

Operations Handbook:

Centers of Research, Policy, & Practice

**Office for the Advancement of Research
The Office of Continuing and Professional Studies**

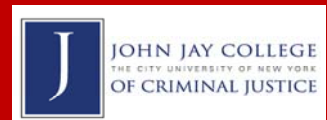


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Introduction

The college is pleased to provide directors of its centers on research, policy, and practice with this manual of protocols and procedures. It deals with many of the logistical issues confronting the centers. We have tried to incorporate materials dealing with the most commonplace matters of concern such as dealing with the CUNY Research Foundation, planning conferences, and hiring staff. This effort is a direct result of the concerns expressed at the 2008 retreat of all centers directors.

This is an initial attempt to consolidate a far-flung set of procedures. We know there may be omissions. It should be seen as a work in progress that is subject to continuing revision. Please let us know if you discover anything amiss.

Our hope is that the manual is a way of making daily life as a center director more manageable, so that the exciting agendas of centers can be furthered and bureaucratic complications can be minimized. Our centers are a vital part of the college's existence and they contribute significantly to its mission. We are committed to helping all centers reach their full potential.

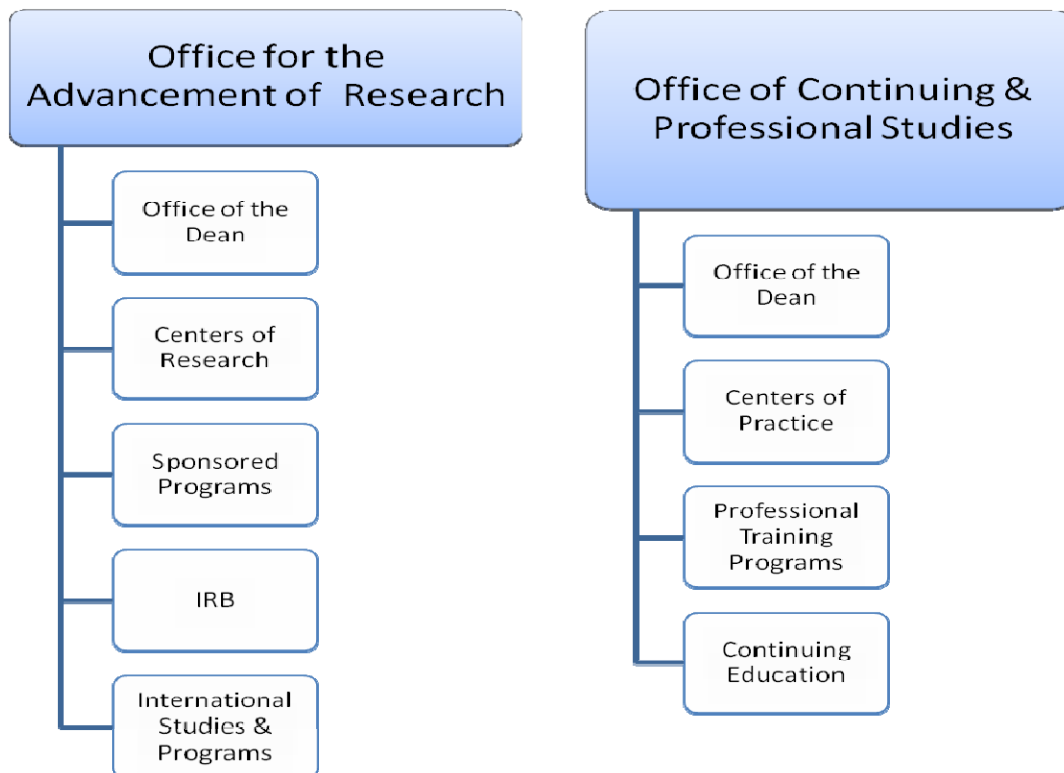
Judith Komberg, Dean of Continuing and Professional Studies
James P. Levine, Dean of Research

I. Centers, Institutes and Academies: Mission Statement

The John Jay College centers for Research, Policy and Practice influence criminal and social justice policy and practice in New York, our nation and the world. Drawing on the expertise of the College's preeminent faculty, the Centers bring together the world of scholarship and the world of practice for the benefit of society. They engage students and faculty in cutting-edge research; design and deliver transformative executive leadership and professional training programs; sponsor ground-breaking conferences and lectures; and partner with community organizations, policy-making bodies, and criminal justice entities.

