

R.O.P.E.S

REWARDING ORIENTATION
PROGRAM FOR EMPLOYEE SUCCESS

"Learning The Ropes"



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ATHLETICS

[HTTP://COSGIANTS.COM/LANDING/INDEX](http://cosgiants.com/landing/index)

MISSION STATEMENT:

The College of the Sequoias athletic department, as aligned with the COS district mission, will keep the academic, physical, and social development of the student-athlete central in all that we do. The COS athletic department will make decisions, and take actions, that will support the student-athlete's overall ongoing development. COS values the lessons that are taught through athletic participation and believes athletic participation is a tool to be used as a part of the greater educational process for our students.

Department Contact Information

Brent Davis	Dean of Physical Education and Athletics	559-730-3911	brentd@cos.edu
Hector Tirado	Statistician		hectotl@hotmail.com
Norma Foster	Athletics Administrative Assistant	(559) 730-3911	normaf@cos.edu
Robyn Noyes	Athletic Academic Counselor	(559) 737-6273, (559) 737-6215	robynn@cos.edu

AV/MEDIA SERVICES

[HTTPS://WWW.COS.EDU/EN-US/STUDENT-SUPPORT/TECH-SUPPORT/MEDIA-SERVICES](https://www.cos.edu/en-us/student-support/tech-support/media-services)

Media Services provides faculty, students, and staff with a variety of technology resources, equipment and services to the campus community.

Media Services supports and facilitates the application of media technology and non-print media resources to support and enhance teaching, learning, scholarship, and administrative services, as well as other campus activities and events

CONTACT

559-737-6100

Sycamore IM 102F Visalia Campus

Faculty or staff can request assistance by submitting a helpdesk ticket at <https://webhelpdesk.cos.edu>

BOOKSTORE

<HTTPS://WWW.COS.EDU/EN-US/BOOKSTORE>

<HTTPS://WWW.BKSTR.COM/COSSTORE>

The COS Bookstore has a variety of supplies, clothing, snacks, and gifts which you might need (or ever want)!

Located in the Giant Forest Building in the center of campus, we are a convenient stop for all of your needs.

Please follow the link above to order your class materials and other COS gear.

Visalia Bookstore
(559) 730-3751

Hanford Bookstore
(559) 583-2500

Tulare Bookstore
(559) 688-3066

COPY & MAIL

[HTTPS://WWW.COS.EDU/EN-US/ADMINISTRATION/ADMIN-STAFF-SUPPORT/COPY-AND-MAIL](https://www.cos.edu/en-us/administration/admin-staff-support/copy-and-mail)

CONTACT

(559)730-3784

LOCATION

Blue Oak Bldg. Rm: 902

HOURS

Monday - Friday 7:45 AM to 4:45 PM

SERVICES

- Copyright Information
- Walk-up & Non walk-up copy services
- Online Photocopy Services
- Mail pick-up & delivery
- Mailboxes

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)

Information

- About CSEA
- Member Benefits
- Issues & Advocacy
- Resource Center
- Discounts – Everyday and Entertainment
- Get Connected
- News
- Events & Training
- Know Your Rights
- And Much More!

[HTTPS://WWW.CSEA.COM](https://www.csea.com)



COLLEGE OF THE SEQUOIAS
CALIFORNIA SCHOOL EMPLOYEES ASSOC.
(CSEA) CHAPTER 408

[HTTPS://WWW.CSEA.COM/](https://www.csea.com/)

Visit the website for more information

<https://www.cos.edu/en-us/administration/admin-staff-support/csea>

Collective Bargaining / Master Agreement

<https://www.cos.edu/en-us/administration/human-resources/employee-resources#agreements>

Insurance

<https://www.cos.edu/en-us/administration/human-resources/employee-resources#agreements>

Salary Schedule

<https://www.cos.edu/en-us/administration/human-resources/employee-resources#schedules>

My CalPers – Retirement

<https://my.calpers.ca.gov/web/ept/public/systemaccess/selectLoginType.html>



DISTRICT POLICE

[HTTPS://WWW.COS.EDU/EN-US/STUDENT-SUPPORT/POLICE](https://www.cos.edu/en-us/student-support/police)

About District Police

The College of the Sequoias District Police Department is part of the Student Services Unit at College of the Sequoias. COSPD handles all reports of criminal behavior and emergencies on campus. It is our goal to assist you in having an enjoyable and safe experience while attending classes and other District events.

