

# Section 8

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## **Parking**

## **8.1**

Operating and parking of vehicles used by employees, students, and visitors are subject to regulations imposed by the college. It is the responsibility of all those that use motor vehicles to acquaint themselves with these regulations.

On the main campus, areas marked “Blue Permit” are reserved for employees displaying valid blue parking stickers. In order to park in the reserved blue permit areas, employees must purchase parking permits in the Business Services Office, 219 Kirkwood Hall. The parking permit fee is \$3.00 per permit and there is no renewal fee or expiration date. A new permit can be purchased for employees who obtain a new vehicle or wish to have duplicate permits for more than one vehicle. Employees will need to provide their vehicle license plate number and show proof of employment, such as a Kirkwood EagleCard, in order to purchase a parking permit.

Handicapped spaces are reserved for handicapped employees, students and visitors displaying valid handicap stickers. Visitor’s spaces are for campus guests and should not be used by employees or students. If a particular lot is full, please make an effort to find parking in another lot. A full parking lot does not justify illegal or improper parking.

The college suggests that employees lock their vehicles at all times. Kirkwood assumes no responsibility or liability for loss or damage to any vehicle or its contents while the vehicle is operated or parked on campus.

## **Food Service**

## **8.2**

Kirkwood food service facilities are open to employees, students and the general public.

Sammy's Kafé - Located on second floor of Iowa Hall, offers cafeteria service from 7 a.m. to 3 p.m., Monday through Thursday and 7 a.m. to 2 p.m. on Friday. An assortment of breakfast items, snacks and beverages are available at these times. Evening meals are served Monday through Thursday from 5 p.m. to 6:30 p.m.

Class Act Restaurant - Students in the Kirkwood culinary arts and restaurant management programs operate this full service dining room which offers an excellent cuisine. The restaurant is located on second floor in Iowa Hall and is generally open Monday through Thursday, 11 a.m. to 1 p.m. Days of service may vary because of the instructional nature of the program. Reservations are recommended.

Vending machines are also available in various locations on campus.

## **Library**

**8.3**

Kirkwood employees are encouraged to use the many resources and services provided by the Kirkwood Libraries located in Benton Hall on the main campus and at the Iowa City Campus. In addition to numerous reference sources and an extensive periodical collection, the Libraries provide fiction and non-fiction collections as well as videotapes, DVDs and music CDs. The emphasis of all collections in the Kirkwood Libraries is on curriculum support. The library staff provides a wide range of library services to Kirkwood faculty and staff including reference assistance, interlibrary loan services and a variety of instructional support services.

In addition to providing materials for Kirkwood students and staff, the Libraries offer services to all residents in our seven-county service area.

## **College Bookstore**

**8.4**

Kirkwood invites employees to shop in its College Bookstore located in Benton Hall. In addition to serving the textbook needs of students, the Bookstore offers many gift items, clothing, art, computer and office supplies, greeting cards, posters, paperbacks, newspapers and magazines for recreational reading. Also available are postage stamps and mailing supplies.

Board-approved and part-time benefits eligible part-time employees, upon displaying their Kirkwood ID card, will receive a 15 percent discount on purchases over \$3.00 on textbooks for employees who attend college courses. Other textbook purchases will be discounted at 10 percent.

## **Tempo**

**8.5**

Today's TEMPO, provided by the Marketing Services department, keeps employees informed of Kirkwood news and activities. These notices are distributed via email campus-wide on a daily basis. Employees are strongly encouraged to read TEMPO regularly.

## **EagleCard**

**8.6**

The [EagleCard](#) is your official Kirkwood Community College ID card. It provides identification for the library, sports events, fine arts productions and more. The EagleCard is a stored value card for cash-free purchases on campus. Stored value on the EagleCard can be used for vending, food services, and in the Kirkwood Bookstores. Employees should make arrangements to obtain a Kirkwood EagleCard through the EagleCard office in 122 Iowa Hall, Recreation Center, Iowa City Campus Bookstore and the County Center locations. Detailed information on the EagleCard can be found at [www.kirkwood.edu/eaglecard](http://www.kirkwood.edu/eaglecard).

## **Communiqué**

**8.7**

The student newspaper, The Communiqué, is written and edited by students. This newspaper includes campus news, editorials, features and an open student forum. It is published and distributed bi-weekly at no charge and is available at various locations around campus.

## **Counseling**

**8.8**

Professional counseling is available to employees through the Student Development office, 123 Linn Hall, for problems of a personal or social nature and career and educational planning. Counselors can also assist employees in referral to other qualified agencies. For assistance, employees can reach a counselor at their direct extension, through their e-mail address or by calling Student Development at 398-5471.

## **Job Search Assistance**

**8.9**

If an employee or a member of their family finds it necessary to seek other employment, the Dislocated Worker Program provides job search assistance. Such services include job search strategies, assistance in resume preparation and techniques for successful job interviews. Employees can contact the Dislocated Worker Program at 398-5523.

## **Notary Public**

**8.10**

On occasion, employees may require the services of a notary public. Kirkwood has several staff members who provide that service free of charge. Contact Human Resources, 398-5572, for the name of the nearest notary public.

## **Recycling**

**8.11**

Kirkwood has a recycling program in place. Employees are asked to set up a box or specific place at their desk for recycling paper. When the container is full, it should be taken to the department recycling bin. There should also be a designated area in each department to break down and store corrugated cardboard. There is a county-wide ban on corrugated cardboard in landfills and the college could be fined for any violations.

If an employee does not have a recycling bin in the department, he/she should contact Facilities at extension 5561.

## **Kirkwood Activities**

**8.12**

Kirkwood employees can attend most on-campus extra-curricular activities at either the student rate or free of charge, just by showing their Kirkwood staff ID card. These activities include music concerts, plays, athletic events, and dances. Information on upcoming events may be obtained from the Student Life office, Iowa Hall.

## **Auto Mechanics/Auto Body**

**8.13**

Many of the classes in the Industrial Technologies Department offer repair services to employees for the cost of materials, plus a nominal shop fee. Employees interested in these kinds of repairs can contact the Industrial Technologies Department or the appropriate program instructor.

## **Child Care Center (Kirkwood Kids)**

**8.14**

The Child Care Center provides daycare and preschool activities for children from 2½ months to ten years of age. The center is open to the children of Kirkwood employees, students, and the general public. The center also provides practical learning experience for Kirkwood students majoring in early childhood education. For more information about the Child Care Center, call 398-1256.

## **Human Resources Web Site**

**8.15**

Human Resources have a web site at [www.kirkwood.edu/hr](http://www.kirkwood.edu/hr). Employees will find information on employment opportunities, employee benefits, forms, wellness and staff development activities, standing committees and their minutes and a lot of other HR related resource information. Employees are encouraged to become familiar with the Human Resources web site and offer any feedback they have on how to improve the site.