



TO: Mesa Faculty and Staff
FROM: William Craft, Acting Vice President, Instruction
SUBJECT: EVENING/WEEKEND INFORMATION: SPRING SEMESTER, 2009
DATE: March 9, 2009

1. ABSENCE FROM DUTY – ILLNESS/PERSONAL NECESSITY

Instructors teaching day classes should notify the secretary of the appropriate dean **between 7:00 and 7:45 a.m.** the morning of the intended absence or the day before.

Instructors teaching evening classes should notify the secretary of the appropriate dean **prior to 2:00 p.m.** on the day the class meets.

Instructors teaching weekend (Friday evening/Saturday) classes should report absences to the secretary of the appropriate Dean **prior to 2:00 pm on Friday.**

When returning to duty after an absence, please notify the secretary by 2:00 p.m. on the day prior to your return, so that any substitute arrangements may be cancelled.

<u>School</u>	<u>Dean</u>	<u>Secretary</u>	<u>Phone</u>
Bus/Comp Studies & Technologies	Michael Reese	Irene Williams	388-2803
Health Sciences/ Public Service	Margie Fritch	Gloria Wilder	388-2789
Humanities	Larry Weiss	Vikki Cayabyab	388-2797
Arts and Languages	Jonathan Fohrman	Ruth San Filippo	388-2873
LRC/ Instructional Support	William Craft	Joyce Skaryak	388-2799
Math and Natural Sciences	Saeid Eidgahy	Sharon Iler	388-2795
P.E./Health Education and Athletics	Dave Evans	Anita Lee	388-2737
Soc/Behavioral Sci./Multicultural Studies	Charles Zappia	Denise Costa	388-2801
Student Development	Joi Blake	Susan Aleman	388-2896

2. EVENING /SATURDAY SUPERVISOR. The Evening/Weekend Administrative Office is located in the LRC – lobby. It is staffed by Sr. Clerical Assistant Brandon Terrell Monday through Thursday evenings from 5:00 pm until 10:00 p.m. The Saturday supervisor is available from 8:30 a.m. to 12:30 p.m., in the LRC - lobby. See www.sdmesa/instruction/eve-duty for the list of evening/Saturday supervisors; this list is updated weekly.

The Evening/Saturday Supervisor phone number is: **619-388-2463**. Instructors are requested to contact this number in preference to college police for matters relating to absences, being late for class, access to classrooms, etc. Between 3 and 5 pm, you may also contact the Office of Instruction directly at 619-388-2755.

3. EVENING CLASS BREAKS. In order to alleviate congestion at the cafeteria during breaks, please stagger your break time as follows:

Bldgs. B, C, D, F, G Between 7:30 p.m. and 8:00 p.m.

Bldgs. H, I, K, & L Between 8:00 p.m. and 8:30 p.m.

4. OFFICE STAFFING. Listed below are the offices and staff availability for the fall semester.

Custodial Office, J-108

Office is not staffed but on-duty custodian may be contacted through Campus Police Dispatch (619) 388-6405.

Campus Police, J-202, Extension 2749

Monday—Thursday 7:00 am to 10:00 pm

Friday until 5:00 pm

Saturday: On-duty College Police personnel may be contacted through Campus Police Dispatch at 619-388-6405.

Reprographics Department, K-203, Extension 2764

Regular Semester

Monday - Thursday

7:00 a.m. – 8:00 p.m.

Friday

7:00 a.m. – 4:30 p.m.

Saturday

7:30 a.m. – 12:30 p.m.

When classes are not in session and during breaks

Monday - Friday

7:00 a.m. – 4:30 p.m.

Saturday

Closed