II. Structure of Organizations

The John Jay centers are a part of the College's Division of Academic Affairs, and are therefore under the purview of Provost Jane Bowers. The organizational placement of John Jay centers of research, policy, and practice is as follows:



The Office for the Advancement of Research (OAR): OAR was created in Fall 2004 by President Jeremy Travis. It encourages, shepherds and supports scholarly activity at the College. Among its responsibilities is supervision of the Office of Sponsored Programs, the Institutional Review Board, the Office of International Studies and Programs and John Jay's research centers.

Contact:

James P. Levine, Dean of Research, 212.237.8422, jlevine@jjay.cuny.edu.

Rita Taveras, Executive Assistant, 212.484.1367, rtaveras@jjay.cuny.edu.

Sandra Rutherford, Assistant to the Dean of Research, 212.484.1366, srutherford@jjay.cuny.edu.

Location: 899 10th Ave., Suite 632T.

The Office of Continuing and Professional Studies (OCPS): OCPS aims to be a catalyst for new ideas and innovative practices by bringing together John Jay's distinguished academic community and working professionals in criminal justice, law enforcement, corrections, public safety, media, and other related sectors. OCPS offers a wide variety of innovative seminars, workshops, roundtables, and customized training programs that provide a bridge between cutting-edge research and field practice. By serving as an incubator for new learning communities through dialogue, applied research, and information exchange, OCPS is positioned to meet the evolving educational and practical needs of criminal justice professionals. All programs are taught or administered by senior faculty at John Jay College or on site. Specialized training programs are offered through centers and institutes, working either individually or in collaboration.

Contact:

Judith F. Kornberg, Dean of Continuing and Professional Studies, 212.484.1364, jkornberg@jjay.cuny.edu.

Mary Colon, Executive Assistant, 212.484.1311, mcolon@jjay.cuny.edu.

Location: 555 W. 57th St, Suite 601.

The Office of Sponsored Programs (OSP): OSP assists faculty and staff in securing external public and private funding for research, training, and curriculum and program development. The Office possesses various databases and reference materials on funding sources. This information is made available to the college community on a continual basis. In addition, the Office works with faculty and staff in the development, submission and subsequent management of proposals. The Office also prepares and submits large proposals for institutionally based projects. One of the major responsibilities of the Office of Sponsored Programs is to assure efficient administration of grants and to interact with the Research Foundation of CUNY to assure the correct and timely processing of required documentation for funded projects.

Contact:

Jacob Marini, Executive Director, 212.237.8449, jmarini@jjay.cuny.edu.

Susy Mendes, Deputy Director, 212.237.8447, smendes@jjay.cuny.edu.

Location: 899 Tenth Avenue, Room 632B.

The John Jay College Foundation: The John Jay College Foundation was established to act as fiduciary for private donations. Monies collected in Foundation accounts may be used to fund scholarships, faculty development activities, and special projects.

Contact:

Helen Cedeno, Business Office, 212.237.8485

The Research Foundation of CUNY (RF): The primary mission of the Research Foundation is to provide essential administrative support to enable CUNY faculty to successfully carry out grant activities. Currently, the Foundation provides direct support to approximately 2,800 principal investigators by providing them with the latest award funding, staff management, transaction processing, account maintenance, and sponsor liaison services.

The John Jay College Office of Finance and Management. The Senior Vice President for Finance and Administration (Robert Pignatello) oversees six departments: Security, Information Technology (DoIT), Facilities Management, Finance and Business Services, Human Resources, and Theater Services. He works with all areas of the College community to help determine how resources can be allocated to best serve the needs of the College and ensures that services are in place to facilitate academic excellence and fiscal integrity. The Senior Vice President works with the President and other College and CUNY leaders to achieve long-term strategic priorities and initiatives.

Contact: 212-237-8500.

III. Getting a Grant

Center Directors are responsible for obtaining external funding to support programmatic activities. Below is information on how to obtain a grant and once obtained how to manage the grant.

