion for a Catholic college of its size in the United States. Subsequent building programs have enabled the College's facilities to continue to meet the needs of its students and faculty.

The physical growth has been paralleled by expansion and improvement of the academic program. In addition to its basic courses in the liberal arts, the College also offers several pre-professional programs and a baccalaureate degree in Nursing.

From its beginnings, Saint Anselm College has been, and desires to remain, a small college. The school is moved to this decision not only because it wishes to accept only those students whom it can efficiently prepare for their life's work but also because it wishes to retain the community spirit characteristic of a Benedictine institution. Therefore, the enrollment is held to under 2000 undergraduate students.

As a liberal arts college, Saint Anselm does not specialize in any particular area or curriculum, but seeks to give its students a broad liberal education in a context of Christian ideals as an integral part of sound preparation for their chosen careers. The College stands open to receive students, faculty members and staff of every race and creed.

ADMISSION

Campus Tours

Campus tours are given daily by the Office of Admission. Employees are welcome to join a campus tour; please call Admission at ext. 7500.

ARTS ON CAMPUS

Chapel Art Center

The *Alva de Mars Megan* Chapel Art Center is Saint Anselm College's gallery for the exhibition of fine art. The facility, which houses a small permanent collection, provides a gracious setting for special exhibitions, lectures, tours, concerts, and recitals. It is open to the campus and general public with exhibitions throughout the academic year. See the exhibition schedule on-line at <http://www.anselm.edu/Institutes-Centers-and-the-Arts/Chapel-Art-Center/Events-and-Programs.htm>

Dana Center for the Humanities

The Dana Center is a performing arts venue with a comprehensive offering of classical theater, contemporary dance, concerts, and films that attract visitors from throughout the region. Saint Anselm College faculty and staff receive a \$5.00 discount on tickets. To view season schedule and purchase tickets go on-line at <http://www.anselm.edu/dana/index.aspx>

BOOKSTORE

What's Available?

The Bookstore stocks all required and recommended text-books and supplies, a variety of imprinted gifts and collegiate clothing, as well as a wide range of cards, posters, jewelry, general gifts, school and art supplies, convenience food, and health and beauty supplies. The Bookstore hours during the academic year are 8:30 a.m. to 5 p.m. Monday through Thursday, 8:30 a.m. to 4 p.m. on Friday, and 12 p.m. to 4 p.m. on Saturday. Summer hours are 8:30 a.m. to 4 p.m. Monday through Thursday and 8:30 a.m. to 2:00 p.m. on Friday. The Bookstore is open to the public. Employees of the College receive a 10% discount (some restrictions apply) and can pay for purchases by cash, debit, or credit card.

CAMPUS DIRECTORY

The campus directory includes the names, phone numbers, and campus box numbers of faculty and staff. The directory is available from QuickLinks on the Saint Anselm College homepage.

CAMPUS MAIL CENTER

Services

The Saint Anselm College Campus Mail Center offers a wide variety of USPS services including stamp sales, mail shipment, package shipment, and international mail shipment. United Parcel Service (UPS) is also available.

Mail Delivery

Any items that are to be shipped or mailed should be brought to the mail center no later than 3:00 p.m., Monday through Friday for United States Postal Service (USPS) pick up. Items brought to the mail center after 3:00 p.m. may not be processed until the following business day as mail tends to be picked up before 3:30 p.m. Campus mailings (interoffice) to multiple campus box numbers should be in box number order.

Addresses

Format for campus address:

Your Name
Saint Anselm College
100 Saint Anselm Drive, Box # _____
Manchester, NH 03102

Hours

The Campus Mail Center, located on the lower level of Cushing, is open for business Monday through Friday, 9 a.m. to 3:45 p.m. However, we understand sometimes you need mail service before class or find it difficult to get away from your office, so we are ready to provide service to faculty and staff at 7:30 a.m.; please knock on the back door. See a member of your department for a key to your department's box. Mail Center staff can provide keys as well as mail service information. Call ext. 7025 or email mailcenter@anselm.edu.

