

Take a Virtual Tour of



Employee edition

March 2011

Employees Front Page

GTC 4me
Welcome Employee | Sign Out | My Site | My Links | ?

All Sites Advanced Search

Employees | Student Resources | College Resources | Campus Life | GTC Information | Employee Resources | Connect

GTC4me Home > Employees

My Calendar

Today's Date: Tuesday, March 08, 2011

March 2011						
S	M	T	W	T	F	S
27	28	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	1	2
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Tuesday, March 08
No events

Wednesday, March 09

- 10:00 AM Web Services Governance Advisory Committee
- 11:00 AM New Event
- 1:00 PM Mobile Web webinar

Thursday, March 10

- 12:30 PM Dreisbach

You have 1 unread message.

Google mail
Click to access google mail

Fair
51°F

Need 2 Know

HIM and OTA Phase I Students: Applicant Workshops March 7-9
If you plan to apply for Phase II this year, this workshop is for you! For details and registration information, please access your department's website at either www.gvitec.edu/HIM or www.gvitec.edu/OTA.

Save the Date for Convocation
Greenville Technical College invites you to join your colleagues for Convocation on Friday, August 26, from 8 – 11 a.m. Details to come!

Add article to entire portal Add article to this site only

How To...

- See my pay advices
- Enter my time
- Find something from CampusCruiser
- Find the food options at the Student Center

GTC Dates and Events

Access the [GTC4me Calendar](#) or check out the upcoming events listed below for college-wide events. Check individual pages and club sites for events specific to each area.

Add/Drop for 2nd half
3/8/2011 12:00 AM

Grades due by noon
3/8/2011 12:00 PM

GTC News **Recognition**

Meet the reaccreditation team for Greenville Technical College
The Commission on Colleges requires that institutions establish a leadership team to manage and validate the internal institutional assessment of compliance in all Core Requirements, Comprehensive Standards and Federal Requirements. Click for the team lists.

Blackboard Update
As Blackboard phases out the WebCT Learning Management System, the process of transferring online and hybrid classes to Blackboard 9.1 for summer and fall is moving ahead. Click this article for details on resources and training opportunities.

QEP update

Quick Access **My Bookmarks**

- GTC2me - Emergency Messaging
- Blackboard Access
- WebCT Access
- Academic Calendar
- Catalog
- Standards of Behavior
- Greenville Tech website
- Where is all the CampusCruiser stuff?
- For Technical Support, click or call 250-8226

WebAdvisor

- Student Profile
- Registration
- Academics
- Book Store
- Financial
- Financial Aid
- Employee Profile
- Human Resources
- Time Entry
- Financial Services

GTC4me Features

GTC4me Features

The screenshot shows the GTC4me website interface. At the top, there is a navigation bar with the GTC4me logo on the left and user information (Welcome Employee) and links (Sign Out, My Site, My Links) on the right. Below the navigation bar is a menu with categories: Employees, Student Resources, College Resources, Campus Life, GTC Information, Employee Resources, and Connect. The main content area is divided into several sections:

- My Calendar:** A purple sidebar on the left showing a calendar for March 2011. Today's date is Tuesday, March 08, 2011. The calendar shows events for the following days: Wednesday, March 09 (10:00 AM Web Services Governance Advisory Committee, 11:00 AM New Event, 1:00 PM Mobile Web webinar) and Thursday, March 10 (12:30 PM Dreisbach).
- Unread Messages:** A notification at the top center says "You have 1 unread message." with a red arrow pointing to a "Google mail" icon.
- How To...:** A dropdown menu with options: See my pay advices, Enter my time, Find something from CampusCruiser, and Find the food options at the Student Center.
- Quick Access / My Bookmarks:** A sidebar on the right with various links like GTC2me - Emergency Messaging, Blackboard Access, WebCT Access, Academic Calendar, Catalog, Standards of Behavior, Greenville Tech website, and For Technical Support.
- GTC Dates and Events:** A section at the bottom left with text: "Access the GTC4me Calendar or check out the upcoming events listed below for college-wide events. Check individual pages and club sites for events specific to each area." Below this are two items: "Add/Drop for 2nd half 3/8/2011 12:00 AM" and "Grades due by noon 3/8/2011 12:00 PM".
- GTC News:** A section at the bottom center with a "Blackboard Update" and a "QEP update".

