

24 FACULTY & STAFF 25 HANDBOOK



SAN DIEGO MESA COLLEGE

The Leading College of Equity and Excellence

SAN DIEGO MESA COLLEGE

About

San Diego Mesa College is a fully accredited, comprehensive college committed to equity and excellence. We honor our diverse community of students, faculty, professional staff, and administrators who collaborate to foster scholarship, leadership, access, and innovation in an inclusive learning environment. By promoting student learning and achievement that leads to degrees and certificates, transfer, workforce training, and lifelong learning, we empower our students to reach their educational goals and shape their future. Among the largest community colleges in California, Mesa College serves 30,000 students per year, a third of whom are full-time. Mesa College offers 200 associate degree and certificate programs and was one of the first 15 California community colleges to offer a four-year baccalaureate degree. Mesa College ranks as San Diego's top transfer institution, is a proud Hispanic Serving Institution (HSI), an Asian American and Native American Pacific Islander Serving Institution (AANAPISI), and a military friendly school, serving nearly 4,500 veterans, active duty members and their families.

Mesa2030 Goals

COMPLETION

Mesa College will institutionalize (or Mesa-nize) practices that clarify pathways to timely completion for students with the priority on those practices that create parity in outcomes across racial/ethnic groups and all disproportionately impacted groups.

SCHOLARSHIP

Mesa College will prioritize equity and excellence in the classroom by fostering innovation and high-quality, culturally relevant teaching/learning with the priority on those practices that create parity in outcomes across racial/ethnic groups and all disproportionately impacted groups.

COMMUNITY

Mesa College will build a community culture that utilizes antiracist practices to cultivate collaboration, inclusion, diversity, equity, and personal growth so that all students, employees, and members of our external community are valued.

PATHWAYS + PARTNERSHIPS

Mesa College will leverage pathways and partnerships within its internal and external communities to eliminate barriers and provide support for students entering Mesa College, through to completion, and beyond to transfer and employment.

STEWARDSHIP

Mesa College will develop and sustain processes that prioritize environmental justice and sustainability, reduce Mesa College's carbon footprint, and allocate its human, physical, technological, and fiscal resources around the goal of increasing student access, success, and parity in outcomes across racial/ethnic groups and all disproportionately impacted groups.

For the full Mesa2030 goals and Strategic objectives please go to:

sdmesa.edu/mesa2030

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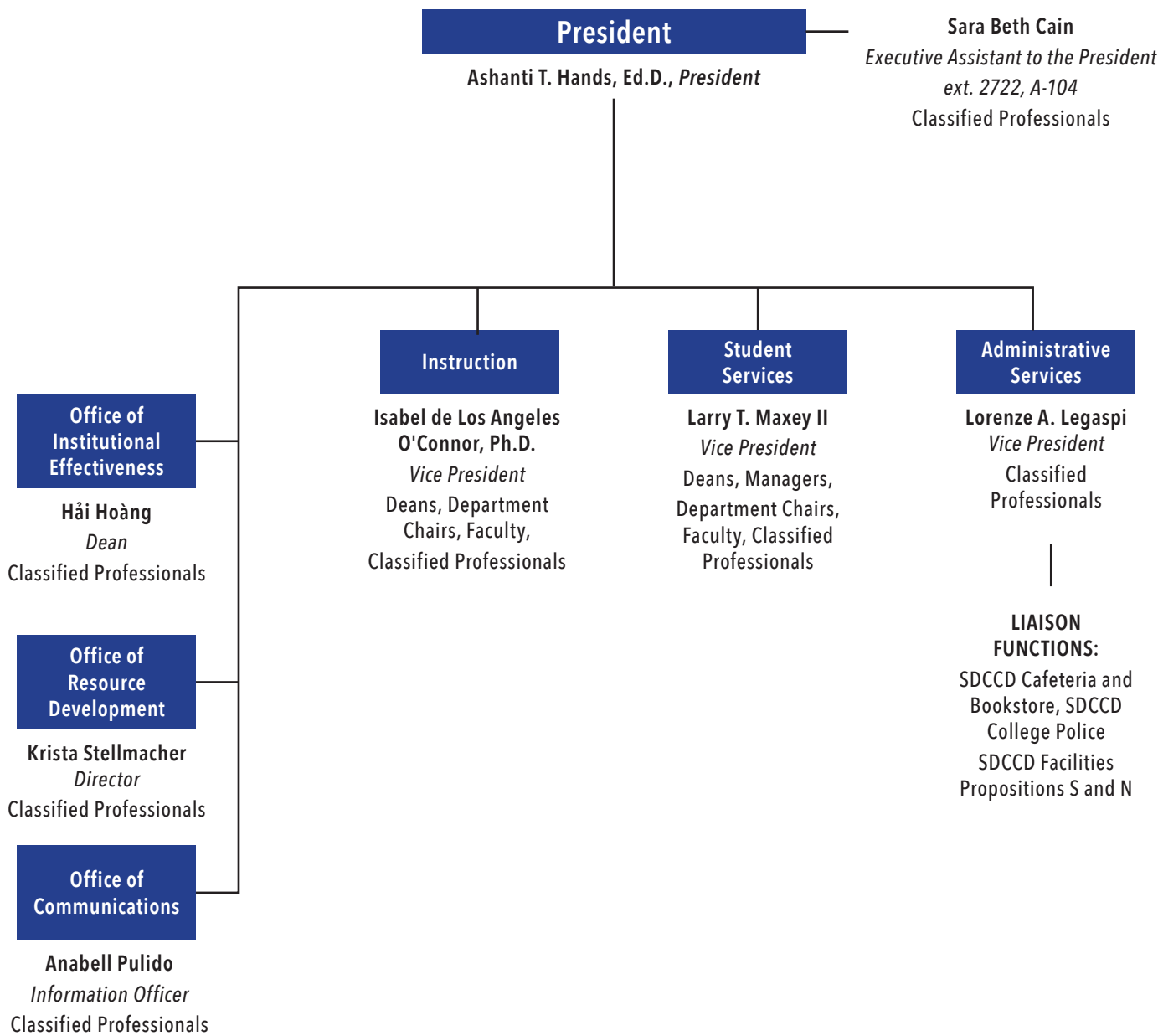
The San Diego Mesa College Faculty and Staff Handbook is a general guide for instructors, administrators and classified professionals at Mesa College. The handbook is not all-inclusive; it is to be used together with documentation of District policies and procedures, support materials from the District, the college catalogs, and the class schedules. Comprehensive information is also available on the campus website at sdmesa.edu. This handbook is divided into sections: College Organization, College Governance, Student Services, Instruction, and General Information. When dialing from a Microsoft Teams phone, you must first dial 619-388-(extension).

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San Diego Mesa College is the largest college in the San Diego Community College District, which is the legal entity that provides overall policy direction and has ultimate fiduciary responsibility. An elected governing board and a District chancellor ensure that the entire District serves the best interests of the citizens of San Diego. The governing board holds monthly public meetings.

College Organization

Administrative Organization Chart



President



Office of the President

Ashanti T. Hands, Ed.D., President

Sara Beth Cain, ext. 2722

Executive Assistant to the President, Room A-104

Eileen Hayward, ext. 2721

Administrative Technician

Office of Institutional Effectiveness

Hải Hoàng, ALM, ext. 5035

Dean, Institutional Effectiveness

Nancy Cortés, MA, ext. 2544

Acting Associate Dean, Research and Innovation

Sahar King, MA, ext. 5087

Administrative Assistant IV

Kyung Ae Jun, MBA ext. 5916

Research & Planning Analyst

Adriana Caetano Fournier, M.S., ext. 2459

Research & Planning Analyst

Edson Cuellar Deciga, B.A, ext. 2319

Regional Career & Technical Education Research Expert

Liza Rabinovich,

Faculty Outcomes Coordinator



Office of Resource Development

Krista Stellmacher, CFRE, Director

Room A-111, ext. 2285

Heidi Brogren, Administrative Technician

Room A-111, ext. 2285

Office of Communications

The goal of the Office of Communications is to present and brand San Diego Mesa College as a vital educational and community resource to further support the goals and strategic directions of the college. This office is responsible for providing information about the college and its programs across print, media, web, mobile, and social media platforms. For more information, please refer to the Office of Communications web page (on the homepage under ABOUT MESA).

A-111, ext. 2520

Anabell Pulido, ext. 2759

Information Officer

Joel Arias, ext. 2955

Web Design & Development

Hai Duong, ext. 2272

Graphic Artist & Photographer

Pablo Vela, ext. 2356

Campus Digital Communications Specialist

To facilitate and build the Mesa College brand, all college employees, departments and programs must adhere to the Mesa College guidelines and standards below.

- Graphic Standards and Style Guide (includes logo and giveaway guidelines)
- Social Media Guidelines
- Web Guidelines
- Toolbox Information

Find all **guidelines** here:

sdmesa.edu/about-mesa/office-of-communications/index.shtml/

Project request form: sdmesa.edu/projectrequest

San Diego Mesa College Foundation

The San Diego Mesa College Foundation was founded to support the mission and students of San Diego Mesa College as a 501(c)(3) supporting organization. The foundation focuses on four pillars of support: Investing in bright futures through scholarships; Preserving opportunity through the Resiliency Fund and basic need support; Enriching through the arts with the World Art Collection; and funding innovation through annual grant-making and support for academic and student service programs.

Please contact Krista Stellmacher at **619-388-2285** or kstellmacher@sdccd.edu for more information.

Board of Directors 24-25

Lorenze Legaspi,
President, College Director
Aviva McPherron,
Vice President, College Director
Christine Lee,
Treasurer, Public Director
Kim Heinle,
Secretary, College Director
Elizabeth Armstrong,
Public Director
Samrawet Ayelew,
College Director, Associated
Students Representative
Dr. Ashanti Hands,
College Director
Kim Heinle,
Public Director
Dr. Madeleine Hinkes,
Public Director

Ricky Hirschi,
Public Director
Dr. Pamela Luster,
Public Director
Jeff Marston,
Public Director
Larry Maxey II,
College Director
Aviva McPherron,
Public Director
Gity Nematollahi,
College Director
Dr. Isabel O'Connor,
College Director
Dr. Corey Pahanish,
Public Director
Alexander Szeto,
Public Director

Staff Support

Krista Stellmacher,
Director of Resource
Development, Mesa College
Heidi Brogren,
Administrative Technician,
Resource Development,
Mesa College
Evergreen Alliance,
CPA Services

Instruction



Office of Instruction

Isabel de Los Angeles O'Connor, Ph.D., Vice President, Instruction Room A-103

Mila Zagyanskiy, Administrative Assistant V, ext. 2755

Jeannette Leon, Administrative Assistant II, ext. 2755

Arlis Svedberg, Administrative Technician, LRC-423, ext. 2931

Brandon Terrell, Administrative Assistant III, ext. 2463/2755/5880

Articulation

Juliette Parker, Articulation Officer LRC-460, ext. 2639



Title III HSI

Toni Parsons, Ed.D., HSI Grants Program Manager LRC 461, ext. 2394

Ikuko McAnally, Administrative Technician, LRC 462 ext. 5974

STEM Center

Brian Mackus, Supervisor LRC 126, ext. 2257

Title III - Asian American Native American Pacific Islander Institution (AANAPISI)

Leland Simpliciano, Grants Program Manager



School of Business and Technology

Monica Romero, Dean

Jennifer Phelps, Administrative Assistant IV; BT-202, ext. 2803



Alex Berry, PMP, Associate Dean, Career Technical Education, Strong Workforce, Work-Based Learning, Mesa Impactship Prog. BT104, ext. 2644

Vacant, Administrative Technician, BT-109, ext. 5025

Business

Mark Abajian, Chair, ext. 2432

Tara Maciel, Chair ext. 2528

Accounting
Business
Culinary
Economics
Fashion
Fermentation
Hospitality
Marketing
Real Estate

Work Experience

Shawn Fawcett, Coordinator, ext. 2340

Mesa Impactship Program

Pavel Consuegra, Coordinator, ext. 5072

Computer Science

Tasha Frankie, Ph.D., Chair, Computer and Information Systems, ext. 2685

Digital Technology

Carlos Toth, Chair, ext. 2238
Computer Business Technology
Geographic Information Systems (GIS)
Multimedia
Web Development

School of Social/ Behavioral Sciences And Multi-Cultural Studies

Vacant, Dean
Karina Dam, Administrative Assistant IV; SB304, ext. 2801

Architecture/ Environmental Design

Valerie Abe, Chair, ext. 5073
Robert Wong, Asst. Chair, ext. 5074
Architecture
Building
Construction
Interior Design

Behavioral Sciences

Dina Miyoshi, Chair, ext. 2284
Erin Evans, Asst. Chair, ext. 2404
Ryan Mongelluzzo, Asst. Chair, ext. 5930
Anthropology
Psychology
Sociology

Black Studies

Candace Katungi, Ed.D., Chair

Chicano Studies

Cesar Lopez, Chair, ext. 2368

Social Sciences

John Crocitti, Chair, ext. 2417
Ian Duckles, Asst. Chair, ext. 2244
Gloria Wong, Asst. Chair Asian American Pacific Islander Studies
Geography
History
Philosophy
Political Science
Sustainability
Women's Studies



School of Humanities

Linda Hensley, Dean
Vacant, Administrative Assistant IV, G-201 ext. 2797

Communication Studies

Bryan Malinis, Chair, ext. 2281
Vacant, Asst. Chair

English

Wendy Smith, Chair, ext. 2347 English Dept. English, Humanities, ELAC and Journalism

Jill Moreno-Ikari, Asst. Chair, English Dept., English, Humanities, ELAC and Journalism

Bruce Naschak, Asst. Chair, English Dept., Humanities

College Newspaper, Mesa Press
Janna Braun, Advisor

Speech and Debate Team, Bryan Malinis, Co-Director Kim Perigo, Co-Director

Humanities Institute

Michael Cox, Coordinator



School of Arts and Languages

Denise Rogers, Acting Dean
Ruth San Filippo, Administrative Assistant IV; ext. 2873, G201

Art/Drama

Nathan Betschart, Chair, Art, ext. 2204
Cara Smulevitz, Asst Chair, Art, ext. 2322
Jesse Keller, Asst. Chair, Drama, ext. 2342
George Ye, Asst. Chair, Drama, ext. 5920

Languages

Hannah Padilla-Barajas, Chair, ext. 5722
Michael Harrison, Asst. Chair, ext. 2203
Chinese
French
German
Italian
Japanese
Russian
Spanish
Vietnamese

Music

Dr. N. Scott Robinson, Chair, ext. 5956

Co-Curricular Programs

Drama/Mesa College Theater Company

Art Gallery

Music

Vocal/Instrumental Ensembles

International Education

Dora Schoenbrun-Fernandez, Coordinator, ext.2228



School of Mathematics and Natural Sciences

Jennifer Carmichael,
Ph.D.,
Dean

Mary I. Toste,
Administrative
Assistant IV
ext. 2795, MS-301

Brandon Terrell,
Administrative
Assistant III, ext.
2463/2755
MS-301

Accelerated College Program

Jarred Collins, Chair

Biology

Anar Brahmabhatt, Chair
Todd White, Asst. Chair

Chemistry

Donna Budzynski,
Chair
Paula Hjorth-Gustin,
Asst. Chair

Mathematics

Juan Bernal, Chair
Ken Kuniyuki, Asst. Chair

Physical Science

Irena Stojimirovic, Chair
Jennifer Snyder, Asst.
Chair

Astronomy
Engineering
Geology
Physical Sciences
Physics
Oceanography



School of Learning Resources and Academic Support

Lorie Crosby Howell
Ph.D., Dean

Caterina Palestini,
Administrative
Technician
ext. 2799,
LRC 443/444

Lisa Burgert, Asst. Chair
ext. 2619

Learning Opportunities For Transformation

Janue Johnson,
Professional Learning
Coordinator, LRAS
Chair ext. 5012

Katie Palacios,
Instructional Designer

Eva Parrill,
Administrative
Assistant III

Todd Williamson,
Instructional Lab
Technician
ext. 5000; LRC LOFT

Library Services

Yolanda Giang,
Instructional Support
Supervisor
ext. 2448

Tutoring and Computing Services

Vacant, Tutor Coordinator
Kristin Krogh,
Instructional Support
Supervisor

Honors

Ingrid Jayne, Honors
Coordinator
Danté Jones, Honors
Coordinator

Teacher Education

Laurie Junker



School of Health Sciences/ Public Service

Cassandra Storey, Dean

Alison Mona,
Administrative
Assistant IV
ext. 2789, S-300

Thomas Hartzell, Sr.
Clerical Asst. ext. 2789,
S-300

Molly Broene
Program Support
Technician
ext. 5003, S-321

Allied Health

Amanda Johnston, Chair
Connie Renda, Asst.
Chair

Dental Assisting
Health Information
Management
Health Information
Technology
Medical Assisting
Neurodiagnostic
Technology
Phlebotomy
Physical Therapist
Assistant

Radiologic Technology
Veterinary Technology

American Sign Language

Leslie Styles, Chair
Ida Cross, Asst Chair
American Sign
Language, ASL-English
Interpreter Training

Consumer/Nutrition Studies

Ida Cross, Chair
Child Development
Child Development
Center
Nutrition



School of Exercise Science, Health Education, Athletics and Dance

Ryan Shumaker, Ed.D.,
Dean/
Athletic Director

Simone Sherrard,
Administrative
Assistant IV

Rachel Schwarz,
Administrative
Assistant IV
ext. 2737; ES-203

Exercise Science

Nathan Resch, Chair
Todd Curran, Asst. Chair
Kelsey Graham,
Fitness Certification
Coordinator
Jim Fegan,
Lifeguard Coordinator

Dance, Health Education, Fitness Certification Intercollegiate Athletics

Kim Lester,
Asst. Athletic Director
Nathan Resch,
Asst. Athletic Director
Lindsay Samaniego,
Asst. Athletic Director
Gary Watkins,
Asst. Athletic Director

Student Services



Office of the Vice President, Student Services

Larry T. Maxey II, M.A.
Vice President,
Student Services,
Room I4-401,
ext. 2678
Trina Larson, Ph.D.,
Administrative
Assistant V, Room
I4-401, ext. 2678
Charlie Lieu, College
Technical Analyst,
Room I4-408,
ext. 2527



Office of the Dean of Student Affairs

Victoria Kerba Miller,
Dean, Room I4-
408, ext. 2699
Zulma Heraldez,
Senior Secretary,
Room I4-408,
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Courtney Lee, Senior
Student Services
Assistant, Room I4-
408, ext. 2699
Claudia Perkins, Site
Compliance, 504,
Student Conduct
Officer, Room I4-
408, ext. 2699

Assessment

Jennifer Park,
Outreach/
Assessment
Supervisor, Room
I4-101, ext. 2632

Amy Bettinger,
Student Services
Technician, Room
I4-201, ext. 5816

Associated Students

Zora Williams, AS
President, Room
I4-409, ext. 2903
Mahro Hashimi, AS
Vice President,
Room I4-409,
ext. 2903

Financial Aid

Saúl Quiroz, Financial
Aid Director, Room
I4-107, ext. 2817
Pilar Ezeta-Rodriguez,
Financial Aid
Officer ,
Room I4-107, ext.
2817
Guadalupe Bueno,
Student Services
Assistant, Room
I4-107, ext. 2817
Skyler Dennon,
Senior Student
Services Assistant,
Room I4-107,
ext. 2817
David Tran, Student
Services Assistant,
Room I4-107, ext.
2817
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Student Assistance
Technician/
Financial Aid, Room
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Louis Flores-Arzola,
Student Services
Assistant
Julissa Samano,
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Technician/
Financial Aid, Room
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Susana Kennemer,
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Technician/
Financial Aid, Room
I4-107, ext. 2817

Vacant
Student Services
Assistant, Room
I4-107, ext. 2817

Cecilia Valdez
Student Assistance
Technician/
Financial Aid, Room
I4-107, ext. 2817

Outreach and Community Relations

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Assessment Acting
Coordinator, Room
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Student Services
Technician, I4-101,
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Technician, I4-201,
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Student Health Services

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209, ext. 2774
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Room I4-209, ext.
2774
Laura Milligan, FNP,
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ext. 2774
Derrick White,
MFT, Counselor
Coordinator Room
I4-409, ext. 2774
Mimi Vu, Senior
Student Services
Assistant, Room
I4-209, ext. 2774



Office of the Dean of Student Development

Cynthia Rico, Ed.D.
Acting Dean, Room
I4-401,
Angie Avila, ext. 2896
Administrative
Assistant IV

Admissions

Ivonne Alvarez,
Admissions and
Records /VA
Director, Room I4-
102, ext. 2689
Karina Sandoval,
Student Services
Supervisor, Room
I4-102, ext. 2687
Jose Aranda, Student
Services Technician,
Room I4-102,
Resid. ext. 2688,
Int. ext. 2717
Francisco Blas, Acting
Student Services
Technician, Room
I4-102, Allied
Health ext. 2684
Helena Hubbard,
Senior Student
Services Assistant,
Room I4-102, ext.
2682
Trung Huynh, Senior
Student Services
Technician, Room
I4-102, ext. 2688
Int. ext 2717
Elizabeth Jones,
Senior Student
Service Assistant,
Room I4-102,
ext. 2682
Vacant, Senior
Student Services
Assistant, Room

I4-102, ext. 2682
Micha Tannous,
Senior Student
Service Assistant,
Room I4-102,
ext. 2688

Austin Tran, Student
Services Assistant
Victoria Vela, Senior
Student Services
Assistant, Room I4-
102, ext. x2682
Mia Zedukes, Student
Service Assistant,
Room I4-102,
ext. 2682
Lauren Beltran,
Student Service
Assistant, Room
I4-102,
ext. 2682
Vcant, Student
Services Assistant,
Room I4-102, ext.
2682
Rodd Brisson,
Student Services
Assistant, Room
I4-102, ext. 2682

Counseling & Orientation

Cynthia Rico, Ed.D.,
Chair, Room I4-
303, ext. 2538
Andrew Tanjuaquio,
Student Services
Supervisor, Room
I4-303, ext. 2538
Gabriel Adona,
Counselor, Room
I4-303, ext. 2538
Marisa Alioto,
Counselor, Room
I4-303, ext. 2538
Claudine Castagna,
Student Services
Assistant, I4-303,
ext. 2538
Justin Rapolla,
Student Services
Assistant, I4-303,
ext. 2538
Kristy Carson,
Counselor, Room
I4-303, ext. 2538
Nicholas DeMeo,
Counselor, Room

I4-303, ext. 2538
Adrienne Aeria Dines,
Counselor, Room
I4-303, ext. 2538
Andrew Malinis
Counselor, Room
I4303, ext. 2538
Adam Erlenbusch,
Counselor, Room
I4-303, ext. 2538
Shirley Flor,
Counselor, Room
I4-303, ext. 2538
Patricia Guevarra,
Counselor, Room
I4-303, ext. 2538
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Counselor, Room
I4-303, ext. 2538
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I4-303, ext. 2538
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Counselor, Room
I4-303, ext. 2538
Leroy Johnson,
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I4-303, ext. 2538
David Navarro,
Counselor, Room
I4-303, ext. 2538
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Counselor, Room
I4-303, ext. 2538
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Counselor, Room
I4303, ext. 2538
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Herrera, Counselor,
I4-303, ext. 2538
Kari Parker,
Counselor, Room
I4-303, ext. 2538
Kirsten Pogue-Cely,
Counselor, Room

I4-303, ext. 2538
 Anthony Reuss,
 Counselor, Room
 I4-303, ext. 2538
 Patricia Rodriguez,
 Counselor, Room
 I4-303, ext. 2538
 Raul Rodriguez,
 Counselor, Room
 I4-303, ext. 2538
 Abimaliel Rosario,
 Student Services
 Technician, I4-303,
 ext. 2538
 Raquel Sojourner
 Worlds, Counselor,
 Room I4-303, ext.
 2538
 Judy Sundayo,
 Counselor, Room
 I4-303, ext. 2538
 Michael Temple,
 Counselor, Room
 I4-303, ext. 2538
 Emilia Renner,
 Student Services
 Technician, Room
 I4-303, ext. 2538
 Charles Shimazaki,
 Administrative
 Assistant III,
 I4-303, ext. 2538
**Transfer, Career,
 Evaluations**
 Olivia Picolla, Student
 Services Supervisor,
 Room I4-306,
 ext. 2778
 Celine Ahearn,
 Student Services
 Technician, Room
 I4-306, ext. 5040
 Kristy Carson,
 Career Counselor/
 Coordinator, Room
 I4-306, ext. 2535
 Anne Hedekin,
 Counselor, Transfer
 Center Coordinator,
 Room I4-306, ext.
 5050
 Darcey Flores, Senior
 Student Services
 Assistant, Transfer,
 Room I4-306, ext.