Contact Information

Emergency - Dial 911

(911 from a District Telephone)

Non-Emergency - All Three Campuses

559.730.3999 or xt. 3999

cospdinfo@cos.edu

FACILITIES

[HTTPS://WWW.COS.EDU/EN-US/ADMINISTRATION/FACILITIES](https://www.cos.edu/en-us/administration/facilities)

The Facilities Department is responsible for the successful planning, maintenance, and operation of these vital resources.



Facilities Work Order

SERVICES

- Grounds keeping
- Safety Compliance
- Custodial Services
- Maintenance & Operation
- Transportation
- Facilities Requests
- Planning & Construction
- Warehouse

CONTACT INFORMATION

FACILITIES OFFICE

COLLEGE OF THE SEQUOIAS

BLUE OAK BUILDING - ROOM 901

915 S. MOONEY BLVD.

VISALIA, CA 93277

O. 559.730.3969

F. 559.737.4805

E. FACILITIES@COS.EDU

FOOD SERVICES LOCATIONS

Visalia Campus

Alta Peak / Cafeteria

M-Th 8:00 a.m. - 7:00 p.m. F 8:00 a.m. to 2:00 p.m.

The COS Café / The Giant Grill

M-Th 8:00 a.m. - 5:00 p.m. F 8:00 a.m. to 1:00 p.m.
South Sequoia Building

The Grind Coffee House

M-Th 8:00 a.m. - 6:00 p.m. F 8:00 a.m. to 2:00 p.m.
Alta Peak Building

Food Court / Snack Shack

M-Th 8:00 a.m. - 9:00 p.m. F 8:00 a.m. to 2:00 p.m.
North side of the Giant Forest Building

Hanford Campus

The Avenue

M-Th 8:00 a.m. - 2:30 p.m.
North Side of Education Building

Tulare Campus

The Student Store / Coffee Cart

M-Th 8:00 a.m. - 2:30 p.m.
North Side of Education Building

FOOD SERVICES INFORMATION

Links

Food Services

Visit the website for more information and food options

Accepted Payment Options

Cash, Debit Card, Credit Card, Apple Pay

Online Ordering

This is not available at this time

Catering On-Campus Meetings and Events

Contact Zach – zacharyp@cos.edu

Contact Information

Zach Patterson, Manager

COS Food Services

915 S. Mooney Blvd. Visalia, CA 93277

559.730.3906

zacharyp@cos.edu



FOUNDATION

[HTTPS://WWW.COS.EDU/EN-US/ADMINISTRATION/FOUNDATION](https://www.cos.edu/en-us/administration/foundation)

The COS Foundation mission is simple:

We Get, We GIVE, We Grow

The COS Foundation continues to direct gifts from the community directly to the students and to the College of Sequoias in ways that directly affect student success.

Sequoia Building, Room 3
915 S Mooney Blvd
Visalia, CA 93277
559-730-3861
foundationemail@cos.edu

Forever Strong. Forever Proud.
Become part of our Alumni Network today!

HEALTH CENTER

<https://www.cos.edu/en-us/student-life/health-services>

COS STUDENT HEALTH CENTER

All registered students are eligible for confidential health care services in the Student Health Center, most of which are supported by student health fees.

Health services include nurse assessments, blood pressure measurement, glucose testing, vision and hearing screening, immunizations, communicable disease control, tuberculosis testing, over-the-counter medication, condoms, feminine hygiene products, reproductive and other health education.

Psychological and mental health screening and counseling by mental health professionals is also available and provides different stages of service depending on the level of care the student requires. The Student Health Center also provides an emergency food pantry and snack stations and health education awareness events.

CAMPUS LOCATIONS

Hanford Campus
Education Bldg. E-45
559.583.2530

Tulare Campus
Bldg. A Rm. A110
559.688.3060

Visalia Campus
Giant Forest Bldg.
559.730.3880

GIANT MARKETPLACE

The Giant Marketplace recognizes that secure access to food and housing is essential to academic success in higher education and must, therefore, be treated as a top educational priority.

As such, we advance a campus culture of caring that recognizes that students are humans first. We exemplify this commitment in our public statements and in our daily work by addressing the structural poverty that created this basic needs security crisis.

