



Fee-Based, Not-For-Credit

Instructor Handbook

2016

Access - Success - Excellence

Table of Contents

Attendance.....	5
Completion of Program.....	6
Contact Information.....	9
Cuesta Emergency Lights System (CELS).....	7
Employment Information.....	3
Evaluations.....	6
Facility Use.....	4
Flyers.....	4
Hiring Process/Options.....	3
Incident Report.....	7
Instructor Emergency.....	7
Instructor Packet.....	5
Keys.....	5
Maps.....	8
Parking Permits.....	5
Payment.....	3
Promoting Your Class.....	4
Public Safety.....	7
Refunds/Transfers.....	6
Registration.....	6
Supplies.....	4
Welcome.....	2

Who is Community Programs?

The Mission of Cuesta College Community Programs is to provide a comprehensive source for lifelong learning, vocational education, recreational opportunities and cultural development where community members may pursue their potential in an inviting, accessible environment. The programs, classes and activities are fee-based and do not receive tax support or College credit.

Where is Community Programs?

The Community Programs 4700 building is located on Cuesta College's San Luis Obispo Campus. Cuesta College is located off of Highway 1 between San Luis Obispo and Morro Bay.

Cuesta College also has a North County Campus in Paso Robles located at 2800 Buena Vista Drive. Community Programs does not have an office on the North County Campus, but we do offer a small selection of class at that location each season.

Welcome Community Programs Instructors!

It is a pleasure to welcome you to the Community Programs staff. The integrity and excellence of Community Programs is enhanced by the quality of our devoted instructors who have each done much to increase the positive public attitude toward the pursuit of lifelong learning.

The Community and Continuing Education and Recreation function is flourishing in the American Community College, largely due to a growing recognition of its importance in an information society. This positive trend shows the importance of individual enrichment and learning in the community-based education environment.

We are mindful of the contribution of our instructors in the vitality and viability of our programs. Thank you for your part in Cuesta College Community Education and Recreation Programs.

The Community Programs staff welcomes you, the instructor, who has been chosen for your knowledge, skill and willingness to serve as a frontline representative of Community Education and Recreation at Cuesta College. In an effort to offer a quality experience for both the participant and the instructor, please review the staff responsibilities and general employment information.

community*programs*

General Employment Information

Hiring Process/Options

Most instructors will be hired as short-term, temporary employees of the College. Your employment will last for the length of the fiscal year (July through June) and you will have to complete and sign new paperwork to be re-employed for each fiscal year. Others will be hired as a business or independent contractor. This requires the business or individual to submit a completed W9 form at the start of their employment.

1.) For employees of the College

- Complete and sign Personnel Authorization Request Form and Scope of Work with Program Coordinator
- Complete Livescan fingerprinting on campus (required only at start of employment). Expected cost is \$47.00
- Submit valid tuberculosis (TB) test (must be kept up and resubmitted every four years for active employees). Expected cost \$15-\$25
- Complete and submit new employee paperwork

2.) For independent contractors

- Complete and return Vendor Maintenance Form
- Submit signed W9

Payment

Once an acceptable enrollment number has been agreed upon and met for a given class most instructor(s) will be paid using a 50/50 split of the net income for their course unless another arrangement has been made. The net income is calculated by taking all patron registration fees and subtracting \$40 for brochure and marketing. The net income is then split 50/50 between Community Programs and the instructor(s). For employees of the College this amount will then be divided by the total number of class hours to determine an hourly rate. The employee will be paid on the 10th of each month for the hours worked in the previous month until the completion of their course. Permanent college employees and faculty will be paid on the last Friday of the month. Independent contractors will be paid through the District's established timeline.