CAMPUS PORTAL

Access Saint Anselm College portal at <http://myanselm.anselm.edu> (log in with same user name and password as you normally do). Here you are able to view general campus information (Anselm Community Portal), employee information (click on **more** at top right hand of page to access Employee Information), and departmental budget information.

The Anselm Community Portal allows access to valuable tools and information such as:

- Campus Safety
- Faculty Senate
- Inclusiveness
- Information Technology
- Institutional Effectiveness
- Institutional Research
- Staff Council, including the Staff Discount Program (see web page for details)
- Strategic Plan
- Town Hall Forum

On the Employee Information page:

- Benefits, Forms, and Policies
- Holiday Schedule
- Employee Tools (includes Telephone Directory, My Pay Stubs, and My W2)

- Quick Links (to all benefit providers and retirement planning)
- Exception Time Reporting
- Computer Replacement Plan

Employees with budget responsibilities may gain access to their department budget via the portal. Contact Director, Budget & Planning, at ext. 7199 for information. The General Ledger, as well as guides for budget prep and variance reporting can be found on the portal.

CAMPUS SAFETY AND SECURITY

To Report an Emergency

Dial “555” from any campus phone or “911” from any other phone, and you will reach the Goffstown Police Department. State your name, location and nature of the emergency to the Dispatcher who will send the appropriate emergency services personnel and Campus Safety & Security officers.

Non-emergency calls may be placed to Ext. 7260, or “0” on the campus phone system, or 641-7000 during regular business hours. The on-duty officer may be reached after business hours by calling 641-7000 and following the prompts to reach the answering service. The answering service will contact the officer.

The Office of Campus Safety & Security is located in the Daley Building, on Saint Anselm Drive, across the street from the main entrance of the College.

Parking Permits

All vehicles that are parked on campus must be registered and display a valid parking permit. Parking permits can be ordered from The Permit Store at www.thepermitstore.com. Have your employee number handy (the six digit number you received at Human Resources new employee orientation; also on the back of your College ID card) along with vehicle information. There is no cost for the first permit; additional permits incur a \$4.95 handling charge. For questions call ext. 7260.

Safety Escorts

If you feel uncomfortable walking alone to your car or another office and you would rather have a ride, please call Campus Safety at ext. 7260 (during regular business hours) for a safety escort. The on-duty officer may be reached after business hours by calling 641-7000 and following the prompts to reach the answering service; the answering service will then contact the officer.

COLLEGE COMMUNICATIONS AND MARKETING

The Office of College Communications and Marketing (CCM) supports the communication needs of Saint Anselm College as well as enrollment and fundraising objectives. Through the production and dissemination of specialized publications and collateral materials, the office serves as the college's principal communications resource.

Other responsibilities include media relations, publication planning and design, and management of the college's Web site. The Office of College Communications and Marketing is located on the second floor of Alumni Hall. Office hours are 8:30 a.m. to 4:30 p.m. Monday through Friday; call (603) 641-7240 for further information.

Training

Throughout the year the Integrated Communications Manager offers training for staff members on using Ingeniux CMS (Content Management System). CMS training enables staff members in each department to update department Web pages.

DINING SERVICES

Locations

Dining Services provides a variety of dining options to meet all tastes. Davison Hall is open Monday-Friday 7 a.m. to 7 p.m., and Saturday-Sunday 7 a.m. to 6 p.m. The Coffee Shop is open Monday-Friday 8 a.m. to 12 a.m., Saturday 4 p.m. to 12 a.m., and Sunday 6 p.m. to 12 a.m. Menus for both Davison Hall and the Coffee Shop are posted online. During summer the hours of operation are reduced. The Pub is located in the back of the Coffee Shop and only those who are 21 or older are permitted to enter after 4 p.m. Beer and wine are served after 4 p.m.; wait staff are available in the Pub for ordering from the Coffee Shop menu. The Common Ground Café, located at the New Hampshire Institute of Politics (sometimes referred to as “the Institute” or NHIOP), operates Monday-Friday 9 a.m. to 2 p.m., serving coffee, tea, espresso-based drinks, sandwiches, and snacks.