- A. Listing of available grants opportunities.** The Office of Sponsored Programs maintains a list of granting agencies and current grant opportunities – see <http://www.jjay.cuny.edu/academics/1431.php>.

Full-time faculty and staff can access the RF web pages on award opportunities, searchable databases, funding agency websites, and grant writing at <http://www.rfcuny.org>. A user ID and password is required in order to access some of these services and features. To obtain a user ID and password send an e-mail to weblogonid@rfcuny.org with the name, title, department, room number, phone number and e-mail address.

Another useful site is <http://www.grants.gov>. Registration to this website is not required. Announcements can be tailored so that only grants in interest areas will be emailed to a personal email. The College is already registered with grants.gov and Central Contractor Registration (CCR).

The Foundation Center is an external resource. The Center's library is open to the public, and it also offers free or modestly priced workshops on fundraising and grantsmanship.

Contact: 212.630.4230.

Location: 79 Fifth Avenue, 2nd Fl, New York, NY 10003.

For more information visit www.foundationcenter.org/newyork.

- B. CUNY/College support and start up support.** There are numerous sources of financial support within John Jay and CUNY. These include PSC-CUNY research awards provided by CUNY available to full-time faculty and the John Jay Research Assistance Fund which provides small grants. For more information, see: James P. Levine, Dean of Research or Jacob Marini, Executive Director, Office of Sponsored Programs.

IV. Managing a grant

Once a grant is awarded, if the sponsor is a governmental agency, an account will be created at the Research Foundation of CUNY. The PI will be the signatory on the grant, and can hire staff and make purchases as needed from the grant. Donations by individual donors and in some cases by foundations may be deposited in the John Jay College Foundation. (Note that the College Foundation payroll does not include a benefits package.)

A. Setting up an account

When a federal, state, or local agency grant or contract is awarded, the Research Foundation of CUNY (RF) acts as the official, legal sponsor on the College's behalf. RF is responsible for administering all grant funds, rendering all financial reports, and undergoing audits, as necessary. The Research Foundation acts as the "bank" for all external grants and contracts awarded to CUNY colleges. Once a grant or contract is awarded, the RF sets up an account with a dedicated account number for that award. The principal investigator is the primary signatory to sponsor, federal, state, and local grant rules and regulations. A project administrator at the RF is assigned to that account to oversee expenditures and assist in the process of managing the grant or contract related expenditures.

The forms used to utilize grant/contract funds are housed at the College's Office of Sponsored Programs, located in room 632B in the T Building.

In order to set up an account with JF, contact the John Jay College Business Office.

Contact:

Patricia Ketterer, pketterer@jjay.cuny.edu.

Helen Cedeno, hcedeno@jjay.cuny.edu

Location: Business Office, 606B.

B. Purchasing cards (Research Foundation Accounts)

The P-card is a non-revolving credit card issued by a bank that allows projects to acquire authorized goods and supplies in a timely manner, increase vendor satisfaction (less bookkeeping, faster payment), reduce personal outlay, replace the need for petty cash maintenance, and reduce reimbursement transactions. It works as a debit card with a fixed dollar amount that is reduced by the amount of each purchase transaction. Within prescribed limits, P-Card transactions do not require the use of requisition/purchase orders, small order form or payment request reimbursement, although all original and itemized receipts and supporting documentation must be submitted to reconcile all expenses on the card. Use of the card is not intended to replace the bid process where that process is obligatory for all items \$5,000 and above and must comply with RF Other Than Personnel Services (OTPS) guidelines and Purchasing Policy 501.D which are available at www.rfcuny.org.

The number of purchases is limited to 8 per day and the limit for any single transaction is \$5,000. The card may be replenished as it is depleted, given that all documentation has been submitted to reconcile previous transactions.

To obtain a P-card application, go to: <http://www.rfcuny.org/rfwebsite/guides/contents.aspx?catID=2270> or from the Office of Sponsored Programs, Room 632B-T. The application process takes approximately three weeks.