Direct deposit is available and encouraged for employees of the College. If interested, direct deposit forms can be found online at www.cuesta.edu/communityprograms under "instructors". Once completed these forms will need to be submitted by the employee to the Human Resources 8000 Building. This process is not available for independent contractors

Promoting Your Class

All classes and activities are promoted through the department's seasonal brochure, monthly email blasts, and our web site. Brochures are distributed by Community Programs to libraries, Chambers of Commerce, community centers, plus businesses and schools who have agreed to help promote Cuesta College's offerings. Instructors are also encouraged to promote their classes through social media and distribution of flyers and brochures to targeted locations. All instructors are heavily encouraged to market their own courses/workshops to ensure the best possible attendance. Please remember that your help in getting the word out and in the distribution of flyers and brochures is essential for the success of our partnership. All flyers must be approved by Program Coordinator prior to distribution. The flyer template is located at our website www.cuesta.edu/communityprograms. Find this downloadable form by clicking on "Instructors" link on the footer of any page.

Supplies

Supplies that have been budgeted for in the class fee may be purchased by Community Programs once the minimum enrollment for the course has been met. If supplies are not available online, an instructor may purchase supplies on their own and be reimbursed after submitting an original receipt. Reimbursements can only be made if they are pre-approved by the Program Coordinator. No exceptions.

Class Handouts

Class handouts for duplication should be submitted to the Community Programs office at least five working days before they are needed. Handouts greater than 10 pages will need to be submitted to the Campus Reprographics. The copy fee is charged to your class. Carefully proof and type all handouts.

Facility Use

Your courtesy and cleanliness in leaving the classroom as you find it is required. Classrooms are used by multiple teachers and programs so please straighten all chairs and clean the boards at the completion of each class. Before you leave, turn off the lights and lock the door. Alcoholic beverages are not permitted on school grounds and smoking should occur at least 25 feet away from any buildings or in a designated smoking area.

Instructor Class Packet

An instructor packet is prepared for each course and will be left in your classroom for classes on the San Luis Obispo Campus or available to pick up at the Public Safety office for the North County Campus. Please touch base with Program Assistant or Program Coordinator to arrange for earlier pickup. **The packet includes the following:** Campus map, class roster/attendance sheet, registration forms, evaluation forms, duplication materials (if prior arrangements were made), parking permit for instructor or letter of agreement for semester pass, building and classroom key (if needed), and an incident report form.

Parking Permits

Parking permits are required for all vehicles Monday–Saturday, 24 hours a day on both the San Luis Obispo and the North County campuses. No permits are required on Sundays or holidays. Parking regulations for red zones and 20 minute spaces are enforced 24 hours a day, seven days a week. **Instructors** who are teaching classes with 5 or more meetings must pick up a letter of agreement from Program Coordinator and take it to the Public Safety office on campus to receive your semester permit. Those with fewer than 5 meetings will have daily permits provided in your class packet. **Patrons** are responsible for acquiring and displaying their own permits. Permits can be purchased from the Community Programs office during operating hours or at any kiosk on campus. Parking citations must be handled by the patron. Community Programs is unable to assist with this process.

Keys

Check with your coordinator to see if a key is required for your class. Classes in the 4700 building on the SLO Campus are checked out by Community Programs Staff. All others must be requested in advance and picked up at Public Safety. Please return keys at the completion of your course.

Attendance

Attendance must be recorded at every class meeting. Attendance is to be logged into ActiveNet and submitted with your class packet at the completion of your course. If you need training or a refresher on logging attendance in ActiveNet please arrange with the Program Assistant.

Course Evaluations

Please provide time at the end of your course for participants to complete the course evaluation forms included in your class packet. You may review these forms, but all must be returned to the Community Programs office with your class packet. Copies can be made upon request.

Registration

Five easy ways for patrons to register for Community Programs classes:

- **On-line** registration @ www.cuesta.edu/community_programs
- **Call** Community Programs office at (805) 541-3132
- **Mail** registration form to: Community Programs, PO Box 8106, San Luis Obispo, CA 93403-8106
- **Fax** the form to: (805) 546-3107
- **Walk** into the Community Programs Office, Building 4700, SLO Campus

Advance registration is recommended as classes not meeting the minimum enrollment 4-5 days prior to the first class meeting will be cancelled.