Faculty and staff members who use their College ID to purchase food at any dining location receive a 15% discount. Money can be put on the card at any dining facility (minimum \$20.00). Cash, checks and Visa and MasterCard are accepted at all on-campus dining locations.

Catering Services

Dining Services provides full-service catering for campus events. See the Catering Guide for details, menus, and pricing posted online at the Dining Services Web page at <http://www.anselm.edu/Faculty-and-Staff/Dining-Services/Catering-Services.htm>

FINANCE

The Office of the Vice President for Finance is responsible for managing the College's finances, physical plant, and auxiliary services.

Budget & Planning Office

The Budget and Planning Office is responsible for the development and monitoring of the College's operating and capital budgets.

Office of the Controller

The Controller's Office is responsible for numerous business functions that support the College and its mission. Those functions are Accounting, Financial Services, and Procurement. Many employees will have dealings with the Cashier's Office, Payroll, and Procurement (Purchasing); you will find them in Alumni Hall on the 2nd floor.

A variety of downloadable forms (i.e. direct deposit & check requests), along with payroll schedules are available online at <http://www.anselm.edu/Faculty-and-Staff/Finance/Controller/Downloadable-Forms.htm>.

The Cashier's hours are 9 a.m. to 4 p.m. Contact the Purchasing Manager at ext. 7380 for information regarding the Campus Information System (CIS) purchasing process. Department staff members responsible for a budget can view the General Ledger, the Annual Budget Calendar, and useful guides by logging into the CIS Portal at <https://myanselm.anselm.edu/cis>.

Timesheets for hourly paid employees are available from your supervisor, the Copy Center, or the Cashier's Office. Instructions for turning in timesheets can be found at the top of the sheets. Paychecks are issued every other Thursday for hourly employees and the 15th and the last working day of the month for salaried employees. Direct deposit is available; pick up a form from Human Resources or from the Business Office or go on-line (see above).

HEALTH SERVICES

Saint Anselm College Health Services primarily provides assistance to students but does conduct a Flu Shot Clinic once a year (usually in October) for staff and faculty at a minimal cost. Health Services also provides notices, via e-mail, regarding classes such as Yoga, Zumba, and Pilates, which are open to all student, faculty, and staff members for a fee.

HUMAN RESOURCES

Benefits Information

The benefits orientation for benefit-eligible employees is done at the time of hire or upon transfer from part-time status to full-time status. Information regarding benefits, tuition exchange/remission programs, as well as policies, handbooks, and frequently used forms can be found online at the Human Resources page at <http://www.anselm.edu/Faculty-and-Staff/Human-Resources.htm>. On-line benefits enrollment, via BSwift, occurs each year in November for the upcoming calendar year. However, any time during the year employees may update beneficiary information, inform benefit providers of an address change, change other personal information, change enrollment due to a Life Event by going to <http://www.saintanselm.bswift.com>. Also, in the case of a Life Event, please speak directly with the Assistant Director, Human Resources.

College ID

Following completion of New Hire orientation, employees may have a College photo ID made in the Dining Services office, in Davison Hall. Replacement of a lost ID is available for a minimal charge.

Your ID card is necessary for checking out books or videos from Geisel Library, to gain admission to the campus Fitness Center, free admission to all regular season athletic games (along with one guest free of charge), and discounts at the Bookstore (10% discount, some restrictions apply), Dining Services (15% off food), and Dana Center (\$5.00 off regular ticket price) .

In addition, employees may use ID cards for free admission to the Currier Museum in Manchester. The Geisel Library also has discount coupons for the Museum of Fine Arts in Boston (\$10.00 off per person/good for 2 people) and free family pass for the Museum of New Hampshire History in Concord. The ID card is also good for a variety of discounts at local businesses. See the Staff Council webpage at https://myanselm.anselm.edu/ICS/Anselm_Community/Staff_Council/ for more details.