A callout box with a white background and black text is overlaid on the calendar and unread messages sections. The text reads: "My Calendar and the unread messages, when set up, connect to your outlook account and show your upcoming appointments and unread emails, even if you are viewing GTC4me from home!". A red arrow points from the text to the unread message notification.

GTC4me Features

The screenshot shows the GTC4me website interface. At the top, there is a navigation bar with the GTC4me logo on the left and user information (Welcome Employee) and links (Sign Out, My Site, My Links) on the right. Below this is a secondary navigation bar with various resource categories like Employees, Student Resources, College Resources, Campus Life, GTC Information, Employee Resources, and Connect. The main content area is divided into several sections: 'My Calendar' (a purple sidebar with a calendar for March 2011 and a list of events for the current week), 'Need 2 Know' (a section with various news items), 'Quick Access' (a list of frequently used links like Emergency Messaging, Blackboard Access, etc.), and 'My Bookmarks'. A yellow callout box with black text is overlaid on the 'Need 2 Know' section, with two red arrows pointing from the text to the 'GTC Dates and Events' and 'Add/Drop for 2nd half' sections in the 'My Calendar' sidebar.

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Quick Access

- GTC2me - Emergency Messaging
- Blackboard Access
- WebCT Access
- Academic Calendar
- Catalog

My Bookmarks

- standards of Behavior
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- Where is all the CampusCruiser stuff?
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Need 2 Know

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QEP update

GTC4me Features

The screenshot shows the GTC4me website interface. At the top, there is a navigation bar with the GTC4me logo on the left and user options like 'Welcome Employee', 'Sign Out', 'My Site', 'My Links', and a search bar on the right. Below the navigation bar, there are several menu items: 'Employees', 'Student Resources', 'College Resources', 'Campus Life', 'GTC Information', 'Employee Resources', and 'Connect'. The main content area is divided into several sections:

- My Calendar:** A purple sidebar on the left showing a calendar for March 2011. Today's date is Tuesday, March 08, 2011. The calendar shows dates from 27 to 31. Below the calendar, there are event listings for Tuesday, March 08, Wednesday, March 09, and Thursday, March 10.
- Messages:** A notification that says 'You have 1 unread message.' with a 'Google mail' icon and a link to 'Click to access google mail'. Below it is a 'Yahoo! Weather' widget showing 'Fair 51°F'.
- How To...:** A box with a red arrow pointing to it from the text below. It contains a list of links: 'See my pay advices', 'Enter my time', 'Find something from CampusCruiser', and 'Find the food options at the Student Center'.
- Quick Access / My Bookmarks:** A sidebar on the right with a list of links: 'GTC2me - Emergency Messaging', 'Blackboard Access', 'WebCT Access', 'Academic Calendar', 'Catalog', 'Standards of Behavior', 'Greenville Tech website', 'Where is all the CampusCruiser stuff?', and 'For Technical Support, click or call 250-8226'.
- WebAdvisor:** A sidebar on the right with a list of links: 'Student Profile', 'Registration', 'Academics', 'Book Store', 'Financial', 'Financial Aid', 'Employee Profile', 'Human Resources', 'Time Entry', and 'Financial Services'.
- Need 2 Know:** A section with a heading 'HIM and OTA Phase I Students: Applicant Workshops March 7-9' and a brief description of the workshop.
- GTC Dates and Events:** A section with a heading 'Access the GTC4me Calendar or check out the upcoming events listed below for college-wide events. Check individual pages and club sites for events specific to each area.' Below this are two items: 'Add/Drop for 2nd half 3/8/2011 12:00 AM' and 'Grades due by noon 3/8/2011 12:00 PM'.
- Meet the reaccreditation team for Greenville Technical College:** A section with a heading and a paragraph: 'The Commission on Colleges requires that institutions establish a leadership team to manage and validate the internal institutional assessment of compliance in all Core Requirements, Comprehensive Standards and Federal Requirements. Click for the team lists.'
- Blackboard Update:** A section with a heading and a paragraph: 'As Blackboard phases out the WebCT Learning Management System, the process of transferring online and hybrid classes to Blackboard 9.1 for summer and fall is moving ahead. Click this article for details on resources and training opportunities.'
- QEP update:** A section with a heading.