GIVE | CARE | THRIVE

Refer students to the Giant Market place for assistance with:

- On-Campus Food - Distribution, Nutrition on the Go, & Snack Stations
- Housing Organizations
- Community Support Organizations
- Food Distribution Organizations

Self-Referral Form – [Link](#)

Information, Contacts, & On-Campus Food Locations:

<https://www.cos.edu/en-us/student-life/health-services/giant-marketplace>

Location and Contact Information:

giantmarketplace@cos.edu - 559.737.4854 - 1911 W. Meadow Ave. (by lot 7)

HUMAN RESOURCES

[HTTPS://WWW.COS.EDU/EN-US/ADMINISTRATION/HUMAN-RESOURCES](https://www.cos.edu/en-us/administration/human-resources)

COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCE SERVICES

The friendly, courteous, knowledgeable staff is prepared to answer your questions, accept your employment paperwork, guide you to other campus locations, or assist in any other ways necessary to make certain your introduction to COS is a pleasant experience.

If you are a current employee of the College, we are prepared to assist with questions related to your employment. We look forward to serving you.

CONTACT INFORMATION AND LOCATION

915 S. Mooney Blvd.

Sequoia Building, Room 5

Visalia, CA 93277

Office: (559) 730-3867 / (559) 737-6237

Fax: (559) 730-3997

EMPLOYEE RESOURCES

<https://www.cos.edu/en-us/administration/human-resources/employee-resources>

<https://www.cos.edu/en-us/administration/human-resources/forms>

MARKETING & PUBLIC RELATION

[HTTPS://WWW.COS.EDU/EN-US/MARKETING-AND-MEDIA](https://www.cos.edu/en-us/marketing-and-media)

SERVICES

- Tour The Giant Website
- Social Media Guidelines
- COS Branding Guidelines
- COS Logos
- Media Tool Kit
- Branding Resources
- Videography/Photography for Campus Events

Utilize help desk by logging in to MyGiant through the home page of the website to submit a request in advance for professional photos representing the content you plan to post.

Follow COS @cosgiant and cos.edu



COS PACE COMMITTEE

PROFESSIONAL ASSOCIATION OF CLASSIFIED EMPLOYEES

[HTTPS://WWW.COS.EDU/EN-US/ADMINISTRATION/ADMIN-STAFF-SUPPORT/CSEA](https://www.cos.edu/en-us/administration/admin-staff-support/csea)

About PACE

The PACE committee is dedicated to facilitating employee development that leads to productive work, lifelong learning and community involvement while maintaining the PACE for excellence.

Interested in joining the PACE Committee?

The members of the PACE Committee welcomes any classified staff interested in participating!

shellig@cos.edu

GOALS

PACE will promote:

- Positive motivation
- Campus wide perspective
- Self esteem
- Healthy lifestyle
- Personal and working relationships
- Appreciation
- Enthusiasm
- Updating job-related skills
- Effective communication
- New staff orientation

PAYROLL

[HTTPS://WWW.COS.EDU/EN-US/ADMINISTRATION/ADMIN-STAFF-SUPPORT/PAYROLL](https://www.cos.edu/en-us/administration/admin-staff-support/payroll)

Services

- Compensatory Time Ledger
- Timesheet
- Insurance
- Employee Access to Payroll Information
- Retirement Information
- Voluntary Deductions
- Classified Payroll Calendars

Located in the

Sequoia Building Room 2
Visalia Campus

Classified Contact Person

Valiree Yzavel Gonzalez
Payroll Specialist
(559)737-4865
valireeb@cos.edu


STUDENT SERVICES

COS exists because of our students.

We are here to meet student needs and make their time at COS a positive, enrichment filled learning experience.

We offer a wide range of excellent academic support services with a focus on student success.

Click on the [Resource Guide](#), to the right to access the Success Resource Guide pdf. →



College of the Sequoias Student Success Resources

Access and Ability Center
The Access & Ability Center (AAC) provides eligible COS students with a variety of support services designed to maximize access to education. Students providing verification of qualifying conditions may be eligible for services such as extended testing time in a distraction-reduced setting, equipment loans (e.g. digital recorder), audio books/electronic text, enlarged print, learning assessments, sign language interpreters, and/or other services. Location: Visalia Campus, North Sequoia 3B. Students can also visit the Hub in the Vocational Education building at the Hanford Campus or the Student Services Desk in Building A at the Tulare Campus to get started. For more information, please contact us at aaac@cos.edu, (559) 730-3805, or visit us online at <https://www.cos.edu/aaac>.