2994
 Ayana Woods,
 Student Services
 Assistant,
 Evaluations, Room
 I4-306, ext. 2594
 Raquel Sojourner,
 Career Counselor/
 Coordinator, Room
 I4-306, ext. 5921
 Sadie Wager,
 Student Assistant
 Technician, Career,
 Room I4-306, ext.
 5975
 Vincent Villareal
 Student Services
 Assistant, Career,
 Room I4-306, ext.
 2596

Veterans & Records

Jose Antonio Hueso,
 Student Services
 Supervisor, Room
 I4-102, ext. 2805
 Jordan Agricola,
 Administrative
 Technician,
 Room I4-102, ext.
 2805
 Laura Arellano
 Rodriguez, Student
 Services Technician,
 Room I4-102, ext.
 2805
 Helen Dinh, Student
 Services Assistant,
 Room I4-102, ext.
 2805
 Adrian Tanjuaquio,
 Student Services
 Technician, Room
 I4-102, ext. 2805
 Ashtan Farmer,
 Student Services
 Assistant, Room
 I4-102, ext. 2805
 Dustin Zeuske, Senior
 Student Services
 Assistant, Room
 I4-102, ext. 2805

Veterans Success Center

Jose Antonio Hueso,
 Student Services
 Supervisor, Room
 I4-102, ext. 2805
 Jordan Agricola,
 Administrative
 Technician, Room
 I4-102, ext. 2805



Office of the Dean of Student Success and Equity

Leticia Diaz
 Dean,
 Room I4-401,
 ext. 5940
 Flordaliza Abuayo,
 Administrative
 Assistant IV, Room
 I4-401, ext. 5940

The Stand - Pamela T. Luster Resource Center

Johanna Aleman,
 Basic Needs
 Coordinator, Room
 K105/106, ext.
 5726
 Pahua Vang, Student
 Services Technician,
 K105/106, ext.
 5726
 Vanessa Ortega,
 Student Assistance
 Technician, ext.
 5663

AVANZA/Peer Navigators/ CRUISE

Agustin Rivera, Jr.,
 Student Support
 Services Officer,
 Room I4-203,
 ext. 2757

Alexi Balaguer,
 Student Assistant
 Technician, Room
 I4-203, ext. 2757

CalWORKs

Grace Aumoeualogo,
 Adjunct Counselor/
 Coordinator, Room
 I4-410, ext. 2709

DSPS

Erika Higginbotham,
 Counselor/
 Coordinator, Room
 I4-405, ext. 2780
 Isaac Arguelles-
 Ibarra, DSPS
 Counselor, Room
 I4-405, ext. 2780
 Rebekah Corrales,
 DSPS Counselor,
 Room I4-405, ext.
 2780
 Allison Crakes,
 Instructional
 Assistant, Room
 I4-405, ext. 2780
 Erick Escalante,
 Instructional
 Assistant, Room
 I4-405, ext. 2780
 Manny Jacobo,
 Administrative
 Technician, Room
 I4-405, ext. 2780
 Peter Markall,
 Instructional
 Assistant, Room
 I4-405, ext. 2780
 Elizabeth Mora,
 Senior Student
 Services Assistant,
 Room I4-405, ext.
 2780
 Mellissa Williams,
 DSPS Counselor,
 Room I4-405, ext.
 2780
 Autumn Woodruff,
 Senior Student
 Services Assistant,
 Room I4-405, ext.
 2780
 Elizabeth Wilke,
 Counselor, Room
 I4-405, ext. 2780

EOPS and Special Programs

CARE/Borderless Scholars /

Rising Scholars/ NextUp/FAST Scholars

STAR TRIO

Karla Trutna, Director,
 Room I4-309, ext.
 2468
 Nellie Dougherty,
 EOPS Chair, Room
 I4-309, ext. 2706
 Chris Kalck, STAR
 TRIO Counselor
 Coordinator, Room
 I4-308, ext. 2481
 Angel Aguilar Garcia
 DRC and Borderless
 Scholars Counselor
 Coordinator, Room
 I4-309, ext. 2706
 Karen Geida,
 CARE and Rising
 Scholars Counselor
 Coordinator, Room
 I4-309, ext. 2706
 Nicole Judd, Senior
 EOPS Student
 Services Technician,
 Room I4-309, ext.
 2706
 Thuan Le, STAR TRIO
 Student Technician.
 I4-308, ext. 2481
 Lisa Naungayan,
 EOPS Student
 Services Technician,
 Room I4-309, ext.
 2706
 Marlene Gracia,
 EOPS/NextUp/FAST
 Scholars Student
 Services Technician,
 Room K101, ext.
 2706
 Yolanda Granados
 Nicacio, EOPS/
 Borderless Scholars
 Sr. Student Services
 Assistant,
 Room I4-204, ext.
 2706

Nathan Klein,
 Counselor, Room
 I4-309, ext. 2706

Pride Center

Lucio Lira, Counselor
 Coordinator, Room
 D102, ext. 5097

Administrative Services



Administrative Services

Lorenze A. Legaspi, Vice President, A-102

Administrative Services

Administrative Services' role is to provide leadership and assistance for the overall administrative functions of the college while coordinating with the San Diego Community College District in these areas. These functions include: business services, employment and payroll, student accounting, print and mail services, purchasing and stockroom, budget, financial planning and accounting, risk management, facilities planning and construction, maintenance of buildings and grounds, and campus technology services. The department also coordinates with public safety, bookstore, cafeteria services, and the Mesa College Foundation.

Support Staff

Catherine Cannock, Acting Administrative Assistant V
A-102, ext. 2373

Events and Operations

Oversees the planning, organizing, and managing of programs and services of campus operations and events including: facilities operations, maintenance coordination and planning, facilities rental, event coordination, project management, campus office moves, stockroom functions, safety program, and space inventory activities.

Jacqueline Collins,
Director, College Facilities and Operations
MS 301E, ext. 2554

Giovanni Garcia,
Events Logistics Lead
MS 301A, ext. 5881

Matt Fay,
Occupational, Environmental, Health & Safety
Coordinator
MC 219A, ext. 2763

Stockroom

MC-124, ext. 2761

Provides limited supply services to faculty and classified professionals, including receiving functions, inventory control, and maintenance of charge-back system.

Frank Fernandez, Stockroom Supervisor

Vacant, Stock Clerk

Arthur James, Stock Clerk

Business Office Support

A-101, ext. 2746

Provides services related to the hiring process of faculty and classified professionals, payroll processing, leave reporting and other related services. The office functions as the liaison between District Human Resources and Mesa College.

Marco Chavez, Business Office Support Supervisor

Ellen Engels, Administrative Technician

Tram Anh Dinh, Administrative Technician

Bobby Vang, Administrative Technician

Business Services

A-102, ext. 2771

Fax 619-388-2833

The Business Services office provides timely and accurate financial information and services to support and assist students, faculty, classified professionals, the District, and external entities by utilizing sound accounting practices and adhering to proper internal controls which ensures accountability, fiscal compliance, and proper use of public funds. The office strives to maintain and enforce professional and ethical standards while adhering to SDCCD policies and procedures. Business Services provides technical support to classified professionals and faculty for:

- Purchasing/ requisitions
- Travel authorization and reporting
- Financial reporting
- Budget monitoring
- Co-curricular accounting
- Revolving cash fund transactions

Erica (Patty) Garcia, Director, Administrative Services

Rosa Mejia, Sr. Accounting Technician

Virginia Enriquez, Administrative Technician

College Technology Services

MC-215, ext. 2880

The College Technology Services Division supports all campus technology: infrastructure, hardware, software, wireless, electronic classrooms & labs, video & audio, project development, event support & emerging technologies. The division works closely with college admin., the district, faculty, staff, and other stakeholders to identify opportunities and to ensure that technology is focused on the college's educational master plan and strategic goals.

- AV/PC/Mac Repair & Setup
- Computer Deployment
- Software Installations
- Network Configurations
- Media Production and Support
- Video Editing
- Visix Digital Signage

David Fierro, Director of College Technology Services

MC 215, ext. 2515

Kevin Branson, Supervisor (Computing)

MC 215, ext. 2861

Michael Davis, Supervisor (AV & Planning)

MC 215, ext. 2510

Tarina Jaghori, Instructional Lab Tech

Bao To, Network Specialist

Nhon Tran, Instructional Lab Tech

Carlos Wales, Instructional Lab Tech

Vacant, Network Specialist

Karmikael Garcia, Instructional Lab Tech

Vacant, Instructional Lab Tech

Administrative Computing/IT Help

G-203, ext 7000

The San Diego Mesa College Support Group provides computer and technology services and technical support for administrative and non-classroom computing, and specifically the campus computing network, email, PeopleSoft & telephone systems. As facilitators, they provide technical support to the President's Office, and all three divisions of the college.

Tony Lo, District Network Specialist

Alex Napoles, District Network Specialist

Printing And Mail Services

MC-215, ext. 2764

The purpose of the Printing and Mail Services Department is to provide services to assist faculty members in the preparation of instructional materials in a timely and economic manner. Printing Services also coordinates mail services, printing services, copier services, and other related faculty support services as well as provides services to classified professionals, administrators and students.

- Printing Services
- Mail Services
- College Directory
- Faculty Support Services

David Fierro, Director, College Technology Services

Rocio Sandoval, Digital Color Technician

Ruben Limon, Digital Color Technician

Leanne Kunkee, Digital Color Assistant

Vacant, Digital Color Assistant

Vacant, Production Services Assistant

Student Accounting

I4-106, ext. 2704

Provides support to maintaining campus accounting records; supervises cashiering functions.

- Student fee collection
- Student refunds
- Fiduciary trust accounts
- Cashiering
- AS/Clubs/Agency/Loan Accounts/Scholarships

Lynn Dang, Accounting Supervisor

Robert Booth, Sr. Account Clerk

Zod Schultz, Accounting Technician

Consuelo Porto y Taboada, Sr. Account Clerk

Nathan Talo, Sr. Accounting Technician

Alma Godinez, Accounting Technician

Isabel Truong, Sr. Account Clerk

Minh Thu Duong, Sr Account Clerk

Administrative

San Diego Mesa College Administrative Personnel

Ashanti T. Hands, Ed.D
President
ext. 2721, A-104

Isabel de los Angeles O'Connor, Ph.D
Vice President, Instruction
ext. 2755, A-103

Larry T. Maxey II
Vice President, Student Services
ext. 2759, I4-401

Lorenze Legaspi
Vice President, Administrative Services
ext. 2990, A-102

Denise Rogers
Acting Dean, Arts and Languages
ext. 2873, G-201

Linda Hensley
Acting Dean, Social and Behavioral Sciences/
Multicultural Studies
ext. 2801, SB-304B

Monica Romero
Dean, Business & Technology
ext. 2803, BT-202

Alexander Berry
Associate Dean, Career Technical Education
ext. 5025, BT-104

Cassandra Storey
Dean, Health Sciences/Public Service
ext. 2789, S-300

Linda Hensley
Dean, Humanities
ext. 2797, G-201

Hải Hoàng
Dean, Institutional Effectiveness
ext. 5035, A-109

Nancy Cortés
Acting Associate Dean, Research and Innovation
ext. 2544, A-109

Jennifer Carmichael, Ph.D.
Dean, Math and Natural Sciences
ext. 2795, MS-301

Lorie Crosby Howell, Ph.D.
Dean, Learning Resources & Academic
Support
ext. 2799, LRC-444

Ryan Shumaker, Ed.D.
Dean of Exercise Science, Health Education,
Dance, and Athletics
ext. 2737, ES-203

Victoria Kerba Miller
Dean, Student Affairs
ext. 2699, I4-408

Vacant
Dean, Student Development
ext. 2896, I4-401

Leticia Díaz
Dean, Student Success and Equity
ext. 5940, I4-401

Ivonne Alvarez
Director, Admissions & Records/VA
ext. 2689, I4-102

Jacqueline Collins
Director, College Facilities and Operations
ext. 2554, LRC

Anabell Pulido
Information Officer
ext. 2759, A-111

David Fierro Ed.D
Director, College Technology Services
ext. 2515, MC-215

Saúl Quiroz
Director, Financial Aid
ext. 2820, Room I4-107

Toni Parsons, Ed.D.
Title III, HSI, STEM, Program Acting
Manager
ext. 2394, LRC-461

Claudia Perkins
Site Compliance, 504,
Student Conduct
ext. 2699, Room I4-408

Krista Stellmacher
Director, Resource Development
ext. 2285, Room A-111

Erica Garcia
Director, Administrative Services
ext. 2487, Room A-102

Leland Simpliciano
Grants Program Manager
AANAPISI
ext. 2406, SB-110D

Robert Monroy
M.E.S.A
Program Acting Manager

Carlee Gosser
Director Child Development
Center

College Governance

President's Cabinet

Ashanti T. Hands	President
Isabel de los Angeles O'Connor	Vice President, Instruction
Larry T. Maxey II	Vice President, Student Services
Lorenze A. Legaspi	Vice President, Administrative Services
Linda Hensley	Instructional Deans' Council Representative
Vicki Miller	Student Services Dean Representative
Andrew Hoffman	President, Academic Senate
Veronica Gerace	Vice President, Academic Senate
Mary Gwin	Academic Senate Representative
David "Das" Odasso	Chair, Academic Affairs
Nathan Resch	Acting Chair of Chairs
Eileen Hayward	Classified Senate Team
Thieny Trinh	Classified Senate Team
Rosa Mejia	Classified Senate Team
Alison Mona	Classified Senate Team
Ayana Woods	Classified Senate Team
Zora Williams	President, Associated Students
Mahro Hashimi	Vice President, Associated Students

Academic Senate Executive Committee

Andrew Hoffman	President
Mary Gwin	President Elect
Veronica Gerace	Vice President
Thekima Mayasa	Treasurer
Vacant	Academic Senate Secretary
Ryan Mongelluzzo	Senator-at-Large #1
Vacant	Senator-at-Large #2
Veronica Gerace	Chair - Professional Advancement
Nathan Resch	Acting Chair, Committee of Chairs
David "Das" Odasso	Chair of Academic Affairs
Justin Estep	Co-Chair - Curriculum Review
Dina Miyoshi	Acting Co-Chair - Program Review
Sue Saetia	Academic Senate Recording Secretary

Classified Senate Executive Officers

Ayana Woods	President
Alison Mona	Vice President
Rosa Mejia	Treasurer
Eileen Hayward	Senate Manager
Thieny Trinh	Member at Large

College Governance

Committees

Academic Senate Committees

Academic Senate committee
Asian Pacific Islander American Advisory Committee
Curriculum Review
International Education Committee
Women's Studies
Committee of Chairs
Career/Technical Educational Committee
Committee on Committees
Distance Education Committee
Elections
Executive Committee
Faculty/Classified Professionals Advisory Committee on Threats
Professional Development Committee
Tenure and Promotion Review

Ad Hoc Committees

Contract Faculty Position Priorities
Distance Education
Facilities Master Plan

Campus-Wide Search Committees

(as needed for faculty, classified professionals and administrative vacancies)

Campus-Wide Committees

Academic Affairs Committee
Academic Review Committee
Academic Senate
Asian Pacific Islander American Advisory Committee
Associated Students
Budget Allocation and Recommendation Committee (BARC)
Campus Employee Learning Committee(CEL)
Canyon Classroom Committee
Catalog Committee
Chicana/o Heritage Month Committee
Classified Hiring Priority Committee(CHP)
Classified Professional Learning Committee
Commencement Committee
Committee for Diversity Action, Inclusion & Equity (CDAIE)
International Ed
Conference and Travel Committee

Curriculum Review Committee
Deans Council
Enrollment Management Committee
Environmental Sustainability Committee(ESC)
EOPS, CARE, and NextUp Advisory Committee
Facilities & Safety Committee
Faculty Hiring Priority Committee(FHP)
Faculty Professional Learning Committee
Fine & Performing Arts Committee
Latinx Alliance
Master Planning (Mesa 2030) Task Force
Mesa Distance Education Committee
Mesa Informational Technology(MIT)
Mesa Pathways Committee(MPC)
Mesa Student Services Council(MSCC)
Perkins Committee
Planning and Institutional Effectiveness Committee(PIE)
Professional Advancement Committee
Program Review Steering Committee(PRSC)
Scholarship Committee
Strategic Planning Task Force
Strong Workforce Committee
Success, Equity & Transformation (SET) Committee
Teacher Education Advisory Committee
Veterans Advisory Council
Women's Studies Advisory Committee
Undocu Student task Force

Committees with Associated Student Membership

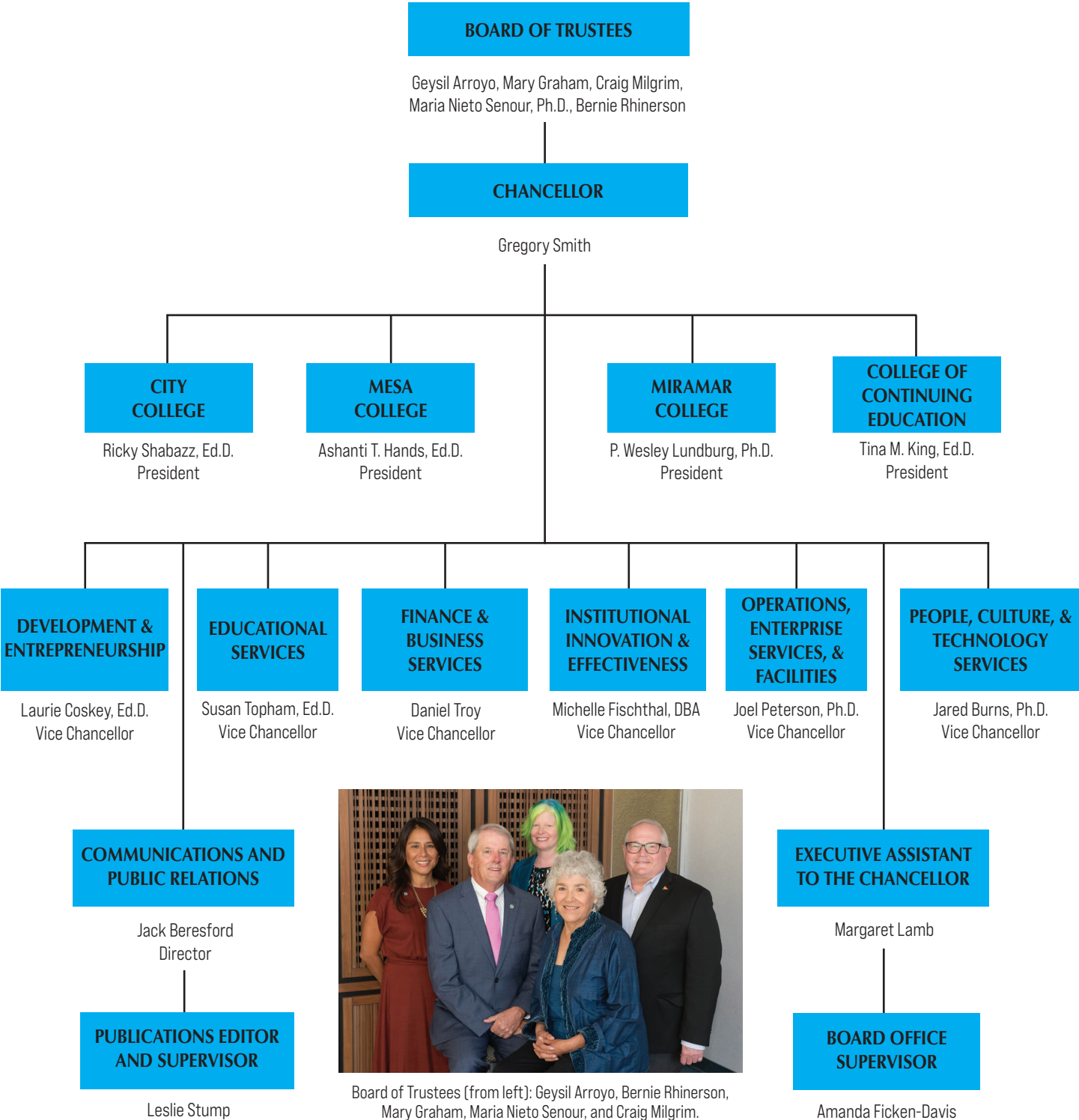
Canyon Day
Commencement
Construction Oversight Committee
Festival of Colors
Mesa College Foundation
Mesa College Marketing Advisory Committee
Mesa Pathways Committee
Mesa Student Services Council
Planning and Institutional Effectiveness Committee
President's Cabinet
Scholarship
Student Disciplinary Hearing
Student Grievance
Student Judicial Review
Welcome Week

District-Wide Committees

Academic Calendar Committee
Auxiliary Business Services Organization
Budget Development and Institutional Planning Committee
Academic Personnel (CAP)
College Community Emergency Response Team
Curriculum Instructional Council
Disaster Preparedness
Distance Education User Group
District Marketing and Outreach Committee
District Strategic Planning Committee/ Technical Working Committee
District-Wide Research Committee
Educational Resource Development Task Force
Emergency Disaster Preparedness Committee
Faculty Professional Development Council
Faculty Service Area Commission
Humanities Institute Advisory Committee
International Education Task Force
Library Automation User Group
Regional Safety and Health
Student Services Council

College Governance

San Diego Community College District Administration



Student Services

Student Services Center

1st Floor	Admissions Financial Aid Outreach Student Accounting Veterans & Records
2nd Floor	AVANZA Engagement Center Classrooms I4-207 & I4-213 Dreamer Resource Center Student Health Services Testing/Assessment/Promise
3rd Floor	Counseling EOPS and Special Programs STAR TRIO Transfer/Career Center/ Evaluations
4th Floor	Associated Students CalWORKs Classroom I4-404 DSPS Student Affairs Student Success & Equity Student Development Terrace Café Vice President, Student Services

Access to and Review of Student Records

Pursuant to the "Family Rights and Privacy Act of 1974" (Public Law 93-380) and the California Education Code, no individual, agency or organization shall have access to a student's records without the written consent of the student, with certain exceptions.

Student records will normally include documents filed for admission to the college, grade reports, permanent records of academic work completed, transcripts received from other schools and colleges, test scores, counseling information, correspondence, and petitions. These documents will normally include but not be limited to a student's name, address, telephone number, birth date, residence

classification, sex, past and current enrollment, academic and attendance status, educational benefits, ethnic background, high school graduation, college major, and identification number.

Admissions & Records

I4-102, ext. 2682

The office of Admissions and Records can assist with the student application process, Student ID cards, petitions to challenge, residency, name changes, general petitions and support for international students.

Assessment

I4-201, ext. 2718

Assessment helps students determine which English and math classes they should take, clears prerequisites for other classes, and sets up eligibility for registration priority.

Attendance and Accounting

All students are expected to attend each meeting of all classes for which they are registered, except when absences cannot be prevented for reasons beyond a student's control.

Rules have been established by the Board of Trustees for management of class attendance:

- Faculty shall maintain accurate attendance records.
- Faculty shall take and record attendance at each regularly scheduled class meeting up to the census date for census week and census day based classes.
- Faculty shall record the actual attendance hours for each class meeting for positive attendance classes.
- Any student absent from the first class meeting shall be dropped by the instructor.
- All rosters must be cleared of inactive enrollment as of the census date. Inactive enrollment is defined as: "No shows" or "Is no longer actively participating" such as students who have accumulated excessive

unexcused absences.