V. Personnel Issues

A. Hiring

To hire a Full-time or Part-time A employee through the Research Foundation, the PI must submit a Personnel Vacancy Notice (PVN) on the Research Foundation web site. Prospective employees must apply through the PVN and the PI must hire the employee via the PVN as well. More information on the PVN process can be found in the Project Director's guide available at: <http://www.rfcuny.org/RFWebsite/guides/projectdirector.aspx>. Part-time B employees need not apply through the PVN system at this time.

Once the employee has been offered the position, he/she must be E-Verified. The RF participates in E-Verify, which is an online system operated jointly by the Department of Homeland Security (DHS) and the Social Security Administration (SSA). The E-Verify system electronically compares information entered on the I-9 Form with records contained in SSA and DHS databases to help employers verify the identity and employment eligibility of hired employees. Compliance with the regulations of E-Verify requires that employees' new hire documents be processed through E-Verify within three business days of the actual start date of employment. Next, the employee will need to complete a New Hire Package.

The new hire package is available at <http://jjay.cuny.edu/academics/1435.php> or in the Office of Sponsored Programs (RM 632B-T). All new hire forms must be completed and returned to the Sponsored Programs Office (632B-T). If an employee is hired through the John Jay Foundation, go to <http://inside.jjay.cuny.edu/empnew.asp#newhire> to find the new hire packet and forms. The Foundation provides no benefits package to employees.

Some employees are on the college's tax levy payroll, either as higher education officers or college assistants. Deans Komberg and Levine provide guidance on how to effectuate such hires.

B. Hours

The Research Foundation classifies employees into three categories. Employees are classified as full-time if they work 70 or more hours per two-week pay period. Full-time employees are entitled to a comprehensive benefits package that includes health insurance for self and immediate family. Employees working more than 38 but fewer than 70 hours per two-week pay period are classified as Part-time A and are entitled to fringe benefits such as health insurance for self. A rate of 36.84% will be charged to each grant for Full-time and Part-time A employees. Employees working fewer than 38 hours per two-week pay period are classified as Part-time B and entitled to statutory benefits. A fringe benefits rate of 10.34% will be charged to each grant. (Please note that a new 0.34% MTA tax is included in these rates).

C. Payroll

In order for an employee to be placed on payroll, he/she must have an appointment. An appointment may be created for an employee by submitting a New Hire Package for a new employee or Personnel Action Form (PAF) for an employee already in the current RF electronic PAF system.

To receive a paycheck, all employees (Full-time and Part-time) must submit a timesheet electronically (e-Timesheet), and his/her PI or supervisor must also approve it electronically. Timesheets are due every other Monday for biweekly payroll. There are two exceptions to this 1) regular paper timesheets may be submitted to the PI only. RF will not accept these timesheets. 2) Retroactive timesheets may only be submitted for timesheets that are more than 4 pay periods late.

If using paper time sheets, they can be downloaded at <http://www.jjay.cuny.edu/academics/1435.php>. If your employee is paid through the John Jay Foundation, time cards are located at <http://inside.jjay.cuny.edu/emppcurrent.asp>.

D. Work study students

Students may be paid through their financial aid package to work while studying. Work study students do not have to be paid by the center.

At the beginning of the semester, work study students attend a meeting during which they can apply to work at a Center. Please contact Ms. Burke-Fernandez to find out about the meeting. Once a work study student has been hired, the work study office will send a contract with the student's award and hourly pay, along with time sheets. Make sure that the students do not go over their hours. More information at: <http://www.jjay.cuny.edu/341.php>.

Contact:

Carleen Burke-Fernandez, 212.237.8115.

Location: Room 1247N, North Hall Building

E. Interns

Interns are not paid but they may receive academic credit. The minimum requirement for fieldwork is eight (8) to ten (10) hours per week. The student will be given credit for a maximum of ten (10) hours per week. Ninety-six (96) hours must be completed for course credit. If you would like a student intern, fill out the following form at: <http://johnjay.jjay.cuny.edu/internships/internships.asp>.

Internships and Cooperative Information, 212.237.8438

Location: RM 3235N.

F. Research assistants and college assistants

Centers may receive doctoral student research assistants. Doctoral students may be assigned to a Center by the heads of doctoral programs who should be contacted directly about these opportunities. Centers do not have to pay doctoral students as they receive stipends.