Late/Drop-In Registration

On-site registration at the first class meeting is allowed only if space is available. Late registration is collected by the instructor using the registration forms included in your packet and turned in at the end of the first class meeting. Late registrations collected on the SLO campus should be delivered to the front desk during operating hours or to the after hours drop box by the front door. For late registrations on the North County Campus please submit to Public Safety with note attached - "Attn: Judy McDaniel – please send to Community Programs".

Refund/Transfers

If a patron cannot attend a class for which they are registered, a written request must be received by the Community Programs office at least 7 days before the activity begins. Refunds, minus a \$10 processing fee per class, will be issued on the last Friday of every month. A transfer from one class/event to another is available for a \$5 transfer fee. Patrons will be emailed a confirmation once the refund or transfer has been processed.

Completion of Program

Return the instructor packet immediately with completed attendance sheets, evaluations, and room key to the Community Programs office or after hours drop box on the SLO Campus or Public Safety on the North County Campus note attached - "Attn: Judy McDaniel – please send to Community Programs".

Cuesta Emergency Light System (CELS)

Every classroom is now equipped with an emergency light system and corresponding diagram with information on what to do when the system is activated. This system must never be moved or unplugged and should be reported immediately if you find it inoperable. The white light will indicate that it is active and all systems are clear.

Instructor Emergency

If you become ill or have an emergency that prohibits you from teaching your class, please notify the Community Programs office as soon as possible. Your class will be cancelled unless arrangements have been made for a substitute instructor. Substitutes must be hired and cleared to work before they can begin.

On the Job Injuries

Immediately notify the Program Coordinator of any work-related injury or illness. If that person is not available, contact Human Resources at (805) 546-3129 so that the proper paperwork can be completed.

Incident Report Form

The purpose of this form is to keep the Community Programs department informed about incidents involving patrons and/or classroom facilities. Use this form to report any incidents such as misconduct, injuries, theft or damage to property of the College, physical abuse, threat or assault of any person or College-owned property, and any other such occurrences. This report must be submitted to Community Programs staff within 24 hours of an incident. If a patron is injured and needs medical attention, call Public Safety or 911 for an emergency.

Public Safety

Will provide assistance with locking/unlocking doors, parking, safety issues, and other concerns.

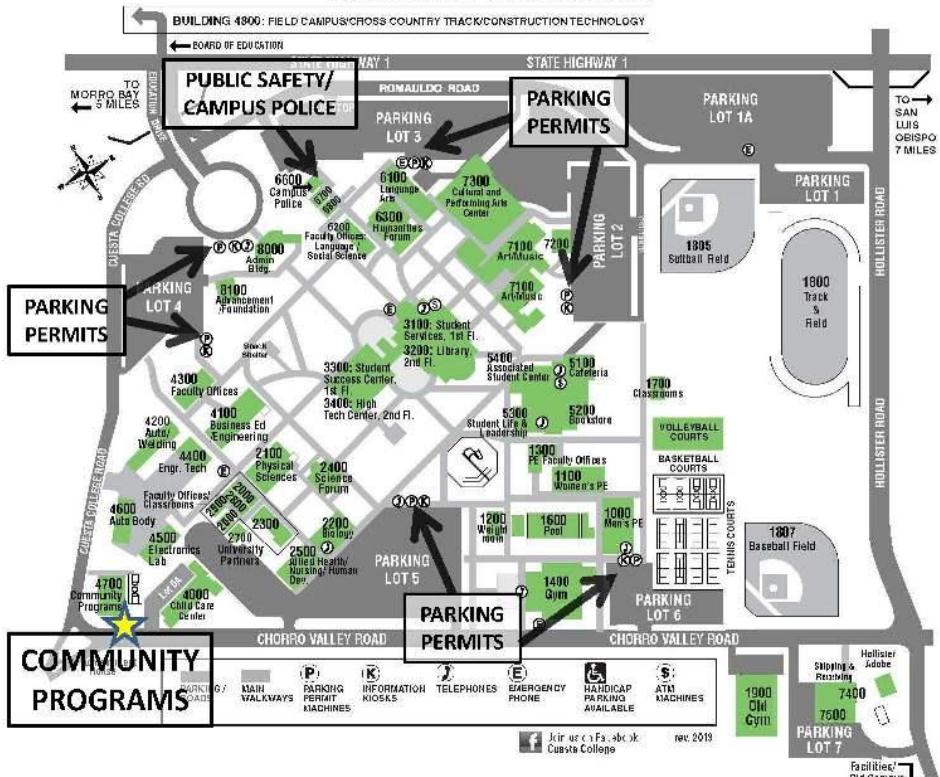
- **San Luis Obispo Campus (805) 546-3205**