- After the census date, it is the instructor's discretion to drop students who have accumulated excessive absences as stated in the course syllabus.
- Tardiness and/or leaving class early may be treated in the same manner as absences per the class syllabus.
- Final grades may be affected by attendance to the extent that the instructor has included attendance, noted as participation, in the "method by which the final grade is determined," and has provided this information in the class syllabus.
- Faculty may excuse absences when the absence results from illness, accident, other circumstances beyond the student's control, or participation in authorized professional or college activities.
- Faculty will determine if work missed during any absence can be made up.
- FOR VETERANS ONLY: To satisfy veteran reporting requirements, the last date of known activity in the class and the actual drop shall not exceed 22 calendar days.
- All drops (administrative, instructor or student initiated) shall be recorded in the same manner.
- It is the student's responsibility to drop all classes in which he/she is no longer participating. Students remaining in a class beyond the published withdrawal deadline as stated in the class schedule will receive an evaluative letter grade.
- Faculty will include a statement in the syllabus that it is the student's responsibility to withdraw from a class after the drop deadline.
- It is the instructor's discretion to use excessive absences to drop a student after the drop deadline.
- Faculty will be required to enter the last date of known activity for all students enrolled in specified Federal programs.

For more information regarding class

Student Services

attendance policy, refer to the Attendance and Accounting Manual published each academic year.

AVANZA Engagement Center

14-203, ext. 2757

The AVANZA Engagement Center focuses on integrating the LatinX student experience into the Mesa College culture. The Center is home to the Peer Navigator program, CRUISE participants, and provides the space necessary for mentoring to take place. In addition, the Center promotes Latinx culture, explores Latinx identity, and self-awareness.

Counseling

14-303, ext. 2672

Mesa College counseling faculty are available to meet with students in a variety of ways to assist in achieving their academic goals. We are committed to providing a positive college experience for you through several counseling methods. From a certificate of achievement, Associates degree, transfer from Mesa to a university, or personal counseling/development, we are here to support you! Throughout the year, counselors are also available for brief advisement sessions, commonly referred to as drop-in counseling. Students, who have quick questions or any of the following situations, can be seen during drop-in counseling.

We recommend that students seeking assistance with the following, make an appointment to see a counselor once the semester begins.

- Comprehensive educational planning
- Financial aid appeals
- Career planning/counseling
- Personal counseling
- Transfer advising
- Assistance with current class registration
- General information regarding the college or degree/certificate programs
- University transfer information

- Petitions
- Holds
- Prerequisite Clearance
- Transfer Agreements

Disability Support Programs and Services (DSPS)

14-405, ext. 2780

Students with verified disabilities have the right to receive appropriate academic adjustments and auxiliary aids as specified in the Americans with Disabilities Act, the ADAAA and Section 504 of the Federal Rehabilitation Act of 1973 (Policy 4100, Section 1.10)

Faculty and classified professionals are encouraged to refer students with disabilities and consult directly with Disability Support Programs and Services (DSPS) regarding any accommodation issues.

It is recommended that students contact DSPS early for assistance and DSPS will work to meet the needs in a timely manner.

The DSPS department can provide support for proper use of academic accommodations, integrity of curriculum, confidentiality, and use of technology, (High Tech Center, LRC 110). If you are working with students who identify themselves as persons with disabilities, or if you have any questions, call the DSPS office at x2780 or view their website at sdmesa.edu/dsps

Service Animals - Procedure 3105.2

- The San Diego Community College District will permit qualified students with disabilities to use service animals in district facilities and on district campuses (Procedure 3105.2) in compliance with state and federal law

EOPS and Special Programs

To learn about program services and to apply visit: sdmesa.edu/EOPS

EOPS

14-309, ext. 2706

Extended Opportunity Program and Services (EOPS) provides a supportive, student-centered environment and educationally disadvantaged students. EOPS aims to assist full-time, low-income students through services such as counseling, priority registration, book service, school supplies, health fees, parking permit, emergency loans, university fee waivers, EOPS scholarships and much more.

CARE

14-309, ext. 2706

(Cooperative Agencies Resources for Education) is a program offered through EOPS. The CARE program provides support services to single parents receiving CalWORKs cash aid for themselves and/or their children. CARE services include counseling support, specialized workshops, transportation assistance and educational grants/packages when funding permits.

NextUp

K-101, ext. 5895

NextUp is a state funded program serving students who were in foster care between ages 13 and up. Students must provide proof of dependency. Students must be under the age of 26 at the start of the academic year. Students may remain in the program after age 26 as long as they are continuously enrolled and make significant progress towards being enrolled in at least nine to twelve units. Services include holistic case management, community resources, and direct aid depending on funding aid.

Student Services

FAST (Fostering Academic Success and Transitions) Scholars

K-101, ext. 5895

FAST Scholars is a grant funded program serving students who experienced foster care at any age. Students must provide proof of dependency and be enrolled in at least one unit. Resources include academic counseling, access to the FAST Center, community events and workshops, and if available direct aid to support their educational goals.

Borderless Scholars and Dreamer Resource Center

I4-204, ext. 5116

The Borderless Scholar Program supports undocumented, Dreamer, AB540, DACAmented, and mixed-status students. Services provided include counseling, CA Dream Act application assistance, AB540 Affidavit assistance, meal cards, book services, DRC grants, specialized workshops and events, and legal services.

Rising Scholars

I4-309, ext. 2706

Rising Scholars is a grant funded program providing support to formerly incarcerated students. Students receive academic, personal and career counseling, community and campus referrals, transportation cards, meal cards, assistance with books, expungement clinics and specialized workshops. Students can apply through the EOPS website.

STAR TRIO

I4-308, ext. 2481

STAR TRIO is designed to motivate and support students from underrepresented backgrounds. Low-income, first-generation, and/or students with disabilities are supported through tutoring, peer mentorship, career and educational planning, Financial Aid application assistance, equipment loans, and with a

variety of school supplies. Students need to be enrolled at Mesa College, meet federal income guidelines, and provide evidence of academic need. Information about services and eligibility requirements are available at the STAR TRIO Office.

CalWORKs

I4-410, ext. 2709

The California Work for Opportunity and Responsibility to Kids (CalWORKs) is a state public assistance program that provides temporary cash aid and services to eligible families that have a minor child(ren) in the home. The Mesa College CalWORKs program is designed to guide, empower and prepare students to succeed by providing an array of academic and personal counseling in an environment that supports and promotes success, diversity, inclusion, and equity. The program enable students to achieve long-term self-sufficiency that leads to successfully transition into economic independence through a successful completion of their educational goals; degrees/certificates, transfer, workforce training, find meaningful employment and/or career advancement.

Career Center

I4-306, ext. 2777

The Career Center provides assistance to students exploring major and career options and preparing for the job search. Services and resources offered include, résumé assistance, interview techniques, job seeking skills, career assessment, job fairs, current local and nationwide job listings, online job board, internships, employer information sessions, labor market information, and one-on-one career counseling.

Evaluations

I4-306, ext. 2680

The Mesa College Evaluations Office provides services, including information and technical support, to help students achieve their certificate degree and transfer goals. Evaluations process graduation

petitions, general education certifications for transfer, and other petitions related to academic standards and program completion.

Farmers Market

K105/106, ext. 5726

The Stand offers a free, monthly Farmers Market on campus. All members of the Mesa community are welcome to bring a bag and enjoy free, healthy produce. This event generally takes place on the 3rd Thursday of every month.

Financial Aid

I4-107, ext. 2817

The Financial Aid Office assists students who might otherwise be unable to continue their education because of a financial disadvantage. All financial aid applicants must complete the Free Application for Federal Student Aid (FAFSA) or the CA Dream Act Application. Financial aid programs include, California Community College Promise Grant (CCCCPG), Federal Pell Grant, AmeriCorps Service Award and Federal Iraq-Afghanistan Service Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Cal Grants, Chafee Grant Program, Federal Work Study, Federal Direct Loan Programs (Subsidized, Unsubsidized and PLUS loans), Osher Scholarship, and Private Loans, Student Success Completion Grant.

Student Affairs

I4-408, ext. 2699

Student Affairs provides programs and services that promote the success of students, enrich the quality of campus life and support classroom instruction. Services include support for Associated Students and Inter-Club Council and Mesa Clubs; leadership development programs and activities; administration of Policy 5500 Student Rights, Responsibilities, Campus Safety and Administrative Due Process; assistance with complaints and the oversight of the Mesa Foundation Scholarship application process.

Student Services

Outreach/Community Affairs

14-101, ext. 2230

The Outreach department provides support to students who are exploring their college options. Student Ambassadors work with students in Mesa's feeder high schools to provide assistance with the admissions application, information on programs and services available at Mesa College, and general support to students as they make their transition from high school to college. Outreach participates in community events, career fairs, and college nights, and offers tours of the Mesa College campus.

Pride Center

D-102, ext. 5096

The Pride Center at San Diego Mesa College aims to promote a safe environment where LGBTQIA+ students, staff, faculty, and allies can be their authentic selves, feel welcomed, comfortable and at home.

Registration and Services

mySDCCD Online Registration (myportal.sdccd.edu) is a district-wide system that allows students to register for classes; add and drop; purchase parking permits and AS memberships; obtain class schedules; review fees owed and payment deadlines; and check their academic history.

Grades are available to students by using MySDCCD or

unofficialtranscript.sdccd.edu

Wait List - Students who attempt to register in a closed class have the option to place their name on a wait list. While the wait list does not guarantee priority enrollment, instructors are encouraged to adhere to the wait list when filling open seats. Students are automatically enrolled in the courses as space becomes available.

Student Complaint Process

Academic-Related Complaints

Student complaints about academic issues, for example, concerns regarding teaching methodology, evaluation or

grading criteria should be resolved by contacting the following persons in order: (1) instructor of the class; (2) department chair; (3) instructional dean; and (4) the vice-president of instruction.

Academic Accommodations Due to Disability (Section 504/ADA) Complaints

Students with concerns/complaints about Academic Accommodations due to Disability (Section 504/ADA) should contact Claudia Perkins, 504 Officer, x2699.

For information regarding names of appropriate department chairs and instructional deans, refer to the College Operational Structure section.

Unlawful Harassment or Discrimination Complaints

San Diego Mesa College is committed to providing an academic environment free of unlawful harassment and discrimination. Board Policy 3430 defines verbal, physical, visual or written, environmental and harassment and other forms of harassment on campus. AP 3435 sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff, or faculty member, or student within the District.

These procedures are used when a complaint concerns matters of discrimination or failure to comply with College policy or procedures or federal and/or state regulations including the Civil Rights Act; Executive Orders 11246 and 11375; the Vietnam Era Veterans Readjustment Act of 1974; the Age Discrimination and Employment Act of 1967; Section 504 of the 1973 Federal Rehabilitation Act and Americans with Disabilities Act (ADA); and the nondiscrimination laws of the State of California. Students who wish to file a complaint may do so online at: SDCCD Complaint Form or with Site Compliance Officer, Claudia Perkins, at 619-388-2699.

Non-Academic and Miscellaneous Complaints

Student complaints about non-academic classified professionals (e.g., in the bookstore or in student services offices) should be directed to the following persons in order: (1) The employee; (2) the employee's supervisor; (3) the supervisor's manager; and (4) the Dean of Student Affairs.

These procedures are used when a complaint concerns matters of discrimination or failure to comply with College policy or procedures or federal and/or state regulations including the Civil Rights Act; Executive Orders 11246 and 11375; the Vietnam Era Veterans Readjustment Act of 1974; the Age Discrimination and Employment Act of 1967; Section 504 of the 1973 Federal Rehabilitation Act and Americans with Disabilities Act (ADA); and the nondiscrimination laws of the State of California. Students who wish to file a complaint may do so online at: SDCCD Complaint Form or with Site Compliance Officer, Claudia Perkins, at 619-388-2699.

San Diego Mesa College is committed to providing an academic environment free of unlawful harassment and discrimination. Board Policy 3100 defines verbal, physical, visual or written, environmental and harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff, or faculty member, or student within the District.

Student Cheating and Plagiarism

Students are expected to adhere to the policies and procedures of the district and the college, as well as all federal, state, and local laws. Students will be subject to charges of misconduct when college or district policies and procedures; federal, state, and local laws are violated while on district or college-owned property or at district- or college-sponsored events.

Student Services

Cheating and plagiarism are a violation of the student code of conduct.

Student Disciplinary Procedures

These procedures are designed to provide uniform standards and to assure due process when a student is charged with violation of San Diego Community College District Student Code of Conduct as defined in Policy 5500, Section 3.0.

Violations of the student code of conduct are reported to and processed by the disciplinary officer. An administrative conference, which is a meeting between the student and the disciplinary officer, provides an opportunity for the student and the disciplinary officer to resolve the matter informally. Violations that are expected to result in either a suspension or expulsion of a student from the district are processed formally through a disciplinary hearing. Sanctions for violation of the Student Code of Conduct include: admonition, reprimand, disciplinary probation, restitution, removal from classes by the faculty, suspension, and expulsion. For additional information, please contact the Office of Student Affairs, 14-408, ext. 2699.

Student Success & Equity

14-401, ext. 5940

Any student who faces challenges securing their food or housing and believes this may affect their performance in their courses is urged to contact the The Stand: Basic Needs Resource Center (K-105/106, ext. 5726)

Student Health Services

14-209, ext. 2774

Student Health Services supports the success of students by attending to their physical and psychological well-being. Services include illness and injury diagnosis and treatment, blood pressure screening, family planning, health coaching, lab services, pharmacy, physical exam, physician and

nurse practitioner care, mental health care, tobacco and drug cessation, STD diagnosis and treatment, TB tests, vaccinations, COVID tests, menstrual products, and women and men's healthcare.

Student Rights and Responsibilities

The San Diego Community College District Policy 5500 outlines student rights, student responsibilities and the student code of conduct. It is published in the San Diego Mesa College Catalog and online at bit.ly/SDMesaStudentPolicies. Copies of the policy and procedures are also available in the Student Affairs Office located in 14-408. Questions or requests for additional information may be directed to the Office of the Dean of Student Affairs at ext. 2699.

Student Rights

San Diego Mesa College is strongly committed to providing a positive learning environment for all students; an environment that is free from interference and disruption and protects and respects the rights of students.

The district and the college recognize the following rights of students:

- Freedom to an impartial, objective evaluation of academic performance;
- Freedom of expression;
- Freedom from acts or threats of intimidation, harassment, or physical aggression;
- Freedom from the imposition of disciplinary sanctions without proper regard for due process;
- Freedom to take reasoned exception to data or views offered in any course of study and to reserve judgment about matters of opinion;
- Freedom to participate in the formation of policy affecting them;
- Freedom to petition to organize interest groups or join student associations;
- Freedom to invite speakers to make

presentations on campus;

- Freedom to develop student publications;
- Freedom to receive appropriate accommodations for disabilities.

The Stand- Pamela T. Luster Resource Center K-105/106, ext. 5726

The Stand is one of many equity efforts supported on this campus to help address the issue of food insecurity among our students. At The Stand, Mesa College Students have access to food and professional clothing via a point system. ALL STUDENTS are allotted an equal amount of points at the beginning of the semester to use at The Stand.

Food items vary from 1-3 points while each item of clothing is valued at 1 point. The Stand is available to ALL STUDENTS and requires no income verification or statement of need. The Stand also accepts donations of shelf-stable food and gently used professional clothing. Visit The Stand's website for more information sdmesa.edu/thestand.

Transfer Center

14-306, ext. 2473

The San Diego Mesa College Transfer Center is the focal point of transfer activities and up-to-date information for our diverse college community. We provide resources and support to empower students to become experts of their transfer educational goals and transition to

Student Services

a four year institution.

Veteran Services Office

I4-102 ext: 2805

The Veterans Success Center (VSC) provides a one stop office for our military affiliated students at Mesa College. Some of our services include academic & career counseling, tutoring, mental health, resources and workshops

Veterans Success Center

K103/104 ext 2805

The Veterans Success Centers (VSC) provides a one stop office for our military connected students at SD Mesa College. Some of our services include counseling, priority registration, school supplies, resources and workshops for military connected students.



Instruction

Academic Computing Labs

Academic Computing Labs are scheduled by the departments they support. These departments get priority when scheduling these labs for classes.

Adjunct Instructor Assignments

Adjunct instructor assignments may be made at any time between the establishment of the schedule of classes and the start of the semester or intercession or summer session. Once the assignments are made, and the Tentative Assignment Offer is signed, faculty may have only a short time to develop their syllabi, check with the bookstore to make sure there are enough text books in stock, and prepare for their classes.

Curriculum Approval Procedures

Faculty interested in initiating program change requests or developing new course proposals, including proposals for Honors courses, should begin the process by contacting their department chairs and the Academic Senate office for referral to the chair of the Curriculum committee.

Disruptive Student Behavior

Disruptive behavior includes behavior which interferes with the legitimate instructional, administrative, or service functions of the college. However, at the point behavior threatens the personal safety of a student, faculty, or classified professionals person, such behavior is classified as a crisis and will necessitate a call to Mesa College Police Dispatch 619-388-6405. or TTY 388-6419).

In identifying disruptive behavior, one should not be confused with the students' right to express their differing opinions, a right fundamental to their academic freedom.

Assessing disruptive behavior can be a highly subjective process. Each person will have his/her own level of tolerance and special strategies for handling these disruptions. One must take into consideration the severity of an occurrence/disruption as well as the number of times that a student has been disciplined for the same or similar behavior.

In identifying disruptive behavior in the classroom, the instructor must take into

consideration the impact the disruption(s) has/ have on students as well as on themselves. An instructor's tolerance level may be greater than that of their students. An instructor has to be sensitive to both non-verbal and verbal cues exhibited by a student(s) in identifying behavior disruptive to others.

Prevention

It is recommended that the syllabus define standards of conduct in the classroom. Thoroughly review with your students your behavioral expectations for the class. Instructors must familiarize themselves with locations and phone numbers (extensions) of the closest source of help (closest phone, Department Chair, School Dean) prior to the start of each semester, in order to prepare themselves on how to respond, if needed.

Recommended Actions

Ask the student to discontinue the disruptive behavior. (Cases involving academic dishonesty should be directed to the attention of the School Dean.) If the behavior continues, issue a verbal warning to the student. For example, say something like this: "If the behavior continues, you will not be allowed to remain in class for the day of the offense and the following class period." In the event the behavior continues, remove the student from the class period and the following class period. Immediately after class, consult with the Dean of Student Affairs and the Department Dean to notify them of the situation by completing a "Removal of Disruptive Students Faculty/Classified professionals Incident" form. Submit the original form to the Dean of Student Affairs and a copy to the School Dean. If the student returns and repeats the unacceptable behavior, the student should be referred to the Dean of Student Affairs or the School Dean prior to returning to class. If in any of the above steps, the student becomes abusive or refuses to leave the class, call College Police at 619-388-6405. In addition, contact the Dean of Student Affairs and School Dean. Document the event. Have the police officer file a report. The School Dean will contact the Dean of Student Affairs regarding further action upon return of student.

For more information, please contact the Dean of Student Affairs in 14-408 (ext. 2699).

Employees' Rights

Article IV—Employee Rights (Employee Handbook)

4.3.1 Employees shall be free from acts or threats of intimidation, and physical or verbal discrimination, harassment or aggression.

4.3.2 Employees shall be encouraged to participate in the formation of policy affecting them.

Faculty Rights and Responsibilities

San Diego Mesa College Academic Senate Statement of Instructor Rights and Responsibilities

An instructor's primary right and responsibility is to teach. All other rights and responsibilities are grounded in the instructor's role as teacher. Instructors have the right to expect an academic environment free from interference with the teaching and learning process. Also, instructors have the responsibility to avoid any conduct that would interfere with teaching or learning.

- Instructors have the right to free intellectual inquiry and discussion.
- Instructors have the responsibility to design their individual courses within the guidelines of the official course outline of record (COR).
- Instructors have the responsibility to inform students, through a syllabus at the beginning of the semester, about the course and its requirements and grading and attendance policies.
- Instructors have the right to select textbooks and teaching materials within the guidelines of the official course outline.
- Instructors have the right and responsibility to maintain academic standards.
- Instructors have the responsibility to conduct classes at the assigned times and adhere to their on-campus schedules.

Instruction

- Instructors have the right to have corrected, any physical plant conditions that may threaten the safety of students or classified professionals or impede the teaching and learning processes.
 - Instructors have the right and responsibility to maintain appropriate student behavior in the classroom and to discourage disruptive behavior.
 - Instructors have the right and responsibility to foster honest academic conduct and to minimize the potential for misconduct.
 - Instructors have the responsibility to make reasonable academic accommodations for students with disabilities.
 - Instructors have the exclusive right to authorize a grade change to a student record, except in situations of mistake, fraud, incompetence or bad faith (Title 5, Section 55760).
 - Instructors have the right and responsibility to base their evaluations of students solely on the quality of the student's work within the guidelines of the syllabus.
 - Instructors have the right and responsibility to engage in professional development.
- In Assembly Bill 1725, California's legislature and governor officially recognized that Community College instructors, as discipline experts, must play a central role in the governance of their institutions.
- Instructors have the right and responsibility to participate in policy and procedure development within their department, college and district.
 - Instructors have the right and responsibility to participate in the hiring, evaluation, promotion and tenure review processes.
 - Instructors have the right and responsibility to participate in curriculum development.
 - Instructors have the right and responsibility to participate in the development and implementation of sabbatical leave and professional growth policies and procedures.

- Instructors have the right and responsibility to participate in departmental, college and district committees.
- Instructors have the responsibility to adhere to departmental, college and district policies and procedures.
- While instructors are, first and foremost, teachers, they are also employees whose salaries are paid by all Californians. Instructors have the responsibility to conduct themselves as conscientious employees. And, instructors have a right to the respect and fair treatment that are due any worker.
- Instructors have the right to engage in all Constitutionally protected activities, including participating in the political process.
- Instructors have the right to pursue subsidiary interests, so long as these interests do not compromise the ability to fulfill their professional responsibilities.
- Instructors have the responsibility not to exploit students in any way, including, but not limited to, sexually or financially.
- Instructors have the right to be free from acts or threats of harassment, intimidation, insult, mockery, physical aggression, and or assault.
- Instructors have the responsibility not to discriminate against or harass students, colleagues, classified professionals or administrators.
- Instructors have the responsibility to avoid engaging in disorderly, lewd, indecent or obscene conduct or habitual profanity or vulgarity.
- Instructors have the right to expect that both formal and informal mechanisms be in place for mediation or arbitration of conflicts between faculty and all members of the campus community.

Field Trips

SDCCD form 3120.2, Request/Authorization to conduct Off-Campus Student Activity must be completed and submitted to the appropriate Dean at least two class sessions in advance of the activity. If overnight or outside California, prior Board approval is required. See Policy 3120 for further detail.

Final Examinations

There is no defined "finals week" at San Diego Mesa College. Final examinations for all classes should be given during the last class session. However, if an instructor schedules the final examination prior to the last week of the semester, the last class session should be used to review examination results or to cover additional academic information. Please note that classes may not be dismissed during the last week of the semester. It is important to follow the above procedures for administering final examinations. We are responsible for fulfilling the college's legal obligations under the academic calendar, which requires us to offer a sufficient number of days of instruction.

Grades Submission

Faculty must submit grades on MySDCCD Faculty Portal according to the grade submission deadline. Details available at [page 10 \[sdccd.edu/docs/StudentServices/manual.pdf\]\(http://sdccd.edu/docs/StudentServices/manual.pdf\)](http://page.10.sdccd.edu/docs/StudentServices/manual.pdf)

Our Records Office should be contacted for any assistance at ext. 2805.

District Office Records staff will provide immediate and ongoing status of grade non-submittals directly to the College President, VPI, and appropriate Dean. Recognizing that timely grade reporting is critical to students in a number of cases, VPI will initiate a progressive discipline process for grades not submitted on time.

Grant Proposals

Faculty and classified professionals are encouraged to use their creativity in seeking external funding by developing grant proposals. The grant concept should be shared with the dean as soon as possible. A form to seek external funding is available from the vice presidents and deans. Information about funding sources and assistance in writing a proposal can be obtained from the Director of Resource Development. All grant proposals, are taken to the Executive Committee by the Director of Resource Development to be approved by the President, VPI, VPA, VPSS. Funds from successful grant applications are managed through Business Services or by the San Diego Mesa College Foundation.

Instruction

Guest Speakers

To request approval of guest speaker, contact your Dean's office for the appropriate form.