The How To... box gives you short cuts to some commonly used items.

GTC4me Features

The screenshot shows the GTC4me website interface. At the top, there is a navigation bar with the GTC4me logo on the left and user information (Welcome Employee) and links (Sign Out, My Site, My Links) on the right. Below the navigation bar is a menu with categories: Employees, Student Resources, College Resources, Campus Life, GTC Information, Employee Resources, and Connect. The main content area is divided into several sections:

- My Calendar:** Shows the current date as Tuesday, March 08, 2011, and a calendar for March 2011. Below the calendar, it lists events for the next few days: Tuesday, March 08 (No events), Wednesday, March 09 (10:00 AM Web Services Governance Advisory Committee, 11:00 AM New Event, 1:00 PM Mobile Web webinar), and Thursday, March 10 (12:30 PM Dreisbach).
- GTC Dates and Events:** Provides information on how to access the GTC4me Calendar and check for upcoming events.
- Blackboard Update:** Announces the transition from WebCT to Blackboard 9.1 for summer and fall.
- QEP update:** A section for the Quality Enhancement Plan update.
- Quick Access:** A section on the right side of the page, highlighted by a red arrow and a yellow callout box. It contains a list of frequently used items: GTC2me - Emergency Messaging, Blackboard Access, WebCT Access, Academic Calendar, Catalog, Standards of Behavior, Greenville Tech website, Where is all the CampusCruiser stuff?, and For Technical Support, click or call 250-8226.

The yellow callout box contains the following text:

The Quick Access section provides more shortcuts to frequently used items, both within and outside of GTC4me.

GTC4me Features

The screenshot shows the GTC4me website interface. At the top, there is a navigation bar with the GTC4me logo on the left and user options like 'Welcome Employee', 'Sign Out', 'My Site', 'My Links', and a help icon on the right. Below this is a secondary navigation bar with menu items: 'Employees', 'Student Resources', 'College Resources', 'Campus Life', 'GTC Information', 'Employee Resources', and 'Connect'. The main content area is divided into several sections: 'My Calendar' (showing a calendar for March 2011 and a list of events for Tuesday, March 08 and Wednesday, March 09), 'GTC Dates and Events' (with sub-sections for 'Add/Drop for 2nd half' and 'Grades due by noon'), 'How To...' (with links for 'See my pay advices' and 'Enter my time'), 'Quick Access' (a list of frequently used services), and 'WebAdvisor' (a list of services like 'Student Profile', 'Registration', etc.). A yellow text box is overlaid on the calendar section, and a red arrow points from it to a question mark icon in the 'Quick Access' section.

Access to Service Now (SNOW) is included on the front page and allows employees or students to submit a technical support issue to OIT. This includes not only issues with GTC4me, but any technical issues, such as with Blackboard or the website.

Quick Access

- GTC2me - Emergency Messaging
- Blackboard Access
- WebCT Access
- Academic Calendar
- Catalog
- Standards of Behavior
- Greenville Tech website
- Where is all the CampusCruiser stuff?
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WebAdvisor

- Student Profile
- Registration
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- Book Store
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- Financial Aid
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- Financial Services