Employment Opportunities

The Office of Human Resources posts all open staff positions on the Human Resources Web site, <http://www.anselm.edu/Faculty-and-Staff/Human-Resources.htm> and on bulletin boards located outside their office, near the Financial Aid Office, and in Physical Plant, Davison Hall, and the Coffee Shop. All interested persons (including employees looking to transfer to another job or department) must apply on-line.

INFORMATION TECHNOLOGY

E-mail and Network Accounts

E-mail and network accounts are set up through the Office of Information Technology. E-mail and account passwords are given to new employees during their new hire orientation. If you have any questions about your e-mail or network account, please contact the IT Help Desk at ext. 4357; from off campus call 603-222-4295.

Office of Information Technology (OIT)

Information Technology is located in Poisson Hall and offers single point of contact for all technology needs. The Help Desk (located on the main level of the Geisel Library) can be reached by calling ext. 4357 (HELP) or (603)222-4295, by e-mail at Helpdesk@anselm.edu, or simply by showing up. During the academic year an IT Technician is available 8:00 – 4:30 Monday through Friday, while students staff the Help Desk until 9:00 p.m. Monday through Thursday and until 5:00 p.m. on Friday. During the summer, the Help Desk keeps the same hours as the rest of the administrative offices 8:30 – 4:30. For the most current service offerings,

frequently accessed sites and additional contact information go to:
<http://www.anselm.edu/Faculty-and-Staff/Information-Technology.htm>.

LIBRARY

All employees are welcome to use the many resources housed at Geisel Library. A College ID is required to check out books or videos. Library hours vary and are available at
<http://www.anselm.edu/Library/About-the-Library/Hours.htm>.

Geisel Library plays a central role in the academic life of the College by supporting the teaching, learning and research needs of students, faculty, staff and the Monastic community. The collections include ever-growing and selective access to more than 325,000 physical and online titles, covering primarily scholarly books, journals, newspapers, databases, websites, microforms, archives and audio/visual publications. All library resources are described in GeiselCat, the Library's online catalog, or on the Library's webpages where access from off-campus computers is also often possible.

The Reference Desk helps Saint Anselm College students, faculty, and staff with their research needs and questions. Whether you are working on a paper or researching a topic of personal interest, reference librarians can direct you to the best information resources.

Visit the Reference Desk in person or contact a reference librarian via:

Phone: 641-7306

Email: askalibrarian@anselm.edu

Inquiries via text message: 603-556-8883

For web chat and forms, see "Ask us" on the Library webpage.

MISCELLANEOUS

ATM Location

There is an ATM on campus located in Cushing Center near the campus mail center. The ATM is serviced by Citizen's Bank. There is a service fee if you are not a member of the machine's banking network.

Keys

Your supervisor will give you keys for your office. If duplicate keys are needed please contact Heather Arsenault in Safety & Security at harsenault@anselm.edu with building name, room number, and key number if available. For new locks or any lock work, please send a work request to Doris Dionne in Physical Plant at dodionne@anselm.edu .

Notary Public

The following Saint Anselm College staff members are certified New Hampshire Notary Publics:

- Cheryl Bagtaz, Assistant Director, Human Resources – Benefits & Wellness, Alumni Hall, 3rd floor
- Deborah Hesketh, Campus Mail Center Supervisor, Cushing Center, lower level
- Jacques Plante, Purchasing Manager, Treasurer’s Office, Alumni Hall, 2nd floor
- Janet Poirier, Executive Assistant, Office of the President, Alumni Hall, 1st floor

Ordering Printed Material

Both the Campus Print Shop and the Copy Center are located directly behind the rear entrance of Alumni Hall. Contact the Copy Center, ext. 7191 for business cards, stationery orders, copy paper, and copies. Call the Supply Hotline, ext. 5008 to order copy paper. The Print Shop, ext. 7190 prints a variety of materials in-house as well as coordinates off campus print orders as necessary.

Room Reservations

The Conference and Event Coordinator, ext. 4270, coordinates room reservations for meetings and events. Contact the coordinator for information on using Ad Astra (scheduling program) to book space for your department. The office is located in the lower level of Cushing.