Admissions and Records
Admissions and Records serves as a continuous resource for students throughout their academic experience which strives to provide outstanding service to students in the areas of admission, registration, graduation, transcripts, degree audit, and record maintenance. The Admissions and Records Unit is committed to maintaining high academic standards, promoting student success and creating opportunities for life-long learning, while respecting and appreciating diversity and inclusion. We strive to provide accurate, responsive and respectful services to the students, faculty, staff and administration, while upholding and maintaining the policies and procedures of the District. For more information, visit us at <https://www.cos.edu/en-us/admissions-records-staff> or Visalia Campus: (559)730-5471, (559)730-3728, Hanford Campus: (559) 583-2500, Tulare Campus: (559)688-3000.

California Mini-Corps Program
The California Mini-Corps Program assists college students who have an interest in teaching and would like to dedicate their professional career to helping migrant students who're enrolled in California's K-12 education system. Location: Visalia Campus, Alpine 3C. For more information please e-mail me at ca@minicorps.cos.edu, call (559) 730-3908, or visit us online at <https://www.cos.edu/en-us/student-support/california-mini-corps>.

CaWDRNs
The CaWDRNs program assists students who are currently receiving Temporary Assistance for Needy Families (TANF) for themselves and their children with coordinated services such as academic counseling, CaWDRNs Work Study, child care and advocacy. Location: Visalia Campus, Sequoia 101. For more information please call (559) 730-3864, or visit us online at <https://www.cos.edu/en-us/student-support/cawdrns>.

Counseling Services
The purpose of counseling is to help students succeed in their studies through self-evaluation, decision-making, careful planning and commitment. We offer online and phone counseling appointments for all three campus locations. Face-to-face counseling appointments will be available once COS is able to resume on-campus services. Location: Visalia Campus, Sequoia 101. For more information or to schedule an appointment please call (559) 730-3715, Hanford Campus (559) 583-5500, Tulare Campus (559) 688-3000, or visit us online at <https://www.cos.edu/en-us/student-support/counseling> to learn how to schedule a counseling appointment utilizing our online scheduling system.

TRAINING RESOURCES CENTER

[HTTPS://COSTRAININGCENTER.COM](https://costrainingcenter.com)

The College of the Sequoias Training Resource Center provides training and consulting solutions to Tulare and Kings County organizations. Our mission is to advance the economic growth and global competitiveness of business and industry in our region. Our vision is to be the preferred partner and provider of training and consulting services.

- PHONE: 559-688-3135
- FAX: 559-687-6295
- 4999 East Bardsley Avenue
Tulare, CA 93274



HELPFUL LINKS

Offices / Services Directory

<https://www.cos.edu/en-us/offices-services-directory>

Organizational Chart

<https://www.cos.edu/en-us/organizational-charts>

Academic Calendar

<https://www.cos.edu/en-us/academics/academic-calendar>

COS Catalogs

<https://catalog.cos.edu/>

District Governance / Board of Trustees

<https://www.cos.edu/en-us/administration/governance/board>

Participatory District Governance

<https://www.cos.edu/en-us/administration/governance/board>

Career Technical Education

<https://www.cos.edu/en-us/CTE>

Maxient / RAD – Tell a Giant

<https://www.cos.edu/en-us/student-support/tell-a-giant>

Staff Support

<https://www.cos.edu/en-us/administration/admin-staff-support>

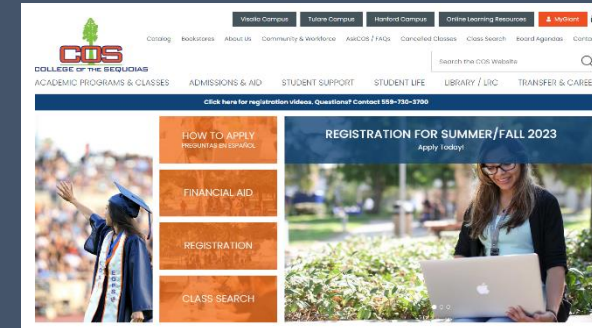
TECHNOLOGY SUPPORT

[HTTPS://WWW.COS.EDU/EN-US/ADMINISTRATION/ADMIN-STAFF-SUPPORT/TECHNOLOGY-SERVICES](https://www.cos.edu/en-us/administration/admin-staff-support/technology-services)