GTC4me Features

The screenshot shows the GTC4me website interface. At the top, there is a green header with the GTC4me logo on the left and navigation links like 'Welcome Employee', 'Sign Out', 'My Site', 'My Links', and a search bar on the right. Below the header is a purple navigation bar with tabs for 'Employees', 'Student Resources', 'College Resources', 'Campus Life', 'GTC Information', 'Employee Resources', and 'Connect'. The main content area is divided into several sections: 'My Calendar' on the left showing a calendar for March 2011 and a list of events for the week of March 8-10; 'GTC Dates and Events' below it; 'Quick Access' and 'My Bookmarks' on the right with various utility links; and 'WebAdvisor' at the bottom right, which is highlighted by a yellow callout box. A red arrow points from the callout box to the 'WebAdvisor' tab. The callout box contains the text: 'Under the WebAdvisor tab, you'll find access you need to the tasks that are appropriate to you. Your list may look different if you are an instructor or a supervisor.' The 'WebAdvisor' tab is expanded to show a list of tasks: Student Profile, Registration, Academics, Book Store, Financial, Financial Aid, Employee Profile, Human Resources, Time Entry, and Financial Services.

Under the WebAdvisor tab, you'll find access you need to the tasks that are appropriate to you. Your list may look different if you are an instructor or a supervisor.

Quick Access

- GTC2me - Emergency Messaging
- Blackboard Access
- WebCT Access
- Academic Calendar
- Catalog
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WebAdvisor

- Student Profile
- Registration
- Academics
- Book Store
- Financial
- Financial Aid
- Employee Profile
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- Time Entry
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GTC4me Features

News and announcements are divided into Need 2 Know, items of a more urgent nature, and GTC News, items which are less time sensitive but still important to read.

Some of these items may appear only to selected audiences, depending on the target of the message.

To read the complete article, click on the title to open.

The screenshot displays the GTC4me website interface. At the top left is the GTC4me logo. Navigation tabs include 'Employees', 'Student Resources', and 'College Resources'. The main content area is divided into several sections:

- My Calendar:** Shows the current date as Tuesday, March 08, 2011, and a calendar grid for March 2011. Below the calendar, it lists events for Tuesday, Wednesday, and Thursday.
- Need 2 Know:** A section with a red arrow pointing to it from the text on the right. It contains an unread message notification, a 'How To...' list, and a weather forecast. Below these are two news items: 'HIM and OTA Phase I Students: Applicant Workshops March 7-9' and 'Save the Date for Convocation'.
- GTC News:** A section with a red arrow pointing to it from the text on the right. It features a 'Recognition' sub-section with an article titled 'Meet the reaccreditation team for Greenville Technical College'.

On the right side of the page, there is a vertical sidebar with a list of links: Employee Profile, Human Resources, Time Entry, and Financial Services.

GTC4me Features

The screenshot shows the GTC4me website interface. At the top, there is a navigation bar with the GTC4me logo on the left and user options like 'Welcome Employee', 'Sign Out', 'My Site', 'My Links', and a help icon on the right. Below this is a search bar and a menu with categories: 'Employees', 'Student Resources', 'College Resources', 'Campus Life', 'GTC Information', 'Employee Resources', and 'Connect'. The main content area is divided into several sections:

- My Calendar:** A purple sidebar containing a calendar for March 2011. Today's date is Tuesday, March 08, 2011. The calendar shows the 8th as the current day. Below the calendar, there are event listings for Tuesday, March 08 (no events), Wednesday, March 09 (10:00 AM Web Services Governance Advisory Committee, 11:00 AM New Event, 1:00 PM Mobile Web webinar), and Thursday, March 10 (12:30 PM Dreisbach).
- Messages:** A notification that there is 1 unread message from Google mail.
- How To...:** A dropdown menu with options: 'See my pay advices', 'Enter my time', 'Find something from CampusCruiser', and 'Find the food options at the Student Center'.
- Quick Access / My Bookmarks:** A list of shortcuts including 'GTC2me - Emergency Messaging', 'Blackboard Access', 'WebCT Access', 'Academic Calendar', and 'Catalog'.
- Need 2 Know:** A section with news items. The first item is 'HIM and OTA Phase I Students: Applicant Workshops March 7-9'. The second item is 'Save the Date for Convocation'.
- GTC News:** A section with a 'Recognition' link highlighted by a red arrow. The article below it is titled 'Meet the reaccreditation team for Greenville Technical College'.
- WebAdvisor:** A sidebar on the right with a list of links: Student Profile, Registration, Academics, Book Store, Financial, Financial Aid, Employee Profile, Human Resources, Time Entry, and Financial Services.