Classroom reservations may be made by calling the Registrar’s Office at ext. 7400. The Registrar’s Office is located in Alumni Hall, 1st floor.

PHYSICAL PLANT

Work Order Procedures

The responsibilities of the members of the Physical Plant Department include maintenance, custodial, ground services, construction project management and programs support. To place a work order for maintenance (i.e. replacing light bulbs, repairs) or other services (i.e. moving/removing office furniture, pick up/drop off boxes, etc.) please send an email to the Office Manager, Doris Dionne at dodionne@anselm.edu. Physical Plant is located in the Daley Building, across the street from the main entrance of the campus.

SPORTS AND RECREATION

The Carr Center

The Carr Center features three regulation size basketball, volleyball, and tennis courts; three regulation racquetball courts; a fitness center available for use by the Saint Anselm community; a varsity weight room for use by the college's varsity athletic programs; and houses the College's athletics administrative offices.

The Fitness Center at the Carr Center is a three-level, 9,000 square foot facility available for use by all members of the Saint Anselm College community. An employee may bring up to two guests; please check in at the front desk with College ID (required).

Sullivan Ice Arena hosts both noon skating sessions and faculty and staff skating (this program is open to all faculty, staff and their families); call 603-222-4267 for schedules.

STAFF COUNCIL

The mission of the Staff Council is to promote the visibility of Saint Anselm staff as valued members of the College and encourage staff to participate in, and contribute to, the life and mission of the College in order to help facilitate a greater sense of belonging within the Saint Anselm community.

The purpose of the Staff Council is to provide staff with a mechanism in which to promote an effective exchange of information between staff and Saint Anselm College Administration. The Staff Council shares information, discusses ideas, and provides input and assistance to the Administration to help improve the quality of the environment, morale and productivity at the College. The Council is an advisory body, reporting to the Vice President for Human Resources & Administration.

CAMPUS CONTACTS

A complete staff directory can be found at <http://www.anselm.edu/Campus-Directory-and-Offices.htm>.

Department	Contact Person	Phone ext.
Admission	Cathy Sirois, Secretary/Receptionist	7500
Bookstore		(603) 624-4790
Campus Mail Center	Deborah Hesketh, Supervisor	7025
Campus Safety and Security	Heather Arsenault, Administrative Assistant II (parking permit info, keys)	7290
Chapel Art Center	Pamela Condon, Administrative Assistant II	7470
College Communications and Marketing	Dyan Ciccone, Assistant Director, Web Communications (CMS training, updating department web page)	6174
	Keith Morse, Print Shop Manager	7190
Copy Center	Linda Warden-Burglund, Copy Center Coordinator (ordering business cards, stationery, copy paper)	7191
Dana Center	Julie Arangio, Administrative Assistant II	7710
Dining Services	Lynne Patterson, Catering Manager	7236
Finance/Treasurer	Renee Clavette, Director, Budget & Planning (access to department budget on Portal)	7199
	Katie Dionne, Assistant Controller/Director, Financial Services	7618
	Nancy Ingerowski, Payroll Specialist	7104
	Oksana Tyler, Cashier (petty cash reimbursements)	7105
	Jacques Plante, Purchasing Manager	7380
	Carol Vachon, Accounts Payable Specialist (processing payment of vendor invoices)	7106
Health Services	Claudette Perreault, Administrative Assistant II (sign up for fitness classes, flu shot info)	7028

Human Resources	David M. Harrington, Director	7258
	Cheryl Bagtaz, Assistant Director, Benefits & Wellness	7346
	Jenny Bless, HR/Payroll Data Entry Specialist (Student Employment)	7381
	Lorraine B. Kulik, Administrative Assistant II	7020
IT	Help Desk	4357
	From off campus	603-222-4295
Physical Plant	Doris Dionne, Office Manager	7350
	(requesting work order for repairs)	
Sports and Recreation	Robert Herrick, Fitness Center Manager	7654
	Ken Perkins, Manager	4267
	Sullivan Ice Arena	