Honors

K-108, ext 2341

The Honors Program provides students enhanced academic leadership, and service opportunities through deeper exploration of topics, learning through self discovery and independent investigation, and association with a motivated community of learners. Honors Coordinators are available to support faculty in helping these highly motivated students.

Language Center

2nd floor, library, ext. 2515

The Language Center hosts six language classrooms, language tutoring rooms and a state-of-the-art language laboratory equipped with language learning software, LRC-229. The Language Laboratory is divided into two sections: The main area, LRC-229, contains 38 student stations and is mainly used for language class reservations. The open area, LRC-229A, contains 9 student stations and is meant for individual student use.

Learning Resources and Academic Support

The four-story Learning Resource Center (LRC)

consists of the Library; Mesa Tutoring and Computer Centers (MT2C); the DSPS High Tech

Center), the Language Center, The Writing Center, and the STEM Center. The office of the

Dean of Learning Resources and Academic Support is located on the 4th floor, in the LRC 443/444.

Library

LRC, Floors 1 & 3, ext 2696/2695

www.sdmesa.edu/library

The library supports students' academic success with resources, space, and personnel to help students quickly access reliable, quality, and credible resources in the physical building and online.

The library's resources and facilities include:

Course Reserves (textbooks), print & eBooks, online resources (articles, newspapers, streaming videos), laptops & hotspots (check out), computer labs, wi-fi, scanners, photocopiers/printers (.10 a page b&w).

Librarians are available in-person, by appointment, & 24/7 chat to help find and evaluate accurate, quality resources.

Individual quiet study spaces, group study rooms/spaces, and student lounge.

Instruction sessions, workshops, and LIBS 101 are offered each semester.

Mesa Tutoring and Computing Centers (MT2C)

LRC, 1st floor; ext. 2966, & 4th floor; 2898

Mesa Tutoring and Computing Centers (MT2C) provides students with computer workstations and software programs to support individualized learning. These instructional materials are designed to improve academic skills, augment in-class activities or facilitate in-depth study for reports or research projects. Services include: Internet access, word processing, Wi-fi access, scanning, printing, and photocopying

Permission Numbers

Permission numbers provide a means for faculty to allow students to add their classes after the start of the semester. Permission numbers are assigned to students who wish to add the class and indicate that there is space available in the classroom for the student. A permission number will not be valid for a student who does not meet the prerequisite for a class.

Instructors are expected to record the name and CSID of the student who is assigned a particular permission number.

The permission number must be used by the student before the deadline for adding courses. Students must pay all tuition and fees by the date indicated on mySDCCD or they will be dropped from the class roster.

Instructors are asked to remind students of the add deadlines and the deadline for payment of tuition and fees. Late add petitions are not accepted.

Professional Learning - The LOFT

LRC, 4th floor, ext. 5000

There are a variety of professional learning and professional growth opportunities for administrators, classified professionals, and faculty. Professional Learning sessions fall into one of the primary focus areas: Innovation, Community Building, Equity & Inclusion, Excellence in Teaching and Learning. Some of the opportunities through The LOFT include, ClassiCon (held annually in June for classified professionals), Teaching Men of Color, Cultural Competency, ESCALA, and Course Redesign Institute to name a few. Throughout the fall and spring semester, there are additional Professional Learning activities that are organized by a college-wide participatory governance committee (The Campus Employee Learning Committee (CEL), which meets regularly and has representation from several sub-committees including Conference and Travel, Faculty Professional Learning Committee, Classified Professional Learning Committee, and the Flex Committee. The Flex office is also located in the LOFT.

Program Review

Program Review is an established process that now serves as the vehicle through which the College's integrated planning, evaluation, and resource allocation efforts are accomplished. Program Review consists of a four year cycle, beginning with a comprehensive review in year one, followed by updates in years two through four. The President's Office and all areas of Instruction, Student Services, and Administrative Services participate in program review.

The Program Review Steering Committee reports directly to President's Cabinet. The committee is composed of faculty, classified professionals, and administrator. Components of program review include executive summary, data

Instruction

reflection, practice reflection, goals, action plans, and resource requests. The executive summary includes information about successes and challenges, major curricular or service changes, impact of resources on previous action plan implementation, and the confirmation of accuracy of CLOs in CurricUNET. The data reflection includes information about data trends for the unit, evaluation of equity gaps, and summary of outcomes assessment discussions. The practice reflection contains information about factors affecting the identified data trends. Requests for resources are included within the program review and are provided to the College's three resource prioritizing committees for analysis and ranking purposes.

At the conclusion of the Program Review/Integrated Planning Cycle, the following reports or documents are submitted to President's Cabinet for recommendation to the President and final decision making: summary report of all program reviews and a prioritized list of requests for each of the resource areas, including supplies and equipment, faculty, and classified professionals. Program Review is a collaborative process with extensive dialogue, formal training, peer support, and transparent decision making. The Program Review Committee establishes and publishes a comprehensive timeline for program review and the prioritizing committees, conducts training, maintains a website with support materials, and communicates regularly to all campus constituents regarding program review and prioritizing committee activities and processes. For additional information regarding program, contact the Office of Institutional Effectiveness at ext. 2509.

Scholarships for Classified Professionals

The San Diego Mesa College Foundation offers scholarships for classified professionals. Scholarship applications and details can be obtained in the Student Affairs Office, ext. 2699.

STEM Center

STEM Center – Located on the 1st floor of the Learning Resource Center.

Services available: STEM counseling, tutoring, mentoring, space for private and group studying, computers and

calculators available to check out, and much more!

Syllabus

The course syllabus describes how an individual instructor will carry out the course outline with his/her students. It is the syllabus which describes class-specific assignments, instructional methods, evaluation procedures, texts and materials. In addition, the syllabus may go beyond the official course outline in terms of both topics and methods. In short, individual instructors have the freedom to create assignments and employ any instructional methodology as long as they cover the content and objectives of the Course Outline of Record. For more specific information and guidelines for developing the course syllabus, please refer to "Requirements and Recommendations for Class Syllabi" (Dean). In addition, faculty may wish to ask their department chairs for guidance in developing their syllabus and for sample syllabi from their colleagues in the department.

Tutoring Services

LRC 1st floor – STEM Center and General Tutoring, ext. 2966

LRC 2nd floor – Writing Center and Language Tutoring, ext. 5049

The Mesa Tutoring and Computing Centers' mission is to promote independent learning and confidence through empowering relationships. Support the learning process by continually creating a welcoming and safe space. Foster a community of learners. At the heart of our mission is cultivating professionalism in order to help students, tutors, classified professionals, and faculty succeed and reach their goals.

Work-Based Learning

BT-104, ext. 2701

Work-Based Learning is a continuum of experiential learning strategies and activities designed to bridge students' educational learning with valuable real-work experience. Students gain progressive exposure and interactions with industries and employers to explore career opportunities and develop workplace skills.

Contact the WBL office for assistance and support to integrate WBL in or out of the classroom.

sdmesa.edu/wbl



Administrative Services

Address/Contact Details/Emergency Contact Changes

Promptly make any changes to your address, contact or emergency contact information via PeopleSoft under your Dashboard, and by clicking My Personal Info. For name changes, submit name change request form to District Human Resources Division – Benefits Services Office, with required documentation.

Bookstore/Campus Store (MC114)

Bookstore hours are available at bookstore.sdccd.edu/mesa. Extended hours are available during the beginning of the semester and other events. The campus store provides printed and digital materials requested by faculty members.

Cafeteria Services

There are several Café locations on the Mesa campus. Hours are sent out each term via email.

Classification

Classifications and job descriptions are generally described in the District Policy as well as on the SDCCD Human Resources website (hr.sdccd.edu). Employee agreements negotiated between the respective bargaining units and meet & confer groups and the SDCCD, describe working conditions, work load, benefits, etc. Please refer to the respective agreements for specific personnel information, or call the Mesa Employment/Payroll Office at ext. 2746.

College Police Business Office (Q-100)

Any time a police officer is required, faculty and classified professionals should contact College Police Dispatch at 619-388-6405 and an officer will be dispatched to your location.

Consensual Relationships

BP 4120 Consensual Relationships, prohibits faculty from entering into a consensual relationship with a student under the employee's authority. Situations of authority include, but are not limited to: teaching; counseling; recommending employment of a student for an hourly work experience or other non-academic position; exercising substantial responsibility for grades, honors, or degrees; and considering disciplinary action involving the student. In addition, faculty should

discourage a student with whom he/she has had a consensual relationship from enrolling in a course the employee is teaching, or seeking other District-related services from the faculty. sdccd.edu/docs/policies/Human%20Resources/BP%204120.pdf

Facilities Services, (L200)

Facilities services can be contacted at 619-388-2814.

Keys/Alarm Codes

Key requests are made via the Key Request form on the Mesa College Administrative Services page: <http://www.sdmesa.edu/college-services/administrative-services/employment-payroll/key-request.shtml>. The request must be approved by the immediate supervisor/dean and forwarded to the Business Office. Faculty and Staff will be notified via email when keys/codes are available. Once notified, keys can be picked in the College Police Office, Q100.

Lactation Room (Pods)

G-212, Humanities and Multicultural Studies Building, 1st floor of MS and 2nd floor of S.

Mesa College offers a Lactation Room where mothers may pump or nurse in a comfortable and private space. The Lactation Room contains a comfortable chair, a table, a refrigerator and electrical outlets. Nursing individuals may visit A-101, Business Office Support or call ext. 2746, for more information and to gain access.

Leaves

Please refer to your specific Collective Bargaining Unit Agreement for details. Some leaves require prior approval from your supervisor/administrator in addition to adequate time of notification. All leaves require a completed form with your signature and your supervisor/dean's signature within the timeframe indicated in your specific Collective Bargaining Unit Agreement.

Mail Services

All mail services are provided in MC-215, by the Printing & Mail Services Department. Bulk mail service can also be provided if arrangements are made with the Printing & Mail Services Department.

All US Mail must be received in the mailroom

by 11:00 am to meet the USPS pick-up deadlines. You must write your department name on the upper left portion of your envelope along with a return address, otherwise your mail will have to be opened to determine which department to charge for postage. Mailbox questions should be directed to Printing & Mail Services at ext. 2764

Mesa College Foundation

The San Diego Mesa College Foundation maintains exempt status as a 501 (c) (3) organization by the Internal Revenue Service, and is identified as a "California Nonprofit Public Benefit Corporation." The Mesa College Foundation was established and designed to support the mission and students of San Diego Mesa College.

To reach the Mesa College Foundation, call Krista Stellmacher at ext. 2285, or at kstellmacher@sdccd.edu.

Parking (Faculty/Staff Permits)

Faculty/Staff must print and complete a Faculty/Staff Permit request form. Hard copies can be picked up from any college police office. Once the form is completed and signed, return it to the college police office at the campus of employment. You may also e-mail the completed application to parking@sdccd.edu. Processing of the permit may take 5-10 working days. Once the permit application is processed the employee will be notified and they may pick the permit up at the college police office. Employees must pick up their permit in person and show identification (SDCCD ID card, Driver's license, California ID card, etc. are examples of valid forms of identification).

(Form: sdccd.edu/docs/Police/Permit%20Application.pdf)

Pay Rate

If you have questions regarding your pay rate, contact Human Resources, Classification/Compensation Department, District Office, Room 330; Phone: 619-388-6576.

Pay Cycle and Time Cards

If you have any questions regarding your timesheet(s), pay cycle or direct deposit, please contact Employment Services at ext. 2746.

Phone

Any problems with telephone instruments or lines should be communicated to Telephone Repair Services with Shondell McGowan at ext. 1127.

Administrative Services

Printing Services

A variety of printing and other print related products are available at the Print and Mail Services Department located in room MC-215, including digital printing, stapling, collating, coil binding, cutting, padding, pre-press, large format printing. The Print and Mail department can be contacted at ext. 2764.

Prohibition of Discrimination and Harassment in The Academic Setting

The District prohibits illegal discrimination. Board Policy 3410 Nondiscrimination provides, "The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military veteran status, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics."

sdccd.edu/docs/District/policies/District%20Governance/BP%203410.pdf

The District prohibits all forms of harassment. Board Policy 3430 Prohibition of Harassment provides, "All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, or military and veteran status or because they are perceived to have one or more of the foregoing characteristics."

sdccd.edu/docs/District/policies/District%20Governance/BP%203430.pdf

[Governance/BP%203430.pdf](http://sdccd.edu/docs/District/policies/District%20Governance/BP%203430.pdf)

If you would like to take an online training program regarding Sexual Harassment Prevention, you may access at <http://sdccd.keenan.safecolleges.com>. Simply enter your complete District e-mail address or the e-mail address you have provided as your contract address in order to access the training.

Property Damage, Instructor or Student

Any damage to personal property, to college property or to property at one of the satellite locations should be reported as soon as possible to College Police. To make a report, call College Police Dispatch at ext. 6405 (619-388-6405). The report should state what was damaged, how it was damaged, who caused the damage if known, and how much occurred. Contact Dispatch if you see any crime in progress.

Revolving Cash

Reimbursement from the Revolving Cash Fund account is subject to procedure AP6300.10 established by the District. Revolving Cash information can be found on the Mesa College website under Business Services sdmesa.edu/about-mesa/institution/administrative-services/business-services/rcf/.

Smoking Policy

Mesa College is a non-smoking campus. For the complete District Smoking Policy, please reference Administrative Procedure AP0505.02 – SMOKE AND TOBACCO-FREE DISTRICT PROPERTY ENFORCEMENT which can be found at sdccd.edu/public/district/policies/.

Stockroom (Supplies)

The stockroom is located at MC-124 at ext. 2761. The stockroom provides supply services to faculty and classified professionals, including receiving functions, inventory control, and maintenance of charge-back system.

Student Accounting

The Student Accounting Office provides the financial piece of the registration process. It does so as streamlined and problem-free as possible so students can concentrate on achieving their educational goal. The office also provides accounting support to the Associated Student Government and other

Fiduciary Fund accounts. These accounts provide various funding sources to help to enrich student life.

Substitutes

All substitutes must meet established District requirements. Hourly substitutes must be approved by the Dean's office. For questions, contact your Dean or the Mesa Employment office at ext. 2746.

Travel and Mileage

Travel and local mileage information can be found at: sdmesa.edu/about-mesa/institution/administrative-services/business-services/tr/.

Also refer to Board Policy 6310 Travel. Prior approval by the appropriate administrator must be obtained and the necessary travel request forms must be processed through the Business Office (A102).

Tuition Reimbursement for Classified Professionals

Tuition reimbursement may be available to support continued education. For forms and inquiries, please refer to the respective bargaining agreement/handbook, your immediate supervisor, the Mesa Employment/Payroll Office ext. 2746 or the District department listed above ext. 6373.

Voice Mail

Voice mail is available for all tenured/tenure-track faculty members and departments. It is important to check your voice mail messages frequently, particularly in the first few weeks of the semester. Voice mail is often the only way students are able to contact their instructors directly, and they rely on the faculty to respond in a timely manner. If you need assistance please contact the District IT department at ext. 7000.

General Information

Who Is Responsible: Index Of Responsibilities

Academic Senate President	Andrew Hoffman	A-117	-2733
Academic/Accommodation-Disabled 504 Officer	Claudia Perkins	I4-408	-2699
Accident Reports (Day)	Immediate Supervisor		
Accident Reports (Eve./Sat)	Michael Davis	MC-215	-2510
ADMINISTRATION			
Office of the President	Ashanti T. Hands, President	A-104	-2721
Office of Instruction	Isabel de los Angeles O'Connor, VP	A-103	-2755
Student Services	Larry T. Maxey II, VP	I4-401	-2678
Administrative Services	Lorenze Legaspi, VP	A-102	-2990
Admissions	Ivonne Alvarez	I4-102	-2687
Apolliad Theater	George Ye	G-316	-2621
Art Gallery	Alessandra Moctezuma	G-232	-2829
Articulation	Juliette Parker	LRC-423L	-2639
Associated Students	Zora Williams	I4-409	-2903
Athletics/Exercise Science	Ryan Shumaker, Dean	ES-203D	-2737
Audiovisual	Michael Davis	MC-215LRC	-2510
Asian American and Native American Pacific Islander Serving Institution (AANAPISI)	Leland Simpliciano	SB110D	-2406
Bookstore	Rob Meyers	MC-114	-2568
Business Services	Erica (Patty) Garcia	A-102	-2771
Company Kitchen	Arianna Becerra	Cafeteria	951-710-7484
Campus Photography/Graphic Design	Hai Duong	A-110	-2272
Campus Tours (Students)	Jennifer Park	I4-101	-2632
Career Center	Olivia Picolla	I4-306	-2680
Career Education (WBL)	Alexander Berry	BT-104	-5025
CalWORKs	Grace Aumoeualogo	I4-410	-2709
Civic Center Rooms	Jacqueline Collins	LRC	-2554
Classified Senate	Vacant	TBA	-TBA
College Police	Joseph Ramos	Q-100	-6405
College Technology Services	David Fierro	MC-215	-2515
Commencement	Victoria Kerba Miller	I4-408	-2699
Communications/Newsroom	Anabell Pulido	A-111	-2759
Computer Support (Classroom)	Kevin Branson	MC-215	-2861
Computer Support (Employee)	District IT	District IT	-7000
Counseling	Cynthia Rico, Counseling Chair	I4-303	-2672
	Andrew Tanjauauqio, Counseling Sup.	I4-303	-2779
Crisis Response	Police Dispatch	Q-100	-6405
Curriculum Committee Chair	Justin Estep	G-248	-2367/-2850
Disability Support Programs and Services	Erika Higginbotham	I4-405	-2780
DSPS Coordinator			
Discipline, Student	Victoria Kerba Miller, Claudia Perkins	I4-408	-2699
Dreamer Resource Center and Borderless Scholars	Angel Aguilar Garcia	I4-309	-2706
EOPS Director and Special Programs (Acting)	Karla Trutna	I4-309	-2468
NextUp & FAST Scholars Program Coordinator	Vacant	K-101	-2992
Equal Employment Opportunity	Claudia Perkins	I4-408	-2699
Equipment Transfers	Frank Fernandez	MC-124	-2761
Evaluations	Olivia Picolla	I4-306	-2777
Facilities Services	Dave Warczakowski	J-106	-2814
Financial Aid	Saúl Quiroz	I4-107	-2820
High Tech. Center (LRC)	Erika Higginbotham	LRC	-2893
Honors	Ingrid Jayne, Danté L. Jones	K-108	-2341
Humanities Institute	Michael Cox	SB-311G	-5920
HSI Grant	Toni Parsons	LRC-461	-2394
Instructional Improvement (Flex)	Eva Parrill	LRC LOFT (LRC-4th Floor)	-5000
International Education	Dora Schoenbrun-Fernandez	G-237	-2228
Internships	Pavel Consugera	BT-104	-5025
Admissions	Ivonne Alvarez	I4-102	-2717
International Students Advisor	Terrence Hale	I4-303	-2888
Kapwa Learning Community	Patricia (Trish) Guevarra	I4-303	-5009

General Information

Keys	College Police	Q-100	-2749
Learning Resource & Academic Support	Lorie Crosby Howell, Dean	LRC 443/444	-2799
	Janue Johnson, LRAS Chair	LRC LOFT	-5012
Library	Lisa Burgert, Asst LRAS Chair	LRC	-5740
Library Services	Yolanda Giang, Supervisor	LRC	-2696
LOFT (Learning Opportunities for Transformation)	Janue Johnson, Coordinator	LOFT (LRC-4th Floor)	-5012
MAAP (Athletic Counseling) and Athletics Program	Michael Temple	I4-303	-2538
Maintenance	Dave Warczakowski	J-108	-2814
Mesa Academy/UMOJA	Masuma Mohammadi	I4-303	2538
Mesa College Foundation	Krista Stellmacher	A-111	-2285
News/Media Liaison	Anabell Pulido	A-110	-2759
Outreach and Community Relations	Jennifer Park	I4-101	-2632
Peer Navigators/CRUISE	Agustin Rivera, Jr.	I4-203	-5991
Pride Center	Lucio Lira	D-102	-5096
Printing and Mail Services	David Fierro	MC-215	-2764
Professional Development/Learning	Janue Johnson, Coordinator	LOFT (LRC-4th Floor)	-5012
Program Review	Hải Hoàng	A-109	-5035
Promise Program	Jocelyn Werlinger	I4-201	-2587
Puente Program	Patricia Rodriguez	I4-303	-2013
Records, Student	Jose Antonio Hueso	I4-102	-2805
Research	Nancy Cortés	A-109	-2319
Residency	Ivonne Alvarez	I4-102	-2688
Rising Scholars	Karen Geida	I4-309	2706
Room Reservations	Jacqueline Collins	LRC	-2554
Scholarships	Victoria Kerba Miller	I4-408	-2699
Security/Police	Joseph Ramos	Q-100	-6504
Site Compliance	Claudia Perkins	I4-408	-2699
Social Media	Pablo Vela	A-110	-2356
STEM Center	Brian Mackus	LRC-126	-2257
Stockroom	Frank Fernandez	MC-124	-2716
Strong Workforce	Alexander Berry	BT-104	-5025
Student Accounting	Lynn Dang	I4-106	-2704
Student Affairs	Victoria Kerba Miller	I4-408	-2699
Student Clubs	Courtney Lee	I4-408	-2698
Student Employment	Olivia Picolla	I4-306	-2777
Student Success & Equity	Leticia Díaz	I4-401	-5940
Student Health Services	Suzanne Khambata	I4-209	-2774
Student Newspaper (Mesa Press)	Janna Braun	G-202, G-122-F	-2966
The Stand - Dr. Pamela T. Luster Resource Center	Johanna Aleman	K105/K106	-5726
Test Proctoring for DSPS	DSPS	I4-405	-2780
Testing/Assessment Office	Amy Bettinger	I4-201	-2632
Transfer Center	Anne Hedekin	I4-306	-5015
Tutorial Services/ Writing Center	Mark Manasse	LRC	-5049
UMOJA Program	Jordan Nash	I4-303	-2672
Veterans Services	Jose Antonio Hueso	I4-102	-2805
Veterans Success Center	Jose Antonio Hueso	K-103/104	-2852
Visix	Michael Davis	MC-215	-2510
Web applications / sdmesa.edu	Joel Arias	A-110	-2955
Work-Based Learning	Katlin Choi		
	Shawn Fawcett	BT-104	-2701
Work Experience	Shawn Fawcett	BT-104	-2340

*When dialing from a Microsoft Teams phone, you must first dial 619-388-(extension).

