

# Ossining Extension Center Faculty Newsletter



On behalf of the Staff, I would like to welcome you to Westchester Community College's Ossining Extension Center.

For your convenience, all classrooms are equipped with a TV/VCR and an overhead projector. We also have three new smart classrooms as well as additional equipment such as LCD projectors, laptops and a document camera. All equipment is available on a first come, first served basis. If you need any additional equipment, please notify the staff one day in advance or at least 30 minutes before your class begins.

An additional service we provide for our faculty is to arrange for their paychecks to be brought from the Main Campus in Valhalla to the Ossining Extension Center. We request that each faculty member complete the informational form located in your faculty packet, return it to the faculty drop box located on the counter next to your mailboxes, and indicate whether or not you would like your paycheck to be delivered to the Ossining Center. **Please fill out this form even if you have previously done so, it is important that we update this information each semester.** Pay periods are every other week. We receive checks on Thursday afternoons and they will be available for pick up by Thursday evening. Please note, paychecks or pay stubs that have not been picked up after two pay periods will be mailed out. If you have questions and/or suggestions, please feel free to contact me. Thank you and again welcome to the Ossining Extension Center.

Nicole Joseph  
Director, Ossining Extension Center



## Meet our New Assistant Director, Bonnie Reyna

Bonnie Reyna is the new hire for the Assistant Director at the Ossining Extension Center. Bonnie comes to Westchester Community College from the Lower Hudson Valley Perinatal Network at Maria Fareri's Children's Hospital at Westchester Medical Center. She was formerly the Program Manager of the successful program, Healthy from Birth to Life. She has a Masters of Public Health from New York Medical College in Valhalla, NY. She has worked in education and public health as an educator and researcher. Feel free to stop by her office and welcome her to the Ossining Extension Center.

The Ossining Extension Center is Open 7 Days a Week!  
Monday to Friday—8:30am to 10:00pm  
Saturday and Sunday - 8:30am to 4:30pm  
914-606-7400 \* [www.sunywcc.edu/ossining](http://www.sunywcc.edu/ossining)

## FACULTY SUPPORT

### Mailboxes

Please check your mailboxes whenever you come to the Center. All correspondence from the campus, students or the Ossining staff is placed in your mailbox.

### Scantron Forms

Scantron forms will be given out on an as needed basis. Contact a front office staff member when you need forms.

### Copies

The copy machine in the front office is available to you; however, if you have a large copy job (150 copies or more), please make arrangements with the copy center on campus, we will assist you with this process. The copy Center also accepts documents via email.

### Student Services

(available upon request)

- Academic Tutoring
- Career Counseling
- Library Instruction

Please contact Nicole if you would like to schedule a service for your course.

## CLOSINGS, SICK DAYS, AND ABSENCES



### Closings

In case of closings due to inclement weather or some unforeseen incident, such as a power outage, closing announcements will be recorded on the Center's voice mailbox. Please call **914-606-7400** and

a message will be on no later than **6:30am** for day classes and **4:00pm** for evening classes.

### Sick Days and Absences

In the event that you are absent due to illness or another personal rea-

son, it is your responsibility to contact your department and inform them of your absence. There are sick leave forms available for you to fill out and send to your department in the faculty office.

## OUR FACILITY & CONTACT INFORMATION

### Classrooms and Labs

It is important to leave the classrooms in the condition that you found them. This includes the desks, chairs, and AV equipment in the classrooms, as well as supplies, models, solutions, and materials in the **Biology** and **Health**

**Skills Labs.** Your cooperation in this matter is greatly appreciated.

### Faculty/Staff Lounge

The faculty/staff lounge is available to you. You may get the key from the front office. The lounge has a phone, computer, printer, and classroom supplies.

### Contact Numbers/ Email

**Nicole Joseph, Director— 606-7409**

**Nicole.Joseph@sunywcc.edu**

**Bonnie Reyna, Assistant Director—606-7408**

**Bonnie.Reyna@sunywcc.edu**

**Ossining General Email— 606-7400**

**Ossining@sunywcc.edu**