Contact:

Dr. Karen Terry, Executive Officer of the Doctoral Program in Criminal Justice, (kterry@jjay.cuny.edu).

Dr. Michelle Galiotta, Director of the Doctoral Program in Forensic Psychology (mgaliotta@jjay.cuny.edu).

VI. Purchasing

When purchasing and charging to a grant, save all receipts, invoices, packing slips, etc. Sponsors are required to submit proof of purchase and receipts for external vendors and reimbursements, as well as proof of payment for reimbursements.

In order to pay/reimburse vendors/individuals from funds housed at the Research Foundation, submit the above referenced documentation with a Payment Request Form, available in the Office of Sponsored Programs. More information about purchases/reimbursements using RF funds is available at: <http://www.rfcuny.org/RFWebsite/guides/contents.aspx?catID=2840>.

A. Print Shop

Director: Irene O'Donnell, Finance and Business Office, Campus Office Services (Mail Room, Print Shop, Stock Room, Central Receiving, Office Copiers) 212.237.8540, iodonnell@jjay.cuny.edu). Printing, duplicating, reprographics and mail delivery are all services that fall under this office's purview. Centers will be billed for the services by the print shop. Alternatively, private businesses can be used.

B. Office Supplies

Director: Irene O'Donnell, Finance and Business Office, Campus Office Services (Mail Room, Print Shop, Stock Room, Central Receiving, Office Copiers) 212.237.8540, iodonnell@jjay.cuny.edu.) Supply and inventory order forms are on the JJ Intranet.

C. Promotional Items

Office of Marketing and Development, 212.237.8676. Items such as pens, key chains, memo pads, and holders can be obtained through the Office of Marketing and Development. <http://74.205.89.34/newstock/login.aspx>.

D. Stationery

To create customized stationery using Word or PDF, please access <http://inside.jjay.cuny.edu/apps/printShop/stationery.asp>.

E. Business cards

Business cards can be created online on the John Jay intranet at: <http://inside.jjay.cuny.edu/apps/printShop/index2.asp>. A Business Card Requisition Form, which is printed with the template, must be signed by the Chairperson/Director of the department/center and brought to the printshop with the business card template.

VII. Travel

Faculty Travel

Research Foundation travel advance requests and travel reimbursements request forms are available in the Office of Sponsored Programs, Room 632B-T.

Before Travel: Travel confirmations for airfare/transportation, hotel, etc. Keep in mind that all travel must be economy class. All flights must be booked in economy class on U.S. Flag air carriers, per the Fly America Act.

While You Travel: All receipts from trip must be saved!

- **Airfare and other forms of transportation** – original boarding passes or tickets must be submitted for reimbursement of airfare/train/etc.
- **Hotel/Lodging receipt upon checkout** – this receipt will show proof of payment and stay, and should indicate a \$0 balance due and method of payment.
- **Meals** – Two options: (1) Itemized receipts for personal meals must be saved (alcohol is not a reimbursable expense under any circumstance), or (2) Current federal or foreign per diem rates may be used (no need to save receipts for meals)
 - Federal Domestic Per Diem Rates:
http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943
 - Foreign Per Diem Rates: http://aoprals.state.gov/content.asp?content_id=184&menu_id=78
- **Local Travel** – save taxi/metrocard/subway/etc. receipts indicating proof of payment; for each trip, describe origin, destination, and reason for travel.
- **Automobile Usage** – 55¢ per mile is the current reimbursable rate for use of a personal vehicle. Use of a Rental Car must be reasonable and justifiable to be reimbursed. Receipt showing proof of rental and proof of payment must be submitted.
- **Other** – Other miscellaneous expenses including registration fees for conferences, business meals with other attendees, etc can be listed here, and should be accompanied by proof of payment.
- **Agenda/Itinerary/Invitation** – Travel should be associated with a particular purpose such as a conference, research, etc. An agenda, itinerary, flyer, invitation or other similar material from the conference/event/etc. must be attached.
- **A Note on Package Deals** – The bundling of services is becoming increasingly common. When booking a package deal (e.g. airfare and hotel together at one rate), make sure to save the package confirmation, boarding passes/tickets, and hotel checkout receipt, etc.