District and Campus Crisis Response Procedures

Crisis	Example/Definition	Initial Responders	Backup
Sexual Assault	Rape Sexual battery	Title IX: 619-388-6805 Please defer to the victim's wishes if they would like College Police 619-388-6405	Student Health Services 619-388-2774
Non-Sexual Assault	Battery Fist fight	College Police 619-388-6405	Student Affairs 619-388-2699
Title IX Matters	Domestic related violence/ Stalking/ Indecent exposure	Title IX 619-388-6805	Student Affairs: 619-388-2699
Alcohol Related Cases	Drunkenness	College Police 619-388-6405	Student Affairs 619-388-2699
Drug Related Cases	Possession Use of marijuana/drugs	College Police 619-388-6405	Student Affairs 619-388-2699
Vehicular Accidents	Collision	College Police 619-388-6405	Student Affairs 619-388-2699
Disaster Situations	Fire Chemical spills Arson Bomb threats	College Police 619-388-6405	Facilities 6149-388-2814 Administrative Services 619-388-2990
Disturbances	Psychological cases: Suicidal ideation, attempts or suicide	College Police 619-388-6405	Student Health Services 619-388-2774 Student Affairs 619-388-2699
Threats	Phone threats	College Police 619-388-6405	Student Affairs 619-388-2699
Hate Crimes	Hate literature, graffiti	College Police 619-388-6405	Student Affairs 619-388-2699 Site Compliance 619-388-2699
Other Injuries	Minor Injuries	College Police 619-388-6405	Student Health Services 619-388-2774
	Serious Injuries	College Police 619-388-6405	Student Health Services 619-388-2774

Campus Map

SAN DIEGO MESA COLLEGE

7250 Mesa College Drive, San Diego, CA 92111-4998,
General Information: 619-388-2600



Scan to download
the Campus Map



MESA COLLEGE IS A SMOKE-FREE CAMPUS



AT 7381.1 BICYCLES, SKATEBOARDS, ROLLER-SKATES,
ROLLER BLADES AND OTHER DEVICES OF SIMILAR
NATURE ARE PROHIBITED

POLICE ESCORT SERVICE
619-388-6405



GENDER NEUTRAL RESTROOM

LACTATION ROOM

ADA PARKING

PARKING

AED - AUTOMATED EXTERNAL DEFIBRILLATORS

PERMIT needed please follow parking instructions

MOTORCYCLE PARKING

MTS BUS STOP. ROUTES 44, 41

DROP OFF & PICKUP AREA

*** Student Services**

- Admissions
- Counseling
- Financial Aid
- Student Accounting
- other student services

**** Mesa Commons**

- Cafeteria
- Campus Store (Bookstore)
- 7215 Culinary Outlook
- Printing and Mail Services
- Stockroom
- Technology Services

- | | | | |
|--------------|--|-------------|---|
| A1 | President, V.P. Instruction, V.P. Administrative Services, Business Office Support (101-105) | FA | Fine Arts, Art Gallery |
| A1 | Foundation/Resource Dev., Office of Communications | I400 | Student Services Center and Classrooms * |
| B | Inst. Effectiveness and Research (108-111) | K1 | The Stand, VSC, NextUP, Honors and Classrooms |
| BT | Center for Business and Technology | L1 | Exercise Science L100 |
| C1-CT | Classrooms C100 and Apollod Theatre CT | L2 | Facilities L200 |
| C2 | Classrooms C200 | LRC | Learning Resource Center (Library) |
| CDC | Child Development Center | MET | Met High School (K200) |
| CE | Continuing Education Building | MC | Mesa Commons ** |
| CP | Central Plant | MCQ | Mesa Commons Quad |
| D1 | PRIDE Center, Classrooms D100 | MS | Math and Science Complex |
| D2 | Classrooms D200 | P1 | Classrooms P100 |
| D3 | Classrooms D300 | P2 | Storage P200 |
| DS | Merrill Douglas Stadium | P3 | Animal Health Technology P300 |
| ES | Exercise Science | PS | Parking Structure |
| EV | English Village | Q | Mesa College Police Offices Q100 |
| G | Humanities & Multicultural Studies | S | Allied Health Education S100, S200, S300 |
| GYM | Main Gym | SB | Social and Behavioral Sciences Building |
| | | Z | Mesa College Design Center |

SAN DIEGO MESA COLLEGE

About

San Diego Mesa College is a fully accredited, comprehensive college committed to equity and excellence. We honor our diverse community of students, faculty, professional staff, and administrators who collaborate to foster scholarship, leadership, access, and innovation in an inclusive learning environment. By promoting student learning and achievement that leads to degrees and certificates, transfer, workforce training, and lifelong learning, we empower our students to reach their educational goals and shape their future. Among the largest community colleges in California, Mesa College serves 30,000 students per year, a third of whom are full-time. Mesa College offers 200 associate degree and certificate programs and was one of the first 15 California community colleges to offer a four-year baccalaureate degree. Mesa College ranks as San Diego's top transfer institution, is a proud Hispanic Serving Institution (HSI), an Asian American and Native American Pacific Islander Serving Institution (AANAPISI), and a military friendly school, serving nearly 4,500 veterans, active duty members and their families.

Mesa2030 Goals

COMPLETION

Mesa College will institutionalize (or Mesa-nize) practices that clarify pathways to timely completion for students with the priority on those practices that create parity in outcomes across racial/ethnic groups and all disproportionately impacted groups.

SCHOLARSHIP

Mesa College will prioritize equity and excellence in the classroom by fostering innovation and high-quality, culturally relevant teaching/learning with the priority on those practices that create parity in outcomes across racial/ethnic groups and all disproportionately impacted groups.

COMMUNITY

Mesa College will build a community culture that utilizes antiracist practices to cultivate collaboration, inclusion, diversity, equity, and personal growth so that all students, employees, and members of our external community are valued.

PATHWAYS + PARTNERSHIPS

Mesa College will leverage pathways and partnerships within its internal and external communities to eliminate barriers and provide support for students entering Mesa College, through to completion, and beyond to transfer and employment.

STEWARDSHIP

Mesa College will develop and sustain processes that prioritize environmental justice and sustainability, reduce Mesa College's carbon footprint, and allocate its human, physical, technological, and fiscal resources around the goal of increasing student access, success, and parity in outcomes across racial/ethnic groups and all disproportionately impacted groups.

For the full Mesa2030 goals and Strategic objectives please go to:

sdmesa.edu/mesa2030

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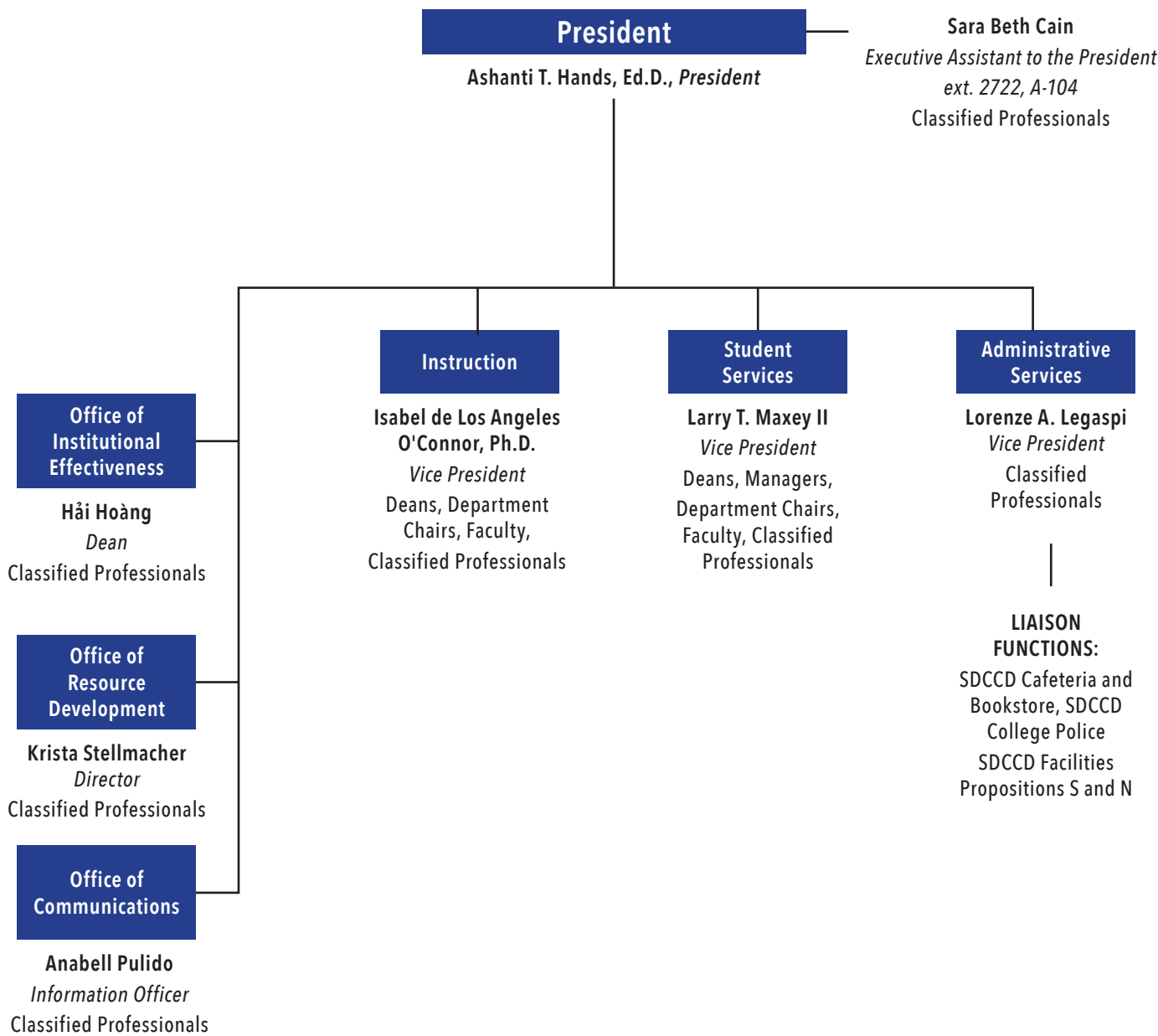
The San Diego Mesa College Faculty and Staff Handbook is a general guide for instructors, administrators and classified professionals at Mesa College. The handbook is not all-inclusive; it is to be used together with documentation of District policies and procedures, support materials from the District, the college catalogs, and the class schedules. Comprehensive information is also available on the campus website at sdmesa.edu. This handbook is divided into sections: College Organization, College Governance, Student Services, Instruction, and General Information. When dialing from a Microsoft Teams phone, you must first dial 619-388-(extension).

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San Diego Mesa College is the largest college in the San Diego Community College District, which is the legal entity that provides overall policy direction and has ultimate fiduciary responsibility. An elected governing board and a District chancellor ensure that the entire District serves the best interests of the citizens of San Diego. The governing board holds monthly public meetings.

College Organization

Administrative Organization Chart



President



Office of the President

Ashanti T. Hands, Ed.D., President

Sara Beth Cain, ext. 2722

Executive Assistant to the President, Room A-104

Eileen Hayward, ext. 2721

Administrative Technician

Office of Institutional Effectiveness

Hải Hoàng, ALM, ext. 5035

Dean, Institutional Effectiveness

Nancy Cortés, MA, ext. 2544

Acting Associate Dean, Research and Innovation

Sahar King, MA, ext. 5087

Administrative Assistant IV

Kyung Ae Jun, MBA ext. 5916

Research & Planning Analyst

Adriana Caetano Fournier, M.S., ext. 2459

Research & Planning Analyst

Edson Cuellar Deciga, B.A, ext. 2319

Regional Career & Technical Education Research Expert

Liza Rabinovich,

Faculty Outcomes Coordinator



Office of Resource Development

Krista Stellmacher, CFRE, Director

Room A-111, ext. 2285

Heidi Brogren, Administrative Technician

Room A-111, ext. 2285

Office of Communications

The goal of the Office of Communications is to present and brand San Diego Mesa College as a vital educational and community resource to further support the goals and strategic directions of the college. This office is responsible for providing information about the college and its programs across print, media, web, mobile, and social media platforms. For more information, please refer to the Office of Communications web page (on the homepage under ABOUT MESA).

A-111, ext. 2520

Anabell Pulido, ext. 2759

Information Officer

Joel Arias, ext. 2955

Web Design & Development

Hai Duong, ext. 2272

Graphic Artist & Photographer

Pablo Vela, ext. 2356

Campus Digital Communications Specialist

To facilitate and build the Mesa College brand, all college employees, departments and programs must adhere to the Mesa College guidelines and standards below.

- Graphic Standards and Style Guide (includes logo and giveaway guidelines)
- Social Media Guidelines
- Web Guidelines
- Toolbox Information

Find all **guidelines** here:

sdmesa.edu/about-mesa/office-of-communications/index.shtml/

Project request form: sdmesa.edu/projectrequest

San Diego Mesa College Foundation

The San Diego Mesa College Foundation was founded to support the mission and students of San Diego Mesa College as a 501(c)(3) supporting organization. The foundation focuses on four pillars of support: Investing in bright futures through scholarships; Preserving opportunity through the Resiliency Fund and basic need support; Enriching through the arts with the World Art Collection; and funding innovation through annual grant-making and support for academic and student service programs.

Please contact Krista Stellmacher at **619-388-2285** or kstellmacher@sdccd.edu for more information.

Board of Directors 24-25

Lorenze Legaspi,
President, College Director
Aviva McPherron,
Vice President, College Director
Christine Lee,
Treasurer, Public Director
Kim Heinle,
Secretary, College Director
Elizabeth Armstrong,
Public Director
Samrawet Ayelew,
College Director, Associated
Students Representative
Dr. Ashanti Hands,
College Director
Kim Heinle,
Public Director
Dr. Madeleine Hinkes,
Public Director

Ricky Hirschi,
Public Director
Dr. Pamela Luster,
Public Director
Jeff Marston,
Public Director
Larry Maxey II,
College Director
Aviva McPherron,
Public Director
Gity Nematollahi,
College Director
Dr. Isabel O'Connor,
College Director
Dr. Corey Pahanish,
Public Director
Alexander Szeto,
Public Director

Staff Support

Krista Stellmacher,
Director of Resource
Development, Mesa College
Heidi Brogren,
Administrative Technician,
Resource Development,
Mesa College
Evergreen Alliance,
CPA Services

Instruction



Office of Instruction

Isabel de Los Angeles
O'Connor, Ph.D., Vice
President, Instruction
Room A-103

Mila Zagyanskiy,
Administrative
Assistant V, ext. 2755

Jeannette Leon,
Administrative
Assistant II, ext. 2755

Arlis Svedberg,
Administrative
Technician,
LRC-423, ext. 2931

Brandon Terrell,
Administrative
Assistant III, ext.
2463/2755/5880

Articulation

Juliette Parker,
Articulation Officer
LRC-460, ext. 2639



Title III HSI

Toni Parsons, Ed.D.,
HSI Grants Program
Manager
LRC 461, ext. 2394

Ikuko McAnally
Administrative
Technician,
LRC 462 ext. 5974

STEM Center

Brian Mackus
Supervisor
LRC 126, ext. 2257

Title III - Asian American
Native American Pacific
Islander Institution
(AANAPISI)

Leland Simpliciano
Grants Program
Manager



School of Business and Technology

Monica Romero,
Dean
Jennifer Phelps,
Administrative
Assistant IV;
BT-202, ext. 2803



Alex Berry, PMP
Associate Dean, Career
Technical Education,
Strong Workforce,
Work-Based Learning,
Mesa Impactship Prog.
BT104, ext. 2644
Vacant, Administrative
Technician, BT-109,
ext. 5025

Business

Mark Abajian, Chair,
ext. 2432

Tara Maciel, Chair
ext. 2528

Accounting
Business
Culinary
Economics
Fashion
Fermentation
Hospitality
Marketing
Real Estate

Work Experience

Shawn Fawcett,
Coordinator, ext. 2340

Mesa Impactship Program

Pavel Consuegra,
Coordinator, ext. 5072

Computer Science

Tasha Frankie, Ph.D.,
Chair, Computer and
Information Systems,
ext. 2685

Digital Technology

Carlos Toth, Chair,
ext. 2238
Computer Business
Technology
Geographic
Information
Systems (GIS)
Multimedia
Web Development

School of Social/ Behavioral Sciences And Multi-Cultural Studies

Vacant,
Dean
Karina Dam,
Administrative
Assistant IV;
SB304, ext. 2801

Architecture/ Environmental Design

Valerie Abe, Chair,
ext. 5073
Robert Wong, Asst.
Chair, ext. 5074
Architecture
Building
Construction
Interior Design

Behavioral Sciences

Dina Miyoshi, Chair,
ext. 2284
Erin Evans, Asst. Chair,
ext. 2404
Ryan Mongelluzzo,
Asst. Chair, ext. 5930
Anthropology
Psychology
Sociology

Black Studies

Candace Katungi, Ed.D.,
Chair

Chicano Studies

Cesar Lopez, Chair,
ext. 2368

Social Sciences

John Crocitti, Chair,
ext. 2417
Ian Duckles, Asst. Chair,
ext. 2244
Gloria Wong, Asst. Chair
Asian American Pacific
Islander Studies
Geography
History
Philosophy
Political Science
Sustainability
Women's Studies



School of Humanities

Linda Hensley, Dean
Vacant, Administrative
Assistant IV, G-201
ext. 2797

Communication Studies

Bryan Malinis, Chair,
ext. 2281
Vacant, Asst. Chair

English

Wendy Smith, Chair,
ext. 2347 English
Dept. English,
Humanities, ELAC and
Journalism

Jill Moreno-Ikari, Asst.
Chair, English Dept.,
English, Humanities,
ELAC and Journalism

Bruce Naschak, Asst.
Chair, English Dept.,
Humanities

College Newspaper,
Mesa Press
Janna Braun, Advisor

Speech and Debate
Team, Bryan Malinis,
Co-Director Kim
Perigo, Co-Director

Humanities Institute

Michael Cox,
Coordinator



School of Arts and Languages

Denise Rogers,
Acting Dean
Ruth San Filippo,
Administrative
Assistant IV;
ext. 2873, G201

Art/Drama

Nathan Betschart, Chair,
Art, ext. 2204
Cara Smulevitz,
Asst Chair, Art, ext. 2322
Jesse Keller, Asst. Chair,
Drama, ext. 2342
George Ye, Asst. Chair,
Drama, ext. 5920

Languages

Hannah Padilla-Barajas,
Chair, ext. 5722
Michael Harrison,
Asst. Chair, ext. 2203
Chinese
French
German
Italian
Japanese
Russian
Spanish
Vietnamese

Music

Dr. N. Scott Robinson,
Chair, ext. 5956

Co-Curricular Programs

Drama/Mesa College
Theater Company
Art Gallery
Music
Vocal/Instrumental
Ensembles

International Education

Dora Schoenbrun-
Fernandez,
Coordinator, ext.2228



School of Mathematics and Natural Sciences

Jennifer Carmichael,
Ph.D.,
Dean

Mary I. Toste,
Administrative
Assistant IV
ext. 2795, MS-301

Brandon Terrell,
Administrative
Assistant III, ext.
2463/2755
MS-301

Accelerated College Program

Jarred Collins, Chair

Biology

Anar Brahmabhatt, Chair
Todd White, Asst. Chair

Chemistry

Donna Budzynski,
Chair
Paula Hjorth-Gustin,
Asst. Chair

Mathematics

Juan Bernal, Chair
Ken Kuniyuki, Asst. Chair

Physical Science

Irena Stojimirovic, Chair
Jennifer Snyder, Asst.
Chair

Astronomy
Engineering
Geology
Physical Sciences
Physics
Oceanography



School of Learning Resources and Academic Support

Lorie Crosby Howell
Ph.D., Dean

Caterina Palestini,
Administrative
Technician
ext. 2799,
LRC 443/444

Lisa Burgert, Asst. Chair
ext. 2619

Learning Opportunities For Transformation

Janue Johnson,
Professional Learning
Coordinator, LRAS
Chair ext. 5012

Katie Palacios,
Instructional Designer

Eva Parrill,
Administrative
Assistant III

Todd Williamson,
Instructional Lab
Technician
ext. 5000; LRC LOFT

Library Services

Yolanda Giang,
Instructional Support
Supervisor
ext. 2448

Tutoring and Computing Services

Vacant, Tutor Coordinator
Kristin Krogh,
Instructional Support
Supervisor

Honors

Ingrid Jayne, Honors
Coordinator
Danté Jones, Honors
Coordinator

Teacher Education

Laurie Junker



School of Health Sciences/ Public Service

Cassandra Storey, Dean

Alison Mona,
Administrative
Assistant IV
ext. 2789, S-300

Thomas Hartzell, Sr.
Clerical Asst. ext. 2789,
S-300

Molly Broene
Program Support
Technician
ext. 5003, S-321

Allied Health

Amanda Johnston, Chair
Connie Renda, Asst.
Chair

Dental Assisting
Health Information
Management
Health Information
Technology
Medical Assisting
Neurodiagnostic
Technology
Phlebotomy
Physical Therapist
Assistant

Radiologic Technology
Veterinary Technology

American Sign Language

Leslie Styles, Chair
Ida Cross, Asst. Chair
American Sign
Language, ASL-English
Interpreter Training

Consumer/Nutrition Studies

Ida Cross, Chair
Child Development
Child Development
Center
Nutrition



School of Exercise Science, Health Education, Athletics and Dance

Ryan Shumaker, Ed.D.,
Dean/
Athletic Director

Simone Sherrard,
Administrative
Assistant IV

Rachel Schwarz,
Administrative
Assistant IV
ext. 2737; ES-203

Exercise Science

Nathan Resch, Chair
Todd Curran, Asst. Chair
Kelsey Graham,
Fitness Certification
Coordinator
Jim Fegan,
Lifeguard Coordinator

Dance, Health Education, Fitness Certification Intercollegiate Athletics

Kim Lester,
Asst. Athletic Director
Nathan Resch,
Asst. Athletic Director
Lindsay Samaniego,
Asst. Athletic Director
Gary Watkins,
Asst. Athletic Director

Student Services



Office of the Vice President, Student Services

Larry T. Maxey II, M.A.
Vice President,
Student Services,
Room I4-401,
ext. 2678
Trina Larson, Ph.D.,
Administrative
Assistant V, Room
I4-401, ext. 2678
Charlie Lieu, College
Technical Analyst,
Room I4-408,
ext. 2527



Office of the Dean of Student Affairs

Victoria Kerba Miller,
Dean, Room I4-
408, ext. 2699
Zulma Heraldez,
Senior Secretary,
Room I4-408,
ext. 2699
Courtney Lee, Senior
Student Services
Assistant, Room I4-
408, ext. 2699
Claudia Perkins, Site
Compliance, 504,
Student Conduct
Officer, Room I4-
408, ext. 2699

Assessment

Jennifer Park,
Outreach/
Assessment
Supervisor, Room
I4-101, ext. 2632

Amy Bettinger,
Student Services
Technician, Room
I4-201, ext. 5816

Associated Students

Zora Williams, AS
President, Room
I4-409, ext. 2903
Mahro Hashimi, AS
Vice President,
Room I4-409,
ext. 2903

Financial Aid

Saúl Quiroz, Financial
Aid Director, Room
I4-107, ext. 2817
Pilar Ezeta-Rodriguez,
Financial Aid
Officer ,
Room I4-107, ext.
2817
Guadalupe Bueno,
Student Services
Assistant, Room
I4-107, ext. 2817
Skyler Dennon,
Senior Student
Services Assistant,
Room I4-107,
ext. 2817
David Tran, Student
Services Assistant,
Room I4-107, ext.
2817
Yuli Hernandez,
Student Assistance
Technician/
Financial Aid, Room
I4-107, ext. 2817
Louis Flores-Arzola,
Student Services
Assistant
Julissa Samano,
Student Assistance
Technician/
Financial Aid, Room
I4-107, ext. 2817

Susana Kennemer,
Student Assistance
Technician/
Financial Aid, Room
I4-107, ext. 2817

Vacant
Student Services
Assistant, Room
I4-107, ext. 2817

Cecilia Valdez
Student Assistance
Technician/
Financial Aid, Room
I4-107, ext. 2817

Outreach and Community Relations

Jennifer Park,
Outreach/
Assessment Acting
Coordinator, Room
I4-101, ext. 2632
Cesar Gaxiola,
Student Services
Technician, I4-101,
ext. 5970
Jocelyn Werlinger,
Acting Promise
Student Services
Technician, I4-201,
ext. 2587

Student Health Services

Suzanne Khambata,
RN, MSN, FNP, CS,
Director, Room I4-
209, ext. 2774
Calvin Wong, MD,
Room I4-209, ext.
2774
Laura Milligan, FNP,
PNP, Room I4-209,
ext. 2774
Derrick White,
MFT, Counselor
Coordinator Room
I4-409, ext. 2774
Mimi Vu, Senior
Student Services
Assistant, Room
I4-209, ext. 2774



Office of the Dean of Student Development

Cynthia Rico, Ed.D.
Acting Dean, Room
I4-401,
Angie Avila, ext. 2896
Administrative
Assistant IV

Admissions

Ivonne Alvarez,
Admissions and
Records /VA
Director, Room I4-
102, ext. 2689
Karina Sandoval,
Student Services
Supervisor, Room
I4-102, ext. 2687
Jose Aranda, Student
Services Technician,
Room I4-102,
Resid. ext. 2688,
Int. ext. 2717
Francisco Blas, Acting
Student Services
Technician, Room
I4-102, Allied
Health ext. 2684
Helena Hubbard,
Senior Student
Services Assistant,
Room I4-102, ext.
2682
Trung Huynh, Senior
Student Services
Technician, Room
I4-102, ext. 2688
Int. ext 2717
Elizabeth Jones,
Senior Student
Service Assistant,
Room I4-102,
ext. 2682
Vacant, Senior
Student Services
Assistant, Room