A yellow callout box with black text is overlaid on the right side of the page, pointing to the 'Recognition' link in the GTC News section. The text in the callout box reads: 'The Recognition section includes kudos for our fellow employees.'

GTC4me Features

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Student Resources gives you access to these admissions process and student support areas:

- Student Resources
- Admissions
- Financial Aid
- Advising & Testing
- Student Records
- Business Office
- Career Services
- Counseling
- Student Support

GTC4me Features

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College Resources gives you access to these areas of the college:

- College Resources
- Campus Police
- Library
- Bookstore
- International Center & Study Abroad
- Student Clinics at GTC
- Glossary of College Terms

GTC4me Features

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How To...

- See my pay advices
- Enter my time
- Find something from Campus Cruiser

Quick Access

- GTC2me - Emergency Messaging
- Blackboard Access
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- Standards of Behavior
- Greenville Tech website
- Where is all the CampusCruiser stuff?
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WebAdvisor

- Student Profile
- Registration
- Academics
- Book Store
- Financial
- Financial Aid
- Employee Profile
- Human Resources
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- Financial Services

Campus Life

- Clubs and Organizations
- Student Activities

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Welcome Employee | Sign Out | My Site | My Links | ?

All Sites [Search] Advanced Search

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Employee Resources

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Financial Services

GTC4me Features

The screenshot shows the GTC4me website interface. At the top, there is a green header with the GTC4me logo on the left and navigation links like 'Welcome Employee', 'Sign Out', 'My Site', and 'My Links' on the right. Below the header is a purple navigation bar with menu items: 'Employees', 'Student Resources', 'College Resources', 'Campus Life', 'GTC Information', 'Employee Resources', and 'Connect'. A red arrow points to the 'Connect' menu item. A yellow callout box is overlaid on the right side of the page, containing text and a list of options under the 'Connect' menu.

Today's Date: Tuesday, March 08, 2011

S	M	T	W	T	F	S
27	28	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	1	2
3	4	5	6	7	8	9

Tuesday, March 08
No events

Wednesday, March 09

- 10:00 AM Web Services Governance Advisory Committee
- 11:00 AM New Event
- 1:00 PM Mobile Web webinar

Thursday, March 10

- 12:30 PM Dreisbach

GTC Dates and Events

Access the [GTC4me Calendar](#) or check out the upcoming events listed below for college-wide events. Check individual pages and club sites for events specific to each area.

Add/Drop for 2nd half
3/8/2011 12:00 AM

Grades due by noon
3/8/2011 12:00 PM

QEP update

Connect ▾

- [A to Z index](#)
- [Discussion Boards](#)
- [Teams & Committees](#) ▶

Discussion Boards

View All Site Content

Discussions

- Our GTC Family
- Lost/Found/Wanted/For Sale
- Deals & Discounts
- Technical Tips and Tools
- Giving Back
- Happenings
- Teaching Tips

People and Groups

Recycle Bin

GTC4me Home > Connect > Discussion Boards

Welcome to GTC4me discussion boards, created from those most used on the Intranet.

- To read more, click the title.
- To read an attachment, click the paper clip/settings, then the attachment title.
- To see more/older posts, click the name of the discussion board on the left.
- To create a new entry, click Add a New Discussion in the appropriate list.

Our GTC Family

Subject	Replies	Reply	Modified
Passing of Dan Traynham's Mother	0	Reply	2/21/2011 9:29 AM
Passing of Dorothy Spioer's Husband	0	Reply	2/15/2011 8:40 AM
Clarence Choico's Sister	0	Reply	2/3/2011 11:07 AM
Passing of Keith Carter's Father	0	Reply	2/3/2011 11:06 AM
Passing of Kathy Hastings' mother	0	Reply	2/3/2011 11:06 AM
(More items...)			