After Travel: An RF CUNY Travel Expense Voucher and Request for Payment form available in the Office of Sponsored Programs must be completed. Attach all original receipts/tickets/boarding passes/agenda/etc. (Please tape all receipts to 8 x 11 1/2 paper to ease processing.) If the College booked airfare and/or hotel, forward boarding passes and/or hotel check out receipt with agenda/itinerary to the JJC Business Office. A memo outlining all expenses will help expedite processing. For each expense, make sure to show proof of travel/purchase AND proof of payment. Submit (1) RF CUNY Travel Expense Voucher and Request for Payment form, and (2) all original receipts/agenda/etc with memo to the PI for approval.

After Completing Paperwork: Submit completed paperwork to the Office of Sponsored Programs (OSP) for review of documentation. (If proper documentation is missing, a notification will be sent via e-mail to submit the supplemental documentation needed in order for the request to be processed.) OSP hand delivers requests to Research Foundation for processing once a week. Feel free to forward requests for reimbursement directly to Research Foundation of CUNY, Attn: OTPS Department, 230 West 41st St., 7th Floor, NY, NY 10036, to expedite payment.

Processing should take approximately two weeks from the time paperwork is submitted to RF. Some requests may take longer depending on their complexity, completeness, etc.

Administrative Travel: Prior to travel, the administrative staff member must complete a Travel Approval Form and obtain approval from their area Vice President. The Vice President shall indicate his/her approval and submit the request to the Senior Vice President for Finance and Administration (Robert Pignatello) for approval and processing. For Travel Approval Form go to <http://inside.jjay.cuny.edu/compendium/assets/PDFs/JohnJay/Bus.003.1%20-%20Travel%20Approval%20Form.pdf>

VIII. Graphic design

Graphic designs of invitations, announcements, event programs, posters and the like are handled by the Office of Marketing and Development.

Contact: Chris Godek at 212.237.2628, cgodek@jjay.cuny.edu.

IX. Media

Publicity via the media is done under the auspices of the Office of Marketing and Development.

Contact: Chris Godek at 212.237.2628, cgodek@jjay.cuny.edu.

X. Event planning

A. Conference planning

Planning of conferences and symposia at the college requires the completion of the Conference Planning Form which includes a request for budget information. The Conference Planning Form is available online at <http://www.jjay.cuny.edu/conferenceform/pdf>. Once this is approved by the Dean of Research, sponsors can reserve rooms.

B. Planning lectures and panel discussions

Lectures and panel discussion that use no more than one room, do not last for more than a couple of hours, and require no special support from the college, are exempt from the above planning process. Sponsors can simply reserve rooms on their own in accordance with instructions below.

C. Small meetings

These do not require approval and can be booked through as per below.

D. Reserving a space (e.g., rooms, cafeterias, and the theater)

Assistant Director: Linda VonLumm, Office of Facilities Management and Planning 212.237.1393 or ex. 8611, lvonlumm@jjay.cuny.edu; Location: Room: 534T. Space request should be done 2-6 weeks in advance and depends upon what space is requested. After the event has been approved and the space availability verified, a confirmation email will be sent. The event cannot be advertised or announced until this confirmation email has been issued. Telephone inquiries as to availability of space will not be accepted until a completed and approved form has been received. Please note that rooms for conferences will not be assigned until the conference planning form is approved by Dean Levine.

Guidelines for scheduling space can be found at: <http://www.jjay.cuny.edu/facilitiesmanagement/guidelines.html>. The guidelines include space layout, space capacity, when the space is available etc. Questions regarding the guidelines should be directed to Linda VonLumm. The space request form must be filled out on the JJ intranet.

E. Catering

MBJ Food Services is the primary vendor for catering. While it is usually more convenient to use MBJ, it is permissible to use outside caterers. Call Ph. 212.582.1629, Ph 212.237.8294, Fax 212.582.0032. Email: mbjfoodservices@aol.com

Orders to MBJ must be placed no later than 2:00P.M. the day before the event or by Friday 2:00P.M. (if the order is on Monday). There is a 24-hour change notice (for any adjustments to your order). There is a 48-hour cancellation policy (otherwise 50% of the order will be charged to the account). If catering costs are above \$500, then approval is required from Senior Vice President Robert Pignatello, 212.237.8616. (Please note that food ordering policies are now under review and some changes may be forthcoming.)