Located in Building 6600 and staffed Monday-Friday, 7am -11pm and Saturday, 7:30am – 5:30pm.

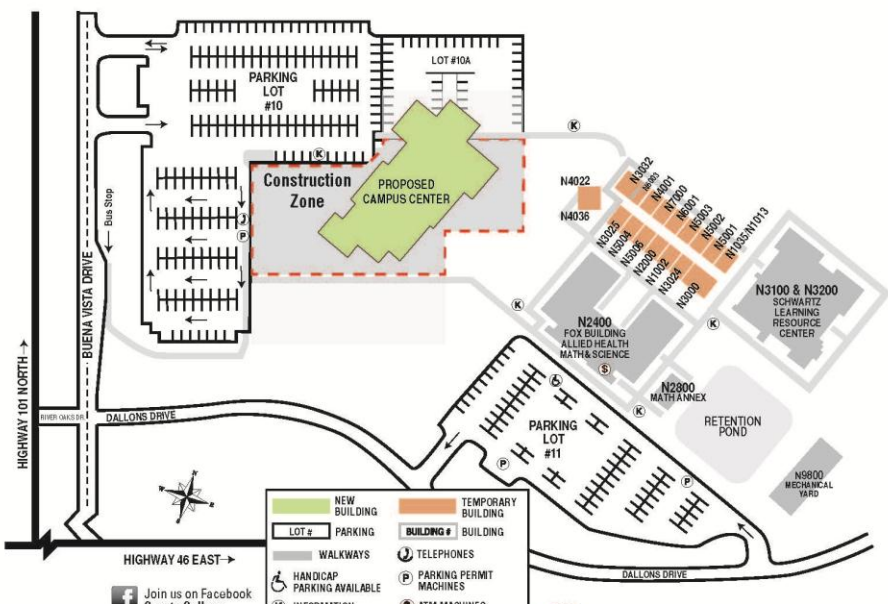
- **North County Campus (805) 591-6205**

Located in Room N1035 and staffed Monday-Thursday, 7:30am -11pm and Friday, 7:30am – 5:00pm. If unable to reach Public Safety on the North County Campus, call Public Safety on the SLO Campus.

Cuesta College San Luis Obispo Campus
805-546-3100 | www.cuesta.edu



Cuesta College North County Campus
2800 Buena Vista Drive, Paso Robles, CA 93446
(805) 591-6200 www.cuesta.edu



How to Contact Us:

Call (805) 546-3100

and then dial staff members four-digit extension

Matthew Green, Director

Ext. -- 2229

mgreen@cuesta.edu

Nanette Piña, Division Assistant

Ext. -- 2294

npina@cuesta.edu

Wes Martin, Program Coordinator

Ext. -- 2103

phillip_martin@cuesta.edu

Gaby Rangel, Assistant/Receptionist

Ext. -- 2284

gabriela_rangel@cuesta.edu

Lea Geronimo, Assistant/Receptionist

Ext. -- 2284

lea_geronimo@cuesta.edu

Staff Directory & General Information: (805) 546-3131

Fax:

(805) 546-3107

Office Hours:

Monday – Thursday

8:00am-5:00pm (closed 12-1pm)

Closed Friday, Saturday, Sunday

Mailing Address:

Community Programs

PO Box 8106

San Luis Obispo, CA 93403-8106

Public Safety:

(805) 546-3205 – SLO Campus

(805) 591-6205 – NC Campus

Notes