Deals & Discounts

Subject	Replies	Reply	Modified
BI-LO Center discounts - 2-28-11	0	Reply	2/28/2011 11:06 AM
DISCOUNTS - Liquid Highway on East North Street	0	Reply	2/24/2011 11:06 AM
DISCOUNTS - Gym Membership	0	Reply	2/21/2011 11:06 AM
DISCOUNTS - The Vintage Apartments	0	Reply	2/3/2011 11:06 AM
For Women Undergoing Chemotherapy - free house cleaning	0	Reply	2/3/2011 11:10 AM
(More items...)			

Giving Back

Subject	Replies	Reply	Modified
BCT visits Bethel Elementary School	0	Reply	2/11/2011 10:19 AM

Want to set an alert to be notified of new items on one of these boards?

Click "Discussions" in the left-hand navigation, then click the name of the discussion board you are interested in the center section of the page. Choose Actions, then Alert Me. You can request only new, only modified, all changes, or all items.

Technical Tips and Tools - Discussion of technology in the classroom and for sharing shortcuts we use to accomplish our daily tasks

Add new discussion

The new version of the discussion boards shows you the latest 5 items from each category, with a link to the complete list (More items...).

Discussion Boards

GTC4me Home > Connect > Discussion Boards

Welcome to GTC4me discussion boards, created from those most used on the Intranet.

- To read more, click the title.
- To read an attachment, click the paper clip/settings, then the attachment title.
- To see more/older posts, click the name of the discussion board on the left.
- To create a new entry, click Add a New Discussion in the appropriate list.

Our GTC Family

Subject	Replies	Reply	Modified
Passing of Dan Traynham			2/21/2011 9:24 AM
Passing of Dorothy Spoor			2/23/2011 8:40 AM
Clarence Choise's Sister			2/3/2011 11:07 AM
Passing of Keith Carter			2/3/2011 11:06 AM
Passing of Kathy Hastings			2/3/2011 11:06 AM
(More items...)			

Deals & Discounts

Subject	Reply	Modified
BI-LO Center discounts		
DISCOUNTS - Liquid Hi		
DISCOUNTS - Gym Mem		
DISCOUNTS - The Vintag		
For Women Undergoing		
(More items...)		

Giving Back

Subject	Replies	Reply	Modified
BCT visits Bethel Elementary School	0		2/11/2011 10:19 AM

You'll find directions on posting, as well as instructions for setting up alerts. There's also a summary of the items appropriate for each discussion board.

Want to set an alert to be notified of new items on one of these boards?

Click "Discussions" in the left-hand navigation, then click the name of the discussion board you are interested in the center section of the page. Choose Actions, then Alert Me. You can request only new, only modified, all changes, etc., and you can set when and how often it emails you.

Before you post, consider which one is the best board for your information and choose only one.

Our GTC Family - Births, marriages, passings, and other employee information

Deals & Discounts - Info about specials that are available to all GTC employees. Check here before you buy!

Lost/Found/Wanted/For Sale - Want to buy or sell something? Find something? Here's the place!!

Giving Back - Opportunities to give or participate in a charity event, plus stories about great things our employees are doing for others.

Happenings - Find out about what's going on outside of work.

Teaching Tips - Ideas shared from the Center for Teaching Excellence or anyone with an idea to share.

Technical Tips and Tools - Discussion of technology in the classroom and for sharing shortcuts we use to accomplish our daily tasks

Team sites

The screenshot shows a GTC4me team site for the Faculty Senate. The page layout includes a top navigation bar with links like 'GTC4me Home', 'Employees', 'Student Resources', 'College Resources', 'Campus Life', 'GTC Information', 'Employee Resources', and 'Connect'. A sidebar on the left lists site content categories: 'View All Site Content', 'Discussions', 'Documents', 'Pictures', 'Lists', 'Sites', and 'People and Groups'. The main content area is titled 'Faculty Senate' and contains a welcome message, a current member directory, and several announcements, including newsletters from November 2010, February 2011, and August 2010. A 'Shared Documents' table lists various meeting minutes. The right-hand sidebar features sections for 'Events' (listing a Faculty Senate Meeting), 'Newsletters' (listing dates from February 2011 to April 2010), and 'Site Links' (indicating no links are currently displayed).