I4-102, ext. 2682
Micha Tannous,
Senior Student
Service Assistant,
Room I4-102,
ext. 2688

Austin Tran, Student
Services Assistant
Victoria Vela, Senior
Student Services
Assistant, Room I4-
102, ext. x2682
Mia Zedukes, Student
Service Assistant,
Room I4-102,
ext. 2682
Lauren Beltran,
Student Service
Assistant, Room
I4-102,
ext. 2682
Vcant, Student
Services Assistant,
Room I4-102, ext.
2682
Rodd Brisson,
Student Services
Assistant, Room
I4-102, ext. 2682

Counseling & Orientation

Cynthia Rico, Ed.D.,
Chair, Room I4-
303, ext. 2538
Andrew Tanjuaquio,
Student Services
Supervisor, Room
I4-303, ext. 2538
Gabriel Adona,
Counselor, Room
I4-303, ext. 2538
Marisa Alioto,
Counselor, Room
I4-303, ext. 2538
Claudine Castagna,
Student Services
Assistant, I4-303,
ext. 2538
Justin Rapolla,
Student Services
Assistant, I4-303,
ext. 2538
Kristy Carson,
Counselor, Room
I4-303, ext. 2538
Nicholas DeMeo,
Counselor, Room

I4-303, ext. 2538
Adrienne Aeria Dines,
Counselor, Room
I4-303, ext. 2538
Andrew Malinis
Counselor, Room
I4303, ext. 2538
Adam Erlenbusch,
Counselor, Room
I4-303, ext. 2538
Shirley Flor,
Counselor, Room
I4-303, ext. 2538
Patricia Guevarra,
Counselor, Room
I4-303, ext. 2538
Terrence Hale,
Counselor, Room
I4-303, ext. 2538
Anne Hedekin,
Counselor, Room
I4-303, ext. 2538
Ramiro Hernandez,
Counselor, Room
I4-303, ext. 2538
Leroy Johnson,
Counselor, Room
I4-303, ext. 2538
Guillermo Marrujo,
Counselor, Room
I4-303, ext. 2538
Roxann Martinez,
Senior Student
Services Assistant,
I4-303, ext. 2538
Laura Mathis,
Counselor, Room
I4-303, ext. 2538
David Navarro,
Counselor, Room
I4-303, ext. 2538
Miriam Pacheco,
Counselor, Room
I4-303, ext. 2538
Jordan Nash
Counselor, Room
I4303, ext. 2538
Valerie Pallares-
Herrera, Counselor,
I4-303, ext. 2538
Kari Parker,
Counselor, Room
I4-303, ext. 2538
Kirsten Pogue-Cely,
Counselor, Room

I4-303, ext. 2538
 Anthony Reuss,
 Counselor, Room
 I4-303, ext. 2538
 Patricia Rodriguez,
 Counselor, Room
 I4-303, ext. 2538
 Raul Rodriguez,
 Counselor, Room
 I4-303, ext. 2538
 Abimaliel Rosario,
 Student Services
 Technician, I4-303,
 ext. 2538
 Raquel Sojourner
 Worlds, Counselor,
 Room I4-303, ext.
 2538
 Judy Sundayo,
 Counselor, Room
 I4-303, ext. 2538
 Michael Temple,
 Counselor, Room
 I4-303, ext. 2538
 Emilia Renner,
 Student Services
 Technician, Room
 I4-303, ext. 2538
 Charles Shimazaki,
 Administrative
 Assistant III,
 I4-303, ext. 2538
**Transfer, Career,
 Evaluations**
 Olivia Picolla, Student
 Services Supervisor,
 Room I4-306,
 ext. 2778
 Celine Ahearn,
 Student Services
 Technician, Room
 I4-306, ext. 5040
 Kristy Carson,
 Career Counselor/
 Coordinator, Room
 I4-306, ext. 2535
 Anne Hedekin,
 Counselor, Transfer
 Center Coordinator,
 Room I4-306, ext.
 5050
 Darcey Flores, Senior
 Student Services
 Assistant, Transfer,
 Room I4-306, ext.

2994
 Ayana Woods,
 Student Services
 Assistant,
 Evaluations, Room
 I4-306, ext. 2594
 Raquel Sojourner,
 Career Counselor/
 Coordinator, Room
 I4-306, ext. 5921
 Sadie Wager,
 Student Assistant
 Technician, Career,
 Room I4-306, ext.
 5975
 Vincent Villareal
 Student Services
 Assistant, Career,
 Room I4-306, ext.
 2596

Veterans & Records

Jose Antonio Hueso,
 Student Services
 Supervisor, Room
 I4-102, ext. 2805
 Jordan Agricola,
 Administrative
 Technician,
 Room I4-102, ext.
 2805
 Laura Arellano
 Rodriguez, Student
 Services Technician,
 Room I4-102, ext.
 2805
 Helen Dinh, Student
 Services Assistant,
 Room I4-102, ext.
 2805
 Adrian Tanjuaquio,
 Student Services
 Technician, Room
 I4-102, ext. 2805
 Ashtan Farmer,
 Student Services
 Assistant, Room
 I4-102, ext. 2805
 Dustin Zeuske, Senior
 Student Services
 Assistant, Room
 I4-102, ext. 2805

Veterans Success Center

Jose Antonio Hueso,
 Student Services
 Supervisor, Room
 I4-102, ext. 2805
 Jordan Agricola,
 Administrative
 Technician, Room
 I4-102, ext. 2805



Office of the Dean of Student Success and Equity

Leticia Diaz
 Dean,
 Room I4-401,
 ext. 5940
 Flordaliza Abuayo,
 Administrative
 Assistant IV, Room
 I4-401, ext. 5940

The Stand - Pamela T. Luster Resource Center

Johanna Aleman,
 Basic Needs
 Coordinator, Room
 K105/106, ext.
 5726
 Pahua Vang, Student
 Services Technician,
 K105/106, ext.
 5726
 Vanessa Ortega,
 Student Assistance
 Technician, ext.
 5663

AVANZA/Peer Navigators/ CRUISE

Agustin Rivera, Jr.,
 Student Support
 Services Officer,
 Room I4-203,
 ext. 2757

Alexi Balaguer,
 Student Assistant
 Technician, Room
 I4-203, ext. 2757

CalWORKs

Grace Aumoeualogo,
 Adjunct Counselor/
 Coordinator, Room
 I4-410, ext. 2709

DSPS

Erika Higginbotham,
 Counselor/
 Coordinator, Room
 I4-405, ext. 2780
 Isaac Arguelles-
 Ibarra, DSPS
 Counselor, Room
 I4-405, ext. 2780
 Rebekah Corrales,
 DSPS Counselor,
 Room I4-405, ext.
 2780
 Allison Crakes,
 Instructional
 Assistant, Room
 I4-405, ext. 2780
 Erick Escalante,
 Instructional
 Assistant, Room
 I4-405, ext. 2780
 Manny Jacobo,
 Administrative
 Technician, Room
 I4-405, ext. 2780
 Peter Markall,
 Instructional
 Assistant, Room
 I4-405, ext. 2780
 Elizabeth Mora,
 Senior Student
 Services Assistant,
 Room I4-405, ext.
 2780
 Mellissa Williams,
 DSPS Counselor,
 Room I4-405, ext.
 2780
 Autumn Woodruff,
 Senior Student
 Services Assistant,
 Room I4-405, ext.
 2780
 Elizabeth Wilke,
 Counselor, Room
 I4-405, ext. 2780

EOPS and Special Programs

CARE/Borderless Scholars /

Rising Scholars/ NextUp/FAST Scholars

STAR TRIO

Karla Trutna, Director,
 Room I4-309, ext.
 2468
 Nellie Dougherty,
 EOPS Chair, Room
 I4-309, ext. 2706
 Chris Kalck, STAR
 TRIO Counselor
 Coordinator, Room
 I4-308, ext. 2481
 Angel Aguilar Garcia
 DRC and Borderless
 Scholars Counselor
 Coordinator, Room
 I4-309, ext. 2706
 Karen Geida,
 CARE and Rising
 Scholars Counselor
 Coordinator, Room
 I4-309, ext. 2706
 Nicole Judd, Senior
 EOPS Student
 Services Technician,
 Room I4-309, ext.
 2706
 Thuan Le, STAR TRIO
 Student Technician.
 I4-308, ext. 2481
 Lisa Naungayan,
 EOPS Student
 Services Technician,
 Room I4-309, ext.
 2706
 Marlene Gracia,
 EOPS/NextUp/FAST
 Scholars Student
 Services Technician,
 Room K101, ext.
 2706
 Yolanda Granados
 Nicacio, EOPS/
 Borderless Scholars
 Sr. Student Services
 Assistant,
 Room I4-204, ext.
 2706

Nathan Klein,
 Counselor, Room
 I4-309, ext. 2706

Pride Center

Lucio Lira, Counselor
 Coordinator, Room
 D102, ext. 5097

Administrative Services



Administrative Services

Lorenze A. Legaspi, Vice President, A-102

Administrative Services

Administrative Services' role is to provide leadership and assistance for the overall administrative functions of the college while coordinating with the San Diego Community College District in these areas. These functions include: business services, employment and payroll, student accounting, print and mail services, purchasing and stockroom, budget, financial planning and accounting, risk management, facilities planning and construction, maintenance of buildings and grounds, and campus technology services. The department also coordinates with public safety, bookstore, cafeteria services, and the Mesa College Foundation.

Support Staff

Catherine Cannock, Acting Administrative Assistant V
A-102, ext. 2373

Events and Operations

Oversees the planning, organizing, and managing of programs and services of campus operations and events including: facilities operations, maintenance coordination and planning, facilities rental, event coordination, project management, campus office moves, stockroom functions, safety program, and space inventory activities.

Jacqueline Collins,
Director, College Facilities and Operations
MS 301E, ext. 2554

Giovanni Garcia,
Events Logistics Lead
MS 301A, ext. 5881

Matt Fay,
Occupational, Environmental, Health & Safety
Coordinator
MC 219A, ext. 2763

Stockroom

MC-124, ext. 2761
Provides limited supply services to faculty and classified professionals, including receiving functions, inventory control, and maintenance of charge-back system.

Frank Fernandez, Stockroom Supervisor

Vacant, Stock Clerk

Arthur James, Stock Clerk

Business Office Support

A-101, ext. 2746

Provides services related to the hiring process of faculty and classified professionals, payroll processing, leave reporting and other related services. The office functions as the liaison between District Human Resources and Mesa College.

Marco Chavez, Business Office Support Supervisor

Ellen Engels, Administrative Technician

Tram Anh Dinh, Administrative Technician

Bobby Vang, Administrative Technician

Business Services

A-102, ext. 2771

Fax 619-388-2833

The Business Services office provides timely and accurate financial information and services to support and assist students, faculty, classified professionals, the District, and external entities by utilizing sound accounting practices and adhering to proper internal controls which ensures accountability, fiscal compliance, and proper use of public funds. The office strives to maintain and enforce professional and ethical standards while adhering to SDCCD policies and procedures. Business Services provides technical support to classified professionals and faculty for:

- Purchasing/ requisitions
- Travel authorization and reporting
- Financial reporting
- Budget monitoring
- Co-curricular accounting
- Revolving cash fund transactions

Erica (Patty) Garcia, Director, Administrative Services

Rosa Mejia, Sr. Accounting Technician

Virginia Enriquez, Administrative Technician

College Technology Services

MC-215, ext. 2880

The College Technology Services Division supports all campus technology: infrastructure, hardware, software, wireless, electronic classrooms & labs, video & audio, project development, event support & emerging technologies. The division works closely with college admin., the district, faculty, staff, and other stakeholders to identify opportunities and to ensure that technology is focused on the college's educational master plan and strategic goals.

- AV/PC/Mac Repair & Setup
- Computer Deployment
- Software Installations
- Network Configurations
- Media Production and Support
- Video Editing
- Visix Digital Signage

David Fierro, Director of College Technology Services
MC 215, ext. 2515

Kevin Branson, Supervisor (Computing)
MC 215, ext. 2861

Michael Davis, Supervisor (AV & Planning)
MC 215, ext. 2510

Tarina Jaghori, Instructional Lab Tech

Bao To, Network Specialist

Nhon Tran, Instructional Lab Tech

Carlos Wales, Instructional Lab Tech

Vacant, Network Specialist

Karmikael Garcia, Instructional Lab Tech

Vacant, Instructional Lab Tech

Administrative Computing/IT Help

G-203, ext 7000

The San Diego Mesa College Support Group provides computer and technology services and technical support for administrative and non-classroom computing, and specifically the campus computing network, email, PeopleSoft & telephone systems. As facilitators, they provide technical support to the President's Office, and all three divisions of the college.

Tony Lo, District Network Specialist

Alex Napoles, District Network Specialist

Printing And Mail Services

MC-215, ext. 2764

The purpose of the Printing and Mail Services Department is to provide services to assist faculty members in the preparation of instructional materials in a timely and economic manner. Printing Services also coordinates mail services, printing services, copier services, and other related faculty support services as well as provides services to classified professionals, administrators and students.

- Printing Services
- Mail Services
- College Directory
- Faculty Support Services

David Fierro, Director, College Technology Services

Rocio Sandoval, Digital Color Technician

Ruben Limon, Digital Color Technician

Leanne Kunkee, Digital Color Assistant

Vacant, Digital Color Assistant

Vacant, Production Services Assistant

Student Accounting

I4-106, ext. 2704

Provides support to maintaining campus accounting records; supervises cashiering functions.

- Student fee collection
- Student refunds
- Fiduciary trust accounts
- Cashiering
- AS/Clubs/Agency/Loan Accounts/Scholarships

Lynn Dang, Accounting Supervisor

Robert Booth, Sr. Account Clerk

Zod Schultz, Accounting Technician

Consuelo Porto y Taboada, Sr. Account Clerk

Nathan Talo, Sr. Accounting Technician

Alma Godinez, Accounting Technician

Isabel Truong, Sr. Account Clerk

Minh Thu Duong, Sr Account Clerk

Administrative

San Diego Mesa College Administrative Personnel

Ashanti T. Hands, Ed.D
President
ext. 2721, A-104

Isabel de los Angeles O'Connor, Ph.D
Vice President, Instruction
ext. 2755, A-103

Larry T. Maxey II
Vice President, Student Services
ext. 2759, I4-401

Lorenze Legaspi
Vice President, Administrative Services
ext. 2990, A-102

Denise Rogers
Acting Dean, Arts and Languages
ext. 2873, G-201

Linda Hensley
Acting Dean, Social and Behavioral Sciences/
Multicultural Studies
ext. 2801, SB-304B

Monica Romero
Dean, Business & Technology
ext. 2803, BT-202

Alexander Berry
Associate Dean, Career Technical Education
ext. 5025, BT-104

Cassandra Storey
Dean, Health Sciences/Public Service
ext. 2789, S-300

Linda Hensley
Dean, Humanities
ext. 2797, G-201

Hải Hoàng
Dean, Institutional Effectiveness
ext. 5035, A-109

Nancy Cortés
Acting Associate Dean, Research and Innovation
ext. 2544, A-109

Jennifer Carmichael, Ph.D.
Dean, Math and Natural Sciences
ext. 2795, MS-301

Lorie Crosby Howell, Ph.D.
Dean, Learning Resources & Academic
Support
ext. 2799, LRC-444

Ryan Shumaker, Ed.D.
Dean of Exercise Science, Health Education,
Dance, and Athletics
ext. 2737, ES-203

Victoria Kerba Miller
Dean, Student Affairs
ext. 2699, I4-408

Vacant
Dean, Student Development
ext. 2896, I4-401

Leticia Díaz
Dean, Student Success and Equity
ext. 5940, I4-401

Ivonne Alvarez
Director, Admissions & Records/VA
ext. 2689, I4-102

Jacqueline Collins
Director, College Facilities and Operations
ext. 2554, LRC

David Fierro Ed.D
Director, College Technology Services
ext. 2515, MC-215

Saúl Quiroz
Director, Financial Aid
ext. 2820, Room I4-107

Toni Parsons, Ed.D.
Title III, HSI, STEM, Program Acting
Manager
ext. 2394, LRC-461

Claudia Perkins
Site Compliance, 504,
Student Conduct
ext. 2699, Room I4-408
Krista Stellmacher
Director, Resource Development
ext. 2285, Room A-111

Erica Garcia
Director, Administrative Services
ext.2487, Room A-102

Leland Simpliciano
Grants Program Manager
AANAPISI
ext. 2406, SB-110D

Robert Monroy
M.E.S.A
Program Acting Manager

Carlee Gosser
Director Child Development
Center

College Governance

President's Cabinet

Ashanti T. Hands	President
Isabel de los Angeles O'Connor	Vice President, Instruction
Larry T. Maxey II	Vice President, Student Services
Lorenze A. Legaspi	Vice President, Administrative Services
Linda Hensley	Instructional Deans' Council Representative
Vicki Miller	Student Services Dean Representative
Andrew Hoffman	President, Academic Senate
Veronica Gerace	Vice President, Academic Senate
Mary Gwin	Academic Senate Representative
David "Das" Odasso	Chair, Academic Affairs
Nathan Resch	Chair of Chairs
Ayana Woods	President
Alison Mona	Vice President
Zora Williams	President, Associated Students
Mahro Hashimi	Vice President, Associated Students

Academic Senate Executive Committee

Andrew Hoffman	President
Mary Gwin	President Elect
Veronica Gerace	Vice President
Thekima Mayasa	Treasurer
Vacant	Academic Senate Secretary
Ryan Mongelluzzo	Senator-at-Large #1
Vacant	Senator-at-Large #2
Veronica Gerace	Chair - Professional Advancement
Nathan Resch	Chair, Committee of Chairs
David "Das" Odasso	Chair of Academic Affairs
Justin Estep	Co-Chair - Curriculum Review
Dina Miyoshi	Acting Co-Chair - Program Review
Sue Saetia	Academic Senate Recording Secretary

Classified Senate Executive Officers

Ayana Woods	President
Alison Mona	Vice President
Rosa Mejia	Treasurer
Eileen Hayward	Senate Manager
Thieny Trinh	Member at Large

College Governance

Committees

Academic Senate Committees

Academic Senate committee
Asian Pacific Islander American Advisory Committee
Curriculum Review
International Education Committee
Women's Studies
Committee of Chairs
Career/Technical Educational Committee
Committee on Committees
Distance Education Committee
Elections
Executive Committee
Faculty/Classified Professionals Advisory Committee on Threats
Professional Development Committee
Tenure and Promotion Review

Ad Hoc Committees

Contract Faculty Position Priorities
Distance Education
Facilities Master Plan

Campus-Wide Search Committees

(as needed for faculty, classified professionals and administrative vacancies)

Campus-Wide Committees

Academic Affairs Committee
Academic Review Committee
Academic Senate
Asian Pacific Islander American Advisory Committee
Associated Students
Budget Allocation and Recommendation Committee (BARC)
Campus Employee Learning Committee(CEL)
Canyon Classroom Committee
Catalog Committee
Chicana/o Heritage Month Committee
Classified Hiring Priority Committee(CHP)
Classified Professional Learning Committee
Commencement Committee
Committee for Diversity Action, Inclusion & Equity (CDAIE)
International Ed
Conference and Travel Committee

Curriculum Review Committee
Deans Council
Enrollment Management Committee
Environmental Sustainability Committee(ESC)
EOPS, CARE, and NextUp Advisory Committee
Facilities & Safety Committee
Faculty Hiring Priority Committee(FHP)
Faculty Professional Learning Committee
Fine & Performing Arts Committee
Latinx Alliance
Master Planning (Mesa 2030) Task Force
Mesa Distance Education Committee
Mesa Informational Technology(MIT)
Mesa Pathways Committee(MPC)
Mesa Student Services Council(MSCC)
Perkins Committee
Planning and Institutional Effectiveness Committee(PIE)
Professional Advancement Committee
Program Review Steering Committee(PRSC)
Scholarship Committee
Strategic Planning Task Force
Strong Workforce Committee
Success, Equity & Transformation (SET) Committee
Teacher Education Advisory Committee
Veterans Advisory Council
Women's Studies Advisory Committee
Undocu Student task Force

Committees with Associated Student Membership

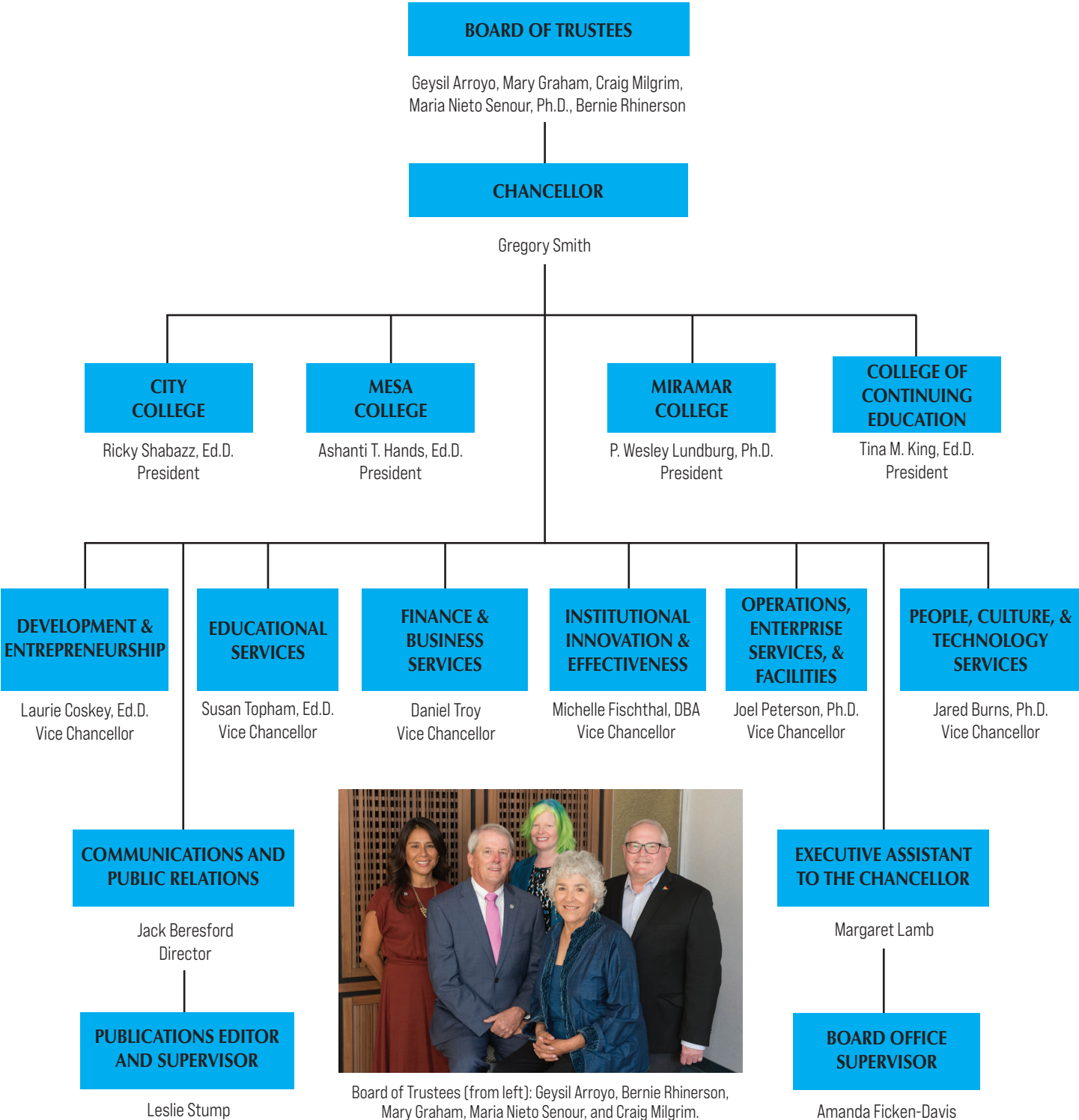
Canyon Day
Commencement
Construction Oversight Committee
Festival of Colors
Mesa College Foundation
Mesa College Marketing Advisory Committee
Mesa Pathways Committee
Mesa Student Services Council
Planning and Institutional Effectiveness Committee
President's Cabinet
Scholarship
Student Disciplinary Hearing
Student Grievance
Student Judicial Review
Welcome Week

District-Wide Committees

Academic Calendar Committee
Auxiliary Business Services Organization
Budget Development and Institutional Planning Committee
Academic Personnel (CAP)
College Community Emergency Response Team
Curriculum Instructional Council
Disaster Preparedness
Distance Education User Group
District Marketing and Outreach Committee
District Strategic Planning Committee/ Technical Working Committee
District-Wide Research Committee
Educational Resource Development Task Force
Emergency Disaster Preparedness Committee
Faculty Professional Development Council
Faculty Service Area Commission
Humanities Institute Advisory Committee
International Education Task Force
Library Automation User Group
Regional Safety and Health
Student Services Council

College Governance

San Diego Community College District Administration



Student Services

Student Services Center

1st Floor	Admissions Financial Aid Outreach Student Accounting Veterans & Records
2nd Floor	AVANZA Engagement Center Classrooms I4-207 & I4-213 Dreamer Resource Center Student Health Services Testing/Assessment/Promise
3rd Floor	Counseling EOPS and Special Programs STAR TRIO Transfer/Career Center/ Evaluations
4th Floor	Associated Students CalWORKs Classroom I4-404 DSPS Student Affairs Student Success & Equity Student Development Terrace Café Vice President, Student Services

Access to and Review of Student Records

Pursuant to the "Family Rights and Privacy Act of 1974" (Public Law 93-380) and the California Education Code, no individual, agency or organization shall have access to a student's records without the written consent of the student, with certain exceptions.