Please note that the appropriate Departmental Food request form must be filled out. To obtain the catering menu go to: <http://inside.jjay.cuny.edu/docs/JOHN%20JAY%20COLLEGE%20CATERING%20MENU.pdf>.

F. Audio Visual Services (e.g., projector, microphone, camcorder, podium, etc.)

All audio visual services require 5 business day notifications. This will be honored if there are staff and equipment available to fulfill the request. Also, provide a diagram of the room layout and suggested position of the audio visual equipment. Be as specific as possible. The diagram can be pasted into the comments section. Send to Paul Brenner at pbrenner@jjay.cuny.edu or a hard copy can be mailed to Audio Visual Services, 331T. The form is located Inside JJ at <http://inside.jjay.cuny.edu/apps/avs/default.php>.

G. Security

Chris Trucillo, Director, 212-237-8521, ctrucillo@jjay.cuny.edu.

Isabelle L. Curro, Deputy Director, 212-237-8529, icurro@jjay.cuny.edu.

A list of attendees and event flyer should be sent to Security by 2pm the day before an event with a request that the RSVP list be shared with front security guard.

H. Getting the President to speak at your event

Requests to have the President speak at events are to be made to the Office of the Provost. If the President agrees to speak, provide talking points and an attendance list at least 48 hours prior to the event.

I. Key contacts for event planning

Department	Name	Extension/Fax	Email
“at John Jay”	Peter Dodenhoff	8446	pdodenhoff@jjay.cuny.edu
AVS	Paul Brenner	8652	pbrenner@jjay.cuny.edu
Facilities	Linda Von umm	8611/ 582-0032	lvonlumm@jjay.cuny.edu
MBJ Food Services	Ely/Johnny	8294/ 582-0032	mbjfoodservices@aol.com
Security	Chris Trucillo	8521	ctrucillo@jjay.cuny.edu
Security	Isabelle Curro	8529	icurro@jjay.cuny.edu
JJC Website Manager	Johnny Taveras	8625	jtaveras@jjay.cuny.edu

XI. Website

All centers should have a website that outlines their activities. For information on how to obtain, construct and maintain a website, please contact the JJC website manager, Johnny Taveras on x8625, jtaveras@jjay.cuny.edu. General information on website policies can be found on <http://www.jjay.cuny.edu/1141.php>.

Everyone involved in maintaining a college website, will be using a system called RedDot. All users must receive RedDot training. The training occurs once a month. To sign up for the RedDot training call ITTS at ex. 8047. Please see the schedule at <http://www.jjay.cuny.edu/academics/1553.php>.

XII. Announcements

There are a number of different ways to reach the college and send out announcements.

- To add an event to the college calendar, please send information to Johnny Taveras at 212.237.8625, jtaveras@jjay.cuny.edu.
- To have an event published in the @John Jay newsletter; please contact Peter Dodenhoff at 212.237.8446, or by email at pdodenhoff@jjay.cuny.edu.
- To have your event published in the Alumni Newsletter, please contact Marie Rosen at 212.237.8444, or by email at mrosen@jjay.cuny.edu.
- To send announcements via email to all members of the college, simply send an email to the list on general-announcements@jjay.cuny.edu. It will then go to the listserv manager who will check the message, and then send it on to the rest of the college. Announcements for students can be emailed to general-announcements-students@jjay.cuny.edu. For more information, go to <http://inside.jjay.cuny.edu/announce.asp>.
- To set up a listserv that reaches only specified groups of people – i.e., people who have signed up for the list (e.g. members of the center, or members of the community), contact the Helpdesk at x8200 or helpdesk@jjay.cuny.edu. Please provide both a name and a short description of the email list. For information about listserv go to <http://listserver.jjay.cuny.edu/cgi-bin/wa.exe>.

XIII. Other services

There are numerous other services available to faculty and staff. To access these, please go to the John Jay intranet on <http://inside.jjay.cuny.edu/index.asp>.