Your supervisor will have to ensure you have access to all the applications you need to complete the functions of your work. Most Applications will be housed within the MyGiant Portal. From the portal you have access to:

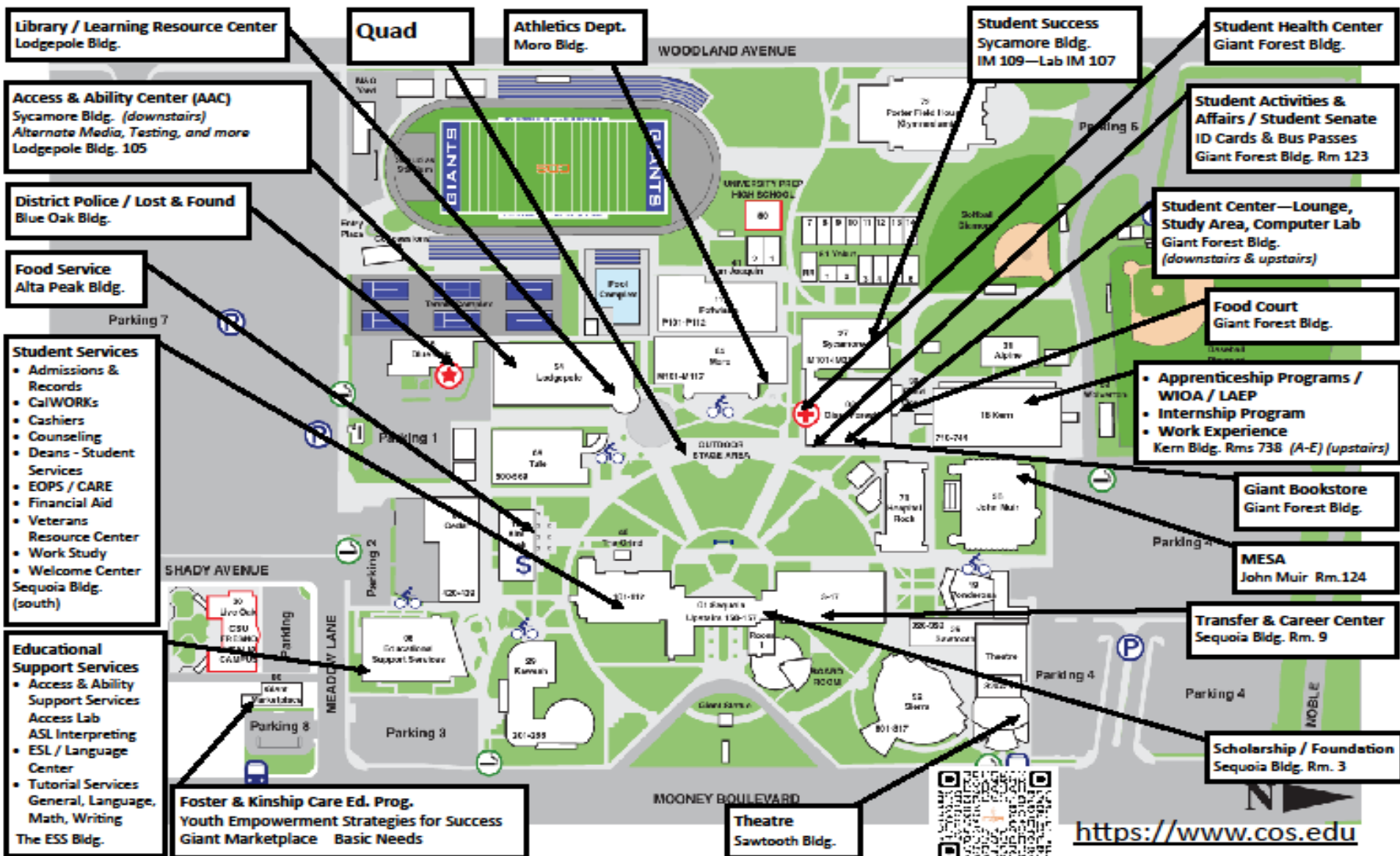
- Banner Production (student information)
- Office 365-Email & The full Office Suite (word, excel, etc.)
- Canvas
- Reports
- Phone/Voicemail
- WebHelpDesk

MYGIANT



COLLEGE OF THE SEQUOIAS

Visalia Campus 915 S. Mooney Blvd., Visalia, CA 93277 559-730-3700



<https://www.cos.edu>