Student records will normally include documents filed for admission to the college, grade reports, permanent records of academic work completed, transcripts received from other schools and colleges, test scores, counseling information, correspondence, and petitions. These documents will normally include but not be limited to a student's name, address, telephone number, birth date, residence

classification, sex, past and current enrollment, academic and attendance status, educational benefits, ethnic background, high school graduation, college major, and identification number.

Admissions & Records

I4-102, ext. 2682

The office of Admissions and Records can assist with the student application process, Student ID cards, petitions to challenge, residency, name changes, general petitions and support for international students.

Assessment

I4-201, ext. 2718

Assessment helps students determine which English and math classes they should take, clears prerequisites for other classes, and sets up eligibility for registration priority.

Attendance and Accounting

All students are expected to attend each meeting of all classes for which they are registered, except when absences cannot be prevented for reasons beyond a student's control.

Rules have been established by the Board of Trustees for management of class attendance:

- Faculty shall maintain accurate attendance records.
- Faculty shall take and record attendance at each regularly scheduled class meeting up to the census date for census week and census day based classes.
- Faculty shall record the actual attendance hours for each class meeting for positive attendance classes.
- Any student absent from the first class meeting shall be dropped by the instructor.
- All rosters must be cleared of inactive enrollment as of the census date. Inactive enrollment is defined as: "No shows" or "Is no longer actively participating" such as students who have accumulated excessive

unexcused absences.

- After the census date, it is the instructor's discretion to drop students who have accumulated excessive absences as stated in the course syllabus.
- Tardiness and/or leaving class early may be treated in the same manner as absences per the class syllabus.
- Final grades may be affected by attendance to the extent that the instructor has included attendance, noted as participation, in the "method by which the final grade is determined," and has provided this information in the class syllabus.
- Faculty may excuse absences when the absence results from illness, accident, other circumstances beyond the student's control, or participation in authorized professional or college activities.
- Faculty will determine if work missed during any absence can be made up.
- FOR VETERANS ONLY: To satisfy veteran reporting requirements, the last date of known activity in the class and the actual drop shall not exceed 22 calendar days.
- All drops (administrative, instructor or student initiated) shall be recorded in the same manner.
- It is the student's responsibility to drop all classes in which he/she is no longer participating. Students remaining in a class beyond the published withdrawal deadline as stated in the class schedule will receive an evaluative letter grade.
- Faculty will include a statement in the syllabus that it is the student's responsibility to withdraw from a class after the drop deadline.
- It is the instructor's discretion to use excessive absences to drop a student after the drop deadline.
- Faculty will be required to enter the last date of known activity for all students enrolled in specified Federal programs.

For more information regarding class

Student Services

attendance policy, refer to the Attendance and Accounting Manual published each academic year.

AVANZA Engagement Center

14-203, ext. 2757

The AVANZA Engagement Center focuses on integrating the LatinX student experience into the Mesa College culture. The Center is home to the Peer Navigator program, CRUISE participants, and provides the space necessary for mentoring to take place. In addition, the Center promotes Latinx culture, explores Latinx identity, and self-awareness.

Counseling

14-303, ext. 2672

Mesa College counseling faculty are available to meet with students in a variety of ways to assist in achieving their academic goals. We are committed to providing a positive college experience for you through several counseling methods. From a certificate of achievement, Associates degree, transfer from Mesa to a university, or personal counseling/development, we are here to support you! Throughout the year, counselors are also available for brief advisement sessions, commonly referred to as drop-in counseling. Students, who have quick questions or any of the following situations, can be seen during drop-in counseling.

We recommend that students seeking assistance with the following, make an appointment to see a counselor once the semester begins.

- Comprehensive educational planning
- Financial aid appeals
- Career planning/counseling
- Personal counseling
- Transfer advising
- Assistance with current class registration
- General information regarding the college or degree/certificate programs
- University transfer information

- Petitions
- Holds
- Prerequisite Clearance
- Transfer Agreements

Disability Support Programs and Services (DSPS)

14-405, ext. 2780

Students with verified disabilities have the right to receive appropriate academic adjustments and auxiliary aids as specified in the Americans with Disabilities Act, the ADAAA and Section 504 of the Federal Rehabilitation Act of 1973 (Policy 4100, Section 1.10)

Faculty and classified professionals are encouraged to refer students with disabilities and consult directly with Disability Support Programs and Services (DSPS) regarding any accommodation issues.

It is recommended that students contact DSPS early for assistance and DSPS will work to meet the needs in a timely manner.

The DSPS department can provide support for proper use of academic accommodations, integrity of curriculum, confidentiality, and use of technology, (High Tech Center, LRC 110). If you are working with students who identify themselves as persons with disabilities, or if you have any questions, call the DSPS office at x2780 or view their website at sdmesa.edu/dsps

Service Animals - Procedure 3105.2

- The San Diego Community College District will permit qualified students with disabilities to use service animals in district facilities and on district campuses (Procedure 3105.2) in compliance with state and federal law

EOPS and Special Programs

To learn about program services and to apply visit: sdmesa.edu/EOPS

EOPS

14-309, ext. 2706

Extended Opportunity Program and Services (EOPS) provides a supportive, student-centered environment and educationally disadvantaged students. EOPS aims to assist full-time, low-income students through services such as counseling, priority registration, book service, school supplies, health fees, parking permit, emergency loans, university fee waivers, EOPS scholarships and much more.

CARE

14-309, ext. 2706

(Cooperative Agencies Resources for Education) is a program offered through EOPS. The CARE program provides support services to single parents receiving CalWORKs cash aid for themselves and/or their children. CARE services include counseling support, specialized workshops, transportation assistance and educational grants/packages when funding permits.

NextUp

K-101, ext. 5895

NextUp is a state funded program serving students who were in foster care between ages 13 and up. Students must provide proof of dependency. Students must be under the age of 26 at the start of the academic year. Students may remain in the program after age 26 as long as they are continuously enrolled and make significant progress towards being enrolled in at least nine to twelve units. Services include holistic case management, community resources, and direct aid depending on funding aid.

Student Services

FAST (Fostering Academic Success and Transitions) Scholars

K-101, ext. 5895

FAST Scholars is a grant funded program serving students who experienced foster care at any age. Students must provide proof of dependency and be enrolled in at least one unit. Resources include academic counseling, access to the FAST Center, community events and workshops, and if available direct aid to support their educational goals.

Borderless Scholars and Dreamer Resource Center

I4-204, ext. 5116

The Borderless Scholar Program supports undocumented, Dreamer, AB540, DACAmented, and mixed-status students. Services provided include counseling, CA Dream Act application assistance, AB540 Affidavit assistance, meal cards, book services, DRC grants, specialized workshops and events, and legal services.

Rising Scholars

I4-309, ext. 2706

Rising Scholars is a grant funded program providing support to formerly incarcerated students. Students receive academic, personal and career counseling, community and campus referrals, transportation cards, meal cards, assistance with books, expungement clinics and specialized workshops. Students can apply through the EOPS website.

STAR TRIO

I4-308, ext. 2481

STAR TRIO is designed to motivate and support students from underrepresented backgrounds. Low-income, first-generation, and/or students with disabilities are supported through tutoring, peer mentorship, career and educational planning, Financial Aid application assistance, equipment loans, and with a

variety of school supplies. Students need to be enrolled at Mesa College, meet federal income guidelines, and provide evidence of academic need. Information about services and eligibility requirements are available at the STAR TRIO Office.

CalWORKs

I4-410, ext. 2709

The California Work for Opportunity and Responsibility to Kids (CalWORKs) is a state public assistance program that provides temporary cash aid and services to eligible families that have a minor child(ren) in the home. The Mesa College CalWORKs program is designed to guide, empower and prepare students to succeed by providing an array of academic and personal counseling in an environment that supports and promotes success, diversity, inclusion, and equity. The program enable students to achieve long-term self-sufficiency that leads to successfully transition into economic independence through a successful completion of their educational goals; degrees/certificates, transfer, workforce training, find meaningful employment and/or career advancement.

Career Center

I4-306, ext. 2777

The Career Center provides assistance to students exploring major and career options and preparing for the job search. Services and resources offered include, résumé assistance, interview techniques, job seeking skills, career assessment, job fairs, current local and nationwide job listings, online job board, internships, employer information sessions, labor market information, and one-on-one career counseling.

Evaluations

I4-306, ext. 2680

The Mesa College Evaluations Office provides services, including information and technical support, to help students achieve their certificate degree and transfer goals. Evaluations process graduation

petitions, general education certifications for transfer, and other petitions related to academic standards and program completion.

Farmers Market

K105/106, ext. 5726

The Stand offers a free, monthly Farmers Market on campus. All members of the Mesa community are welcome to bring a bag and enjoy free, healthy produce. This event generally takes place on the 3rd Thursday of every month.

Financial Aid

I4-107, ext. 2817

The Financial Aid Office assists students who might otherwise be unable to continue their education because of a financial disadvantage. All financial aid applicants must complete the Free Application for Federal Student Aid (FAFSA) or the CA Dream Act Application. Financial aid programs include, California Community College Promise Grant (CCCCPG), Federal Pell Grant, AmeriCorps Service Award and Federal Iraq-Afghanistan Service Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Cal Grants, Chafee Grant Program, Federal Work Study, Federal Direct Loan Programs (Subsidized, Unsubsidized and PLUS loans), Osher Scholarship, and Private Loans, Student Success Completion Grant.

Student Affairs

I4-408, ext. 2699

Student Affairs provides programs and services that promote the success of students, enrich the quality of campus life and support classroom instruction. Services include support for Associated Students and Inter-Club Council and Mesa Clubs; leadership development programs and activities; administration of Policy 5500 Student Rights, Responsibilities, Campus Safety and Administrative Due Process; assistance with complaints and the oversight of the Mesa Foundation Scholarship application process.

Student Services

Outreach/Community Affairs

14-101, ext. 2230

The Outreach department provides support to students who are exploring their college options. Student Ambassadors work with students in Mesa's feeder high schools to provide assistance with the admissions application, information on programs and services available at Mesa College, and general support to students as they make their transition from high school to college. Outreach participates in community events, career fairs, and college nights, and offers tours of the Mesa College campus.

Pride Center

D-102, ext. 5096

The Pride Center at San Diego Mesa College aims to promote a safe environment where LGBTQIA+ students, staff, faculty, and allies can be their authentic selves, feel welcomed, comfortable and at home.

Registration and Services

mySDCCD Online Registration (myportal.sdccd.edu) is a district-wide system that allows students to register for classes; add and drop; purchase parking permits and AS memberships; obtain class schedules; review fees owed and payment deadlines; and check their academic history.

Grades are available to students by using MySDCCD or

unofficialtranscript.sdccd.edu

Wait List - Students who attempt to register in a closed class have the option to place their name on a wait list. While the wait list does not guarantee priority enrollment, instructors are encouraged to adhere to the wait list when filling open seats. Students are automatically enrolled in the courses as space becomes available.

Student Complaint Process

Academic-Related Complaints

Student complaints about academic issues, for example, concerns regarding teaching methodology, evaluation or

grading criteria should be resolved by contacting the following persons in order: (1) instructor of the class; (2) department chair; (3) instructional dean; and (4) the vice-president of instruction.

Academic Accommodations Due to Disability (Section 504/ADA) Complaints

Students with concerns/complaints about Academic Accommodations due to Disability (Section 504/ADA) should contact Claudia Perkins, 504 Officer, x2699.

For information regarding names of appropriate department chairs and instructional deans, refer to the College Operational Structure section.

Unlawful Harassment or Discrimination Complaints

San Diego Mesa College is committed to providing an academic environment free of unlawful harassment and discrimination. Board Policy 3430 defines verbal, physical, visual or written, environmental and harassment and other forms of harassment on campus. AP 3435 sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff, or faculty member, or student within the District.

These procedures are used when a complaint concerns matters of discrimination or failure to comply with College policy or procedures or federal and/or state regulations including the Civil Rights Act; Executive Orders 11246 and 11375; the Vietnam Era Veterans Readjustment Act of 1974; the Age Discrimination and Employment Act of 1967; Section 504 of the 1973 Federal Rehabilitation Act and Americans with Disabilities Act (ADA); and the nondiscrimination laws of the State of California. Students who wish to file a complaint may do so online at: SDCCD Complaint Form or with Site Compliance Officer, Claudia Perkins, at 619-388-2699.

Non-Academic and Miscellaneous Complaints

Student complaints about non-academic classified professionals (e.g., in the bookstore or in student services offices) should be directed to the following persons in order: (1) The employee; (2) the employee's supervisor; (3) the supervisor's manager; and (4) the Dean of Student Affairs.

These procedures are used when a complaint concerns matters of discrimination or failure to comply with College policy or procedures or federal and/or state regulations including the Civil Rights Act; Executive Orders 11246 and 11375; the Vietnam Era Veterans Readjustment Act of 1974; the Age Discrimination and Employment Act of 1967; Section 504 of the 1973 Federal Rehabilitation Act and Americans with Disabilities Act (ADA); and the nondiscrimination laws of the State of California. Students who wish to file a complaint may do so online at: SDCCD Complaint Form or with Site Compliance Officer, Claudia Perkins, at 619-388-2699.

San Diego Mesa College is committed to providing an academic environment free of unlawful harassment and discrimination. Board Policy 3100 defines verbal, physical, visual or written, environmental and harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff, or faculty member, or student within the District.

Student Cheating and Plagiarism

Students are expected to adhere to the policies and procedures of the district and the college, as well as all federal, state, and local laws. Students will be subject to charges of misconduct when college or district policies and procedures; federal, state, and local laws are violated while on district or college-owned property or at district- or college-sponsored events.

Student Services

Cheating and plagiarism are a violation of the student code of conduct.

Student Disciplinary Procedures

These procedures are designed to provide uniform standards and to assure due process when a student is charged with violation of San Diego Community College District Student Code of Conduct as defined in Policy 5500, Section 3.0.

Violations of the student code of conduct are reported to and processed by the disciplinary officer. An administrative conference, which is a meeting between the student and the disciplinary officer, provides an opportunity for the student and the disciplinary officer to resolve the matter informally. Violations that are expected to result in either a suspension or expulsion of a student from the district are processed formally through a disciplinary hearing. Sanctions for violation of the Student Code of Conduct include: admonition, reprimand, disciplinary probation, restitution, removal from classes by the faculty, suspension, and expulsion. For additional information, please contact the Office of Student Affairs, 14-408, ext. 2699.

Student Success & Equity

14-401, ext. 5940

Any student who faces challenges securing their food or housing and believes this may affect their performance in their courses is urged to contact the The Stand: Basic Needs Resource Center (K-105/106, ext. 5726)

Student Health Services

14-209, ext. 2774

Student Health Services supports the success of students by attending to their physical and psychological well-being. Services include illness and injury diagnosis and treatment, blood pressure screening, family planning, health coaching, lab services, pharmacy, physical exam, physician and

nurse practitioner care, mental health care, tobacco and drug cessation, STD diagnosis and treatment, TB tests, vaccinations, COVID tests, menstrual products, and women and men's healthcare.

Student Rights and Responsibilities

The San Diego Community College District Policy 5500 outlines student rights, student responsibilities and the student code of conduct. It is published in the San Diego Mesa College Catalog and online at bit.ly/SDMesaStudentPolicies. Copies of the policy and procedures are also available in the Student Affairs Office located in 14-408. Questions or requests for additional information may be directed to the Office of the Dean of Student Affairs at ext. 2699.

Student Rights

San Diego Mesa College is strongly committed to providing a positive learning environment for all students; an environment that is free from interference and disruption and protects and respects the rights of students.

The district and the college recognize the following rights of students:

- Freedom to an impartial, objective evaluation of academic performance;
- Freedom of expression;
- Freedom from acts or threats of intimidation, harassment, or physical aggression;
- Freedom from the imposition of disciplinary sanctions without proper regard for due process;
- Freedom to take reasoned exception to data or views offered in any course of study and to reserve judgment about matters of opinion;
- Freedom to participate in the formation of policy affecting them;
- Freedom to petition to organize interest groups or join student associations;
- Freedom to invite speakers to make

presentations on campus;

- Freedom to develop student publications;
- Freedom to receive appropriate accommodations for disabilities.

The Stand- Pamela T. Luster Resource Center K-105/106, ext. 5726

The Stand is one of many equity efforts supported on this campus to help address the issue of food insecurity among our students. At The Stand, Mesa College Students have access to food and professional clothing via a point system. ALL STUDENTS are allotted an equal amount of points at the beginning of the semester to use at The Stand.

Food items vary from 1-3 points while each item of clothing is valued at 1 point. The Stand is available to ALL STUDENTS and requires no income verification or statement of need. The Stand also accepts donations of shelf-stable food and gently used professional clothing. Visit The Stand's website for more information sdmesa.edu/thestand.

Transfer Center

14-306, ext. 2473

The San Diego Mesa College Transfer Center is the focal point of transfer activities and up-to-date information for our diverse college community. We provide resources and support to empower students to become experts of their transfer educational goals and transition to

Student Services

a four year institution.

Veteran Services Office

I4-102 ext: 2805

The Veterans Success Center (VSC) provides a one stop office for our military affiliated students at Mesa College. Some of our services include academic & career counseling, tutoring, mental health, resources and workshops

Veterans Success Center

K103/104 ext 2805

The Veterans Success Centers (VSC) provides a one stop office for our military connected students at SD Mesa College. Some of our services include counseling, priority registration, school supplies, resources and workshops for military connected students.



Instruction

Academic Computing Labs

Academic Computing Labs are scheduled by the departments they support. These departments get priority when scheduling these labs for classes.

Adjunct Instructor Assignments

Adjunct instructor assignments may be made at any time between the establishment of the schedule of classes and the start of the semester or intercession or summer session. Once the assignments are made, and the Tentative Assignment Offer is signed, faculty may have only a short time to develop their syllabi, check with the bookstore to make sure there are enough text books in stock, and prepare for their classes.

Curriculum Approval Procedures

Faculty interested in initiating program change requests or developing new course proposals, including proposals for Honors courses, should begin the process by contacting their department chairs and the Academic Senate office for referral to the chair of the Curriculum committee.

Disruptive Student Behavior

Disruptive behavior includes behavior which interferes with the legitimate instructional, administrative, or service functions of the college. However, at the point behavior threatens the personal safety of a student, faculty, or classified professionals person, such behavior is classified as a crisis and will necessitate a call to Mesa College Police Dispatch 619-388-6405. or TTY 388-6419).

In identifying disruptive behavior, one should not be confused with the students' right to express their differing opinions, a right fundamental to their academic freedom.

Assessing disruptive behavior can be a highly subjective process. Each person will have his/her own level of tolerance and special strategies for handling these disruptions. One must take into consideration the severity of an occurrence/disruption as well as the number of times that a student has been disciplined for the same or similar behavior.

In identifying disruptive behavior in the classroom, the instructor must take into

consideration the impact the disruption(s) has/ have on students as well as on themselves. An instructor's tolerance level may be greater than that of their students. An instructor has to be sensitive to both non-verbal and verbal cues exhibited by a student(s) in identifying behavior disruptive to others.

Prevention

It is recommended that the syllabus define standards of conduct in the classroom. Thoroughly review with your students your behavioral expectations for the class. Instructors must familiarize themselves with locations and phone numbers (extensions) of the closest source of help (closest phone, Department Chair, School Dean) prior to the start of each semester, in order to prepare themselves on how to respond, if needed.

Recommended Actions

Ask the student to discontinue the disruptive behavior. (Cases involving academic dishonesty should be directed to the attention of the School Dean.) If the behavior continues, issue a verbal warning to the student. For example, say something like this: "If the behavior continues, you will not be allowed to remain in class for the day of the offense and the following class period." In the event the behavior continues, remove the student from the class period and the following class period. Immediately after class, consult with the Dean of Student Affairs and the Department Dean to notify them of the situation by completing a "Removal of Disruptive Students Faculty/Classified professionals Incident" form. Submit the original form to the Dean of Student Affairs and a copy to the School Dean. If the student returns and repeats the unacceptable behavior, the student should be referred to the Dean of Student Affairs or the School Dean prior to returning to class. If in any of the above steps, the student becomes abusive or refuses to leave the class, call College Police at 619-388-6405. In addition, contact the Dean of Student Affairs and School Dean. Document the event. Have the police officer file a report. The School Dean will contact the Dean of Student Affairs regarding further action upon return of student.

For more information, please contact the Dean of Student Affairs in 14-408 (ext. 2699).

Employees' Rights

Article IV—Employee Rights (Employee Handbook)

4.3.1 Employees shall be free from acts or threats of intimidation, and physical or verbal discrimination, harassment or aggression.

4.3.2 Employees shall be encouraged to participate in the formation of policy affecting them.

Faculty Rights and Responsibilities

San Diego Mesa College Academic Senate Statement of Instructor Rights and Responsibilities

An instructor's primary right and responsibility is to teach. All other rights and responsibilities are grounded in the instructor's role as teacher. Instructors have the right to expect an academic environment free from interference with the teaching and learning process. Also, instructors have the responsibility to avoid any conduct that would interfere with teaching or learning.

- Instructors have the right to free intellectual inquiry and discussion.
- Instructors have the responsibility to design their individual courses within the guidelines of the official course outline of record (COR).
- Instructors have the responsibility to inform students, through a syllabus at the beginning of the semester, about the course and its requirements and grading and attendance policies.
- Instructors have the right to select textbooks and teaching materials within the guidelines of the official course outline.
- Instructors have the right and responsibility to maintain academic standards.
- Instructors have the responsibility to conduct classes at the assigned times and adhere to their on-campus schedules.

Instruction

- Instructors have the right to have corrected, any physical plant conditions that may threaten the safety of students or classified professionals or impede the teaching and learning processes.
 - Instructors have the right and responsibility to maintain appropriate student behavior in the classroom and to discourage disruptive behavior.
 - Instructors have the right and responsibility to foster honest academic conduct and to minimize the potential for misconduct.
 - Instructors have the responsibility to make reasonable academic accommodations for students with disabilities.
 - Instructors have the exclusive right to authorize a grade change to a student record, except in situations of mistake, fraud, incompetence or bad faith (Title 5, Section 55760).
 - Instructors have the right and responsibility to base their evaluations of students solely on the quality of the student's work within the guidelines of the syllabus.
 - Instructors have the right and responsibility to engage in professional development.
- In Assembly Bill 1725, California's legislature and governor officially recognized that Community College instructors, as discipline experts, must play a central role in the governance of their institutions.
- Instructors have the right and responsibility to participate in policy and procedure development within their department, college and district.
 - Instructors have the right and responsibility to participate in the hiring, evaluation, promotion and tenure review processes.
 - Instructors have the right and responsibility to participate in curriculum development.
 - Instructors have the right and responsibility to participate in the development and implementation of sabbatical leave and professional growth policies and procedures.