Each team site, whether it is for a student club or an employee committee, can include a space for static information, announcements, shared documents, events, links and discussion boards. The arrangement of these items is very customizable, as is the permission for who can see or edit the content. These groups can also use the space to communicate with members between meetings without filling up the email box.

Who to contact?

The screenshot shows the GTC4me website interface. At the top left is the GTC4me logo. The top right navigation bar includes 'Welcome Robyn Wilcox', 'Sign Out', 'My Site', 'My Links', and a help icon. Below this is a search bar with 'All Sites' selected and an 'Advanced Search' button. A secondary navigation bar contains links for 'Students', 'Employees', 'Student Resources', 'College Resources', 'Campus Life', 'GTC Information', 'Employee Resources', 'Connect', and 'Site Actions'. The main content area has a breadcrumb trail: 'GTC4me Home > Employee Resources > Facilities & Maintenance'. On the left is a 'Site Links' table of contents. The main section is titled 'Who do I contact...?' and contains two columns of bulleted information. On the right, there is a 'Facilities and Maintenance' header and a large yellow callout box with text.

Site Links
Forms & Procedures
HR
Payroll
Purchasing
Facilities & Maintenance
Finance
» Budgets
Academic Services
Training & Development
» Faculty Development
» Employee Development
Technical Support

Who do I contact...?

- **For routine maintenance, e-mail FRMaintenance for needs such as:**
 - Lights need replaced
 - Plumbing issues
 - Roof Leaks
 - Whiteboards/Cork Boards hung or removed
 - Painting requests
 - Lost power
 - Minor Electrical needs
 - Keys
 - Doors Problems
 - Stained Ceiling Tiles Replaced
 - Heating/Air Conditioning issues
 - Broken stair/floor tiles
 - Elevator Problems
- **For an emergency maintenance issue (such as a flood, toilet overflowing)**
Call 250-8174 or if on a weekend please contact Public Safety at 250-8911
- **To report a pest control issue?**
Contact Scott Wilbanks by e-mail or call 250-8281
- **For Safety and Environmental Issues**
Contact Chris Reeves by e-mail or 250-8205
- **About purging old records?**
Email or phone Scott Wilbanks in records management
- **To request certain items in Central Stores?**
Contact Allison Bullock or Duke Drawdy by email or phone or stop by Central Stores
- **To request certain items be offered for sale in the Bookstore?**
Email or call Pearl Mauney, Bookstore operational manager

- **For a housekeeping issue, e-mail Custodial Services for needs such as:**
 - Carpet/Floor cleaning
 - Bathroom supplies
 - Recycle Bins Emptied
 - Lock Bins Opene
 - Spill clean-up
- **For an emergency housekeeping issue**
Call 250-8146 or if on a weekend, please contact Public Safety at 250-8911
- **For a grounds related issue, e-mail William Callahan or call 419-9926 for needs such as:**
 - Snow Removal
 - Grass Cutting /Grounds Issues
 - Sidewalk maintenance
 - Litter
 - Sprinkler Issues
- **For a Renovation Request**
Contact Susan McDonald at 250-8442 for the form and guidance
- **If I need to move my office?**
Send email to Movers for office move; for just a single large piece of furniture, email or call Bob Couth
- **For help with a large mailing or a shipment I'm expecting?**
Email or phone--Mandy Topper, Bob Couth or Scott Wilbanks or Shipping and Receiving at 250-8245
- **To get new equipment properly inventoried?**
Email or phone--Mandy Topper, Bob Couth or Scott Wilbanks or Shipping and Receiving at 250-8245
- **To request repairs on a college vehicle?**
Contact Stephen Cook

Facilities and Maintenance

List of contacts for Facilities, Repair, Maintenance, Logistics, Housekeeping, Records Management and Grounds

All together for easier access –
Employee Resources
> *Facilities & Maintenance*