- Instructors have the right and responsibility to participate in departmental, college and district committees.
- Instructors have the responsibility to adhere to departmental, college and district policies and procedures.
- While instructors are, first and foremost, teachers, they are also employees whose salaries are paid by all Californians. Instructors have the responsibility to conduct themselves as conscientious employees. And, instructors have a right to the respect and fair treatment that are due any worker.
- Instructors have the right to engage in all Constitutionally protected activities, including participating in the political process.
- Instructors have the right to pursue subsidiary interests, so long as these interests do not compromise the ability to fulfill their professional responsibilities.
- Instructors have the responsibility not to exploit students in any way, including, but not limited to, sexually or financially.
- Instructors have the right to be free from acts or threats of harassment, intimidation, insult, mockery, physical aggression, and or assault.
- Instructors have the responsibility not to discriminate against or harass students, colleagues, classified professionals or administrators.
- Instructors have the responsibility to avoid engaging in disorderly, lewd, indecent or obscene conduct or habitual profanity or vulgarity.
- Instructors have the right to expect that both formal and informal mechanisms be in place for mediation or arbitration of conflicts between faculty and all members of the campus community.

Field Trips

SDCCD form 3120.2, Request/Authorization to conduct Off-Campus Student Activity must be completed and submitted to the appropriate Dean at least two class sessions in advance of the activity. If overnight or outside California, prior Board approval is required. See Policy 3120 for further detail.

Final Examinations

There is no defined "finals week" at San Diego Mesa College. Final examinations for all classes should be given during the last class session. However, if an instructor schedules the final examination prior to the last week of the semester, the last class session should be used to review examination results or to cover additional academic information. Please note that classes may not be dismissed during the last week of the semester. It is important to follow the above procedures for administering final examinations. We are responsible for fulfilling the college's legal obligations under the academic calendar, which requires us to offer a sufficient number of days of instruction.

Grades Submission

Faculty must submit grades on MySDCCD Faculty Portal according to the grade submission deadline. Details available at [page 10 \[sdccd.edu/docs/StudentServices/manual.pdf\]\(http://sdccd.edu/docs/StudentServices/manual.pdf\)](http://page.10.sdccd.edu/docs/StudentServices/manual.pdf)

Our Records Office should be contacted for any assistance at ext. 2805.

District Office Records staff will provide immediate and ongoing status of grade non-submittals directly to the College President, VPI, and appropriate Dean. Recognizing that timely grade reporting is critical to students in a number of cases, VPI will initiate a progressive discipline process for grades not submitted on time.

Grant Proposals

Faculty and classified professionals are encouraged to use their creativity in seeking external funding by developing grant proposals. The grant concept should be shared with the dean as soon as possible. A form to seek external funding is available from the vice presidents and deans. Information about funding sources and assistance in writing a proposal can be obtained from the Director of Resource Development. All grant proposals, are taken to the Executive Committee by the Director of Resource Development to be approved by the President, VPI, VPA, VPSS. Funds from successful grant applications are managed through Business Services or by the San Diego Mesa College Foundation.

Instruction

Guest Speakers

To request approval of guest speaker, contact your Dean's office for the appropriate form.

Honors

K-108, ext 2341

The Honors Program provides students enhanced academic leadership, and service opportunities through deeper exploration of topics, learning through self discovery and independent investigation, and association with a motivated community of learners. Honors Coordinators are available to support faculty in helping these highly motivated students.

Language Center

2nd floor, library, ext. 2515

The Language Center hosts six language classrooms, language tutoring rooms and a state-of-the-art language laboratory equipped with language learning software, LRC-229. The Language Laboratory is divided into two sections: The main area, LRC-229, contains 38 student stations and is mainly used for language class reservations. The open area, LRC-229A, contains 9 student stations and is meant for individual student use.

Learning Resources and Academic Support

The four-story Learning Resource Center (LRC)

consists of the Library; Mesa Tutoring and Computer Centers (MT2C); the DSPS High Tech

Center), the Language Center, The Writing Center, and the STEM Center. The office of the

Dean of Learning Resources and Academic Support is located on the 4th floor, in the LRC 443/444.

Library

LRC, Floors 1 & 3, ext 2696/2695

www.sdmesa.edu/library

The library supports students' academic success with resources, space, and personnel to help students quickly access reliable, quality, and credible resources in the physical building and online.

The library's resources and facilities include:

Course Reserves (textbooks), print & eBooks, online resources (articles, newspapers, streaming videos), laptops & hotspots (check out), computer labs, wi-fi, scanners, photocopiers/printers (.10 a page b&w).

Librarians are available in-person, by appointment, & 24/7 chat to help find and evaluate accurate, quality resources.

Individual quiet study spaces, group study rooms/spaces, and student lounge.

Instruction sessions, workshops, and LIBS 101 are offered each semester.

Mesa Tutoring and Computing Centers (MT2C)

LRC, 1st floor; ext. 2966, & 4th floor; 2898

Mesa Tutoring and Computing Centers (MT2C) provides students with computer workstations and software programs to support individualized learning. These instructional materials are designed to improve academic skills, augment in-class activities or facilitate in-depth study for reports or research projects. Services include: Internet access, word processing, Wi-fi access, scanning, printing, and photocopying

Permission Numbers

Permission numbers provide a means for faculty to allow students to add their classes after the start of the semester. Permission numbers are assigned to students who wish to add the class and indicate that there is space available in the classroom for the student. A permission number will not be valid for a student who does not meet the prerequisite for a class.

Instructors are expected to record the name and CSID of the student who is assigned a particular permission number.

The permission number must be used by the student before the deadline for adding courses. Students must pay all tuition and fees by the date indicated on mySDCCD or they will be dropped from the class roster.

Instructors are asked to remind students of the add deadlines and the deadline for payment of tuition and fees. Late add petitions are not accepted.

Professional Learning - The LOFT

LRC, 4th floor, ext. 5000

There are a variety of professional learning and professional growth opportunities for administrators, classified professionals, and faculty. Professional Learning sessions fall into one of the primary focus areas: Innovation, Community Building, Equity & Inclusion, Excellence in Teaching and Learning. Some of the opportunities through The LOFT include, ClassiCon (held annually in June for classified professionals), Teaching Men of Color, Cultural Competency, ESCALA, and Course Redesign Institute to name a few. Throughout the fall and spring semester, there are additional Professional Learning activities that are organized by a college-wide participatory governance committee (The Campus Employee Learning Committee (CEL), which meets regularly and has representation from several sub-committees including Conference and Travel, Faculty Professional Learning Committee, Classified Professional Learning Committee, and the Flex Committee. The Flex office is also located in the LOFT.

Program Review

Program Review is an established process that now serves as the vehicle through which the College's integrated planning, evaluation, and resource allocation efforts are accomplished. Program Review consists of a four year cycle, beginning with a comprehensive review in year one, followed by updates in years two through four. The President's Office and all areas of Instruction, Student Services, and Administrative Services participate in program review.

The Program Review Steering Committee reports directly to President's Cabinet. The committee is composed of faculty, classified professionals, and administrator. Components of program review include executive summary, data

Instruction

reflection, practice reflection, goals, action plans, and resource requests. The executive summary includes information about successes and challenges, major curricular or service changes, impact of resources on previous action plan implementation, and the confirmation of accuracy of CLOs in CurricUNET. The data reflection includes information about data trends for the unit, evaluation of equity gaps, and summary of outcomes assessment discussions. The practice reflection contains information about factors affecting the identified data trends. Requests for resources are included within the program review and are provided to the College's three resource prioritizing committees for analysis and ranking purposes.

At the conclusion of the Program Review/Integrated Planning Cycle, the following reports or documents are submitted to President's Cabinet for recommendation to the President and final decision making: summary report of all program reviews and a prioritized list of requests for each of the resource areas, including supplies and equipment, faculty, and classified professionals. Program Review is a collaborative process with extensive dialogue, formal training, peer support, and transparent decision making. The Program Review Committee establishes and publishes a comprehensive timeline for program review and the prioritizing committees, conducts training, maintains a website with support materials, and communicates regularly to all campus constituents regarding program review and prioritizing committee activities and processes. For additional information regarding program, contact the Office of Institutional Effectiveness at ext. 2509.

Scholarships for Classified Professionals

The San Diego Mesa College Foundation offers scholarships for classified professionals. Scholarship applications and details can be obtained in the Student Affairs Office, ext. 2699.

STEM Center

STEM Center – Located on the 1st floor of the Learning Resource Center.

Services available: STEM counseling, tutoring, mentoring, space for private and group studying, computers and

calculators available to check out, and much more!

Syllabus

The course syllabus describes how an individual instructor will carry out the course outline with his/her students. It is the syllabus which describes class-specific assignments, instructional methods, evaluation procedures, texts and materials. In addition, the syllabus may go beyond the official course outline in terms of both topics and methods. In short, individual instructors have the freedom to create assignments and employ any instructional methodology as long as they cover the content and objectives of the Course Outline of Record. For more specific information and guidelines for developing the course syllabus, please refer to "Requirements and Recommendations for Class Syllabi" (Dean). In addition, faculty may wish to ask their department chairs for guidance in developing their syllabus and for sample syllabi from their colleagues in the department.

Tutoring Services

LRC 1st floor – STEM Center and General Tutoring, ext. 2966

LRC 2nd floor – Writing Center and Language Tutoring, ext. 5049

The Mesa Tutoring and Computing Centers' mission is to promote independent learning and confidence through empowering relationships. Support the learning process by continually creating a welcoming and safe space. Foster a community of learners. At the heart of our mission is cultivating professionalism in order to help students, tutors, classified professionals, and faculty succeed and reach their goals.

Work-Based Learning

BT-104, ext. 2701

Work-Based Learning is a continuum of experiential learning strategies and activities designed to bridge students' educational learning with valuable real-work experience. Students gain progressive exposure and interactions with industries and employers to explore career opportunities and develop workplace skills.

Contact the WBL office for assistance and support to integrate WBL in or out of the classroom.

sdmesa.edu/wbl



Administrative Services

Address/Contact Details/Emergency Contact Changes

Promptly make any changes to your address, contact or emergency contact information via PeopleSoft under your Dashboard, and by clicking My Personal Info. For name changes, submit name change request form to District Human Resources Division – Benefits Services Office, with required documentation.

Bookstore/Campus Store (MC114)

Bookstore hours are available at bookstore.sdccd.edu/mesa. Extended hours are available during the beginning of the semester and other events. The campus store provides printed and digital materials requested by faculty members.

Cafeteria Services

There are several Café locations on the Mesa campus. Hours are sent out each term via email.

Classification

Classifications and job descriptions are generally described in the District Policy as well as on the SDCCD Human Resources website (hr.sdccd.edu). Employee agreements negotiated between the respective bargaining units and meet & confer groups and the SDCCD, describe working conditions, work load, benefits, etc. Please refer to the respective agreements for specific personnel information, or call the Mesa Employment/Payroll Office at ext. 2746.

College Police Business Office (Q-100)

Any time a police officer is required, faculty and classified professionals should contact College Police Dispatch at 619-388-6405 and an officer will be dispatched to your location.

Consensual Relationships

BP 4120 Consensual Relationships, prohibits faculty from entering into a consensual relationship with a student under the employee's authority. Situations of authority include, but are not limited to: teaching; counseling; recommending employment of a student for an hourly work experience or other non-academic position; exercising substantial responsibility for grades, honors, or degrees; and considering disciplinary action involving the student. In addition, faculty should

discourage a student with whom he/she has had a consensual relationship from enrolling in a course the employee is teaching, or seeking other District-related services from the faculty. sdccd.edu/docs/policies/Human%20Resources/BP%204120.pdf

Facilities Services, (L200)

Facilities services can be contacted at 619-388-2814.

Keys/Alarm Codes

Key requests are made via the Key Request form on the Mesa College Administrative Services page: <http://www.sdmesa.edu/college-services/administrative-services/employment-payroll/key-request.shtml>. The request must be approved by the immediate supervisor/dean and forwarded to the Business Office. Faculty and Staff will be notified via email when keys/codes are available. Once notified, keys can be picked in the College Police Office, Q100.

Lactation Room (Pods)

G-212, Humanities and Multicultural Studies Building, 1st floor of MS and 2nd floor of S.

Mesa College offers a Lactation Room where mothers may pump or nurse in a comfortable and private space. The Lactation Room contains a comfortable chair, a table, a refrigerator and electrical outlets. Nursing individuals may visit A-101, Business Office Support or call ext. 2746, for more information and to gain access.

Leaves

Please refer to your specific Collective Bargaining Unit Agreement for details. Some leaves require prior approval from your supervisor/administrator in addition to adequate time of notification. All leaves require a completed form with your signature and your supervisor/dean's signature within the timeframe indicated in your specific Collective Bargaining Unit Agreement.

Mail Services

All mail services are provided in MC-215, by the Printing & Mail Services Department. Bulk mail service can also be provided if arrangements are made with the Printing & Mail Services Department.

All US Mail must be received in the mailroom

by 11:00 am to meet the USPS pick-up deadlines. You must write your department name on the upper left portion of your envelope along with a return address, otherwise your mail will have to be opened to determine which department to charge for postage. Mailbox questions should be directed to Printing & Mail Services at ext. 2764

Mesa College Foundation

The San Diego Mesa College Foundation maintains exempt status as a 501 (c) (3) organization by the Internal Revenue Service, and is identified as a "California Nonprofit Public Benefit Corporation." The Mesa College Foundation was established and designed to support the mission and students of San Diego Mesa College.

To reach the Mesa College Foundation, call Krista Stellmacher at ext. 2285, or at kstellmacher@sdccd.edu.

Parking (Faculty/Staff Permits)

Faculty/Staff must print and complete a Faculty/Staff Permit request form. Hard copies can be picked up from any college police office. Once the form is completed and signed, return it to the college police office at the campus of employment. You may also e-mail the completed application to parking@sdccd.edu. Processing of the permit may take 5-10 working days. Once the permit application is processed the employee will be notified and they may pick the permit up at the college police office. Employees must pick up their permit in person and show identification (SDCCD ID card, Driver's license, California ID card, etc. are examples of valid forms of identification).

(Form: sdccd.edu/docs/Police/Permit%20Application.pdf)

Pay Rate

If you have questions regarding your pay rate, contact Human Resources, Classification/Compensation Department, District Office, Room 330; Phone: 619-388-6576.

Pay Cycle and Time Cards

If you have any questions regarding your timesheet(s), pay cycle or direct deposit, please contact Employment Services at ext. 2746.

Phone

Any problems with telephone instruments or lines should be communicated to Telephone Repair Services with Shondell McGowan at ext. 1127.

Administrative Services

Printing Services

A variety of printing and other print related products are available at the Print and Mail Services Department located in room MC-215, including digital printing, stapling, collating, coil binding, cutting, padding, pre-press, large format printing. The Print and Mail department can be contacted at ext. 2764.

Prohibition of Discrimination and Harassment in The Academic Setting

The District prohibits illegal discrimination. Board Policy 3410 Nondiscrimination provides, "The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military veteran status, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics."

sdccd.edu/docs/District/policies/District%20Governance/BP%203410.pdf

The District prohibits all forms of harassment. Board Policy 3430 Prohibition of Harassment provides, "All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, or military and veteran status or because they are perceived to have one or more of the foregoing characteristics."

sdccd.edu/docs/District/policies/District%20Governance/BP%203430.pdf

[Governance/BP%203430.pdf](http://sdccd.edu/docs/District/policies/District%20Governance/BP%203430.pdf)

If you would like to take an online training program regarding Sexual Harassment Prevention, you may access at <http://sdccd.keenan.safecolleges.com>. Simply enter your complete District e-mail address or the e-mail address you have provided as your contract address in order to access the training.

Property Damage, Instructor or Student

Any damage to personal property, to college property or to property at one of the satellite locations should be reported as soon as possible to College Police. To make a report, call College Police Dispatch at ext. 6405 (619-388-6405). The report should state what was damaged, how it was damaged, who caused the damage if known, and how much occurred. Contact Dispatch if you see any crime in progress.

Revolving Cash

Reimbursement from the Revolving Cash Fund account is subject to procedure AP6300.10 established by the District. Revolving Cash information can be found on the Mesa College website under Business Services sdmesa.edu/about-mesa/institution/administrative-services/business-services/rcf/.

Smoking Policy

Mesa College is a non-smoking campus. For the complete District Smoking Policy, please reference Administrative Procedure AP0505.02 – SMOKE AND TOBACCO-FREE DISTRICT PROPERTY ENFORCEMENT which can be found at sdccd.edu/public/district/policies/.

Stockroom (Supplies)

The stockroom is located at MC-124 at ext. 2761. The stockroom provides supply services to faculty and classified professionals, including receiving functions, inventory control, and maintenance of charge-back system.

Student Accounting

The Student Accounting Office provides the financial piece of the registration process. It does so as streamlined and problem-free as possible so students can concentrate on achieving their educational goal. The office also provides accounting support to the Associated Student Government and other

Fiduciary Fund accounts. These accounts provide various funding sources to help to enrich student life.

Substitutes

All substitutes must meet established District requirements. Hourly substitutes must be approved by the Dean's office. For questions, contact your Dean or the Mesa Employment office at ext. 2746.

Travel and Mileage

Travel and local mileage information can be found at: sdmesa.edu/about-mesa/institution/administrative-services/business-services/tr/.

Also refer to Board Policy 6310 Travel. Prior approval by the appropriate administrator must be obtained and the necessary travel request forms must be processed through the Business Office (A102).

Tuition Reimbursement for Classified Professionals

Tuition reimbursement may be available to support continued education. For forms and inquiries, please refer to the respective bargaining agreement/handbook, your immediate supervisor, the Mesa Employment/Payroll Office ext. 2746 or the District department listed above ext. 6373.

Voice Mail

Voice mail is available for all tenured/tenure-track faculty members and departments. It is important to check your voice mail messages frequently, particularly in the first few weeks of the semester. Voice mail is often the only way students are able to contact their instructors directly, and they rely on the faculty to respond in a timely manner. If you need assistance please contact the District IT department at ext. 7000.

General Information

Who Is Responsible: Index Of Responsibilities

Academic Senate President	Andrew Hoffman	A-117	-2733
Academic/Accommodation-Disabled 504 Officer	Claudia Perkins	I4-408	-2699
Accident Reports (Day)	Immediate Supervisor		
Accident Reports (Eve./Sat)	Michael Davis	MC-215	-2510
ADMINISTRATION			
Office of the President	Ashanti T. Hands, President	A-104	-2721
Office of Instruction	Isabel de los Angeles O'Connor, VP	A-103	-2755
Student Services	Larry T. Maxey II, VP	I4-401	-2678
Administrative Services	Lorenze Legaspi, VP	A-102	-2990
Admissions	Ivonne Alvarez	I4-102	-2687
Apolliad Theater	George Ye	G-316	-2621
Art Gallery	Alessandra Moctezuma	G-232	-2829
Articulation	Juliette Parker	LRC-423L	-2639
Associated Students	Zora Williams	I4-409	-2903
Athletics/Exercise Science	Ryan Shumaker, Dean	ES-203D	-2737
Audiovisual	Michael Davis	MC-215LRC	-2510
Asian American and Native American Pacific Islander Serving Institution (AANAPISI)	Leland Simpliciano	SB110D	-2406
Bookstore	Rob Meyers	MC-114	-2568
Business Services	Erica (Patty) Garcia	A-102	-2771
Company Kitchen	Arianna Becerra	Cafeteria	951-710-7484
Campus Photography/Graphic Design	Hai Duong	A-110	-2272
Campus Tours (Students)	Jennifer Park	I4-101	-2632
Career Center	Olivia Picolla	I4-306	-2680
Career Education (WBL)	Alexander Berry	BT-104	-5025
CalWORKs	Grace Aumoeualogo	I4-410	-2709
Civic Center Rooms	Jacqueline Collins	LRC	-2554
Classified Senate	Vacant	TBA	-TBA
College Police	Joseph Ramos	Q-100	-6405
College Technology Services	David Fierro	MC-215	-2515
Commencement	Victoria Kerba Miller	I4-408	-2699
Communications/Newsroom	Anabell Pulido	A-111	-2759
Computer Support (Classroom)	Kevin Branson	MC-215	-2861
Computer Support (Employee)	District IT	District IT	-7000
Counseling	Cynthia Rico, Counseling Chair	I4-303	-2672
	Andrew Tanjuauqio, Counseling Sup.	I4-303	-2779
Crisis Response	Police Dispatch	Q-100	-6405
Curriculum Committee Chair	Justin Estep	G-248	-2367/-2850
Disability Support Programs and Services	Erika Higginbotham	I4-405	-2780
DSPS Coordinator			
Discipline, Student	Victoria Kerba Miller, Claudia Perkins	I4-408	-2699
Dreamer Resource Center and Borderless Scholars	Angel Aguilar Garcia	I4-309	-2706
EOPS Director and Special Programs (Acting)	Karla Trutna	I4-309	-2468
NextUp & FAST Scholars Program Coordinator	Vacant	K-101	-2992
Equal Employment Opportunity	Claudia Perkins	I4-408	-2699
Equipment Transfers	Frank Fernandez	MC-124	-2761
Evaluations	Olivia Picolla	I4-306	-2777
Facilities Services	Dave Warczakowski	J-106	-2814
Financial Aid	Saúl Quiroz	I4-107	-2820
High Tech. Center (LRC)	Erika Higginbotham	LRC	-2893
Honors	Ingrid Jayne, Danté L. Jones	K-108	-2341
Humanities Institute	Michael Cox	SB-311G	-5920
HSI Grant	Toni Parsons	LRC-461	-2394
Instructional Improvement (Flex)	Eva Parrill	LRC LOFT (LRC-4th Floor)	-5000
International Education	Dora Schoenbrun-Fernandez	G-237	-2228
Internships	Pavel Consugera	BT-104	-5025
Admissions	Ivonne Alvarez	I4-102	-2717
International Students Advisor	Terrence Hale	I4-303	-2888
Kapwa Learning Community	Patricia (Trish) Guevarra	I4-303	-5009

General Information

Keys	College Police	Q-100	-2749
Learning Resource & Academic Support	Lorie Crosby Howell, Dean	LRC 443/444	-2799
	Janue Johnson, LRAS Chair	LRC LOFT	-5012
Library	Lisa Burgert, Asst LRAS Chair	LRC	-5740
Library Services	Yolanda Giang, Supervisor	LRC	-2696
LOFT (Learning Opportunities for Transformation)	Janue Johnson, Coordinator	LOFT (LRC-4th Floor)	-5012
MAAP (Athletic Counseling) and Athletics Program	Michael Temple	I4-303	-2538
Maintenance	Dave Warczakowski	J-108	-2814
Mesa Academy/UMOJA	Masuma Mohammadi	I4-303	2538
Mesa College Foundation	Krista Stellmacher	A-111	-2285
News/Media Liaison	Anabell Pulido	A-110	-2759
Outreach and Community Relations	Jennifer Park	I4-101	-2632
Peer Navigators/CRUISE	Agustin Rivera, Jr.	I4-203	-5991
Pride Center	Lucio Lira	D-102	-5096
Printing and Mail Services	David Fierro	MC-215	-2764
Professional Development/Learning	Janue Johnson, Coordinator	LOFT (LRC-4th Floor)	-5012
Program Review	Hải Hoàng	A-109	-5035
Promise Program	Jocelyn Werlinger	I4-201	-2587
Puente Program	Patricia Rodriguez	I4-303	-2013
Records, Student	Jose Antonio Hueso	I4-102	-2805
Research	Nancy Cortés	A-109	-2319
Residency	Ivonne Alvarez	I4-102	-2688
Rising Scholars	Karen Geida	I4-309	2706
Room Reservations	Jacqueline Collins	LRC	-2554
Scholarships	Victoria Kerba Miller	I4-408	-2699
Security/Police	Joseph Ramos	Q-100	-6504
Site Compliance	Claudia Perkins	I4-408	-2699
Social Media	Pablo Vela	A-110	-2356
STEM Center	Brian Mackus	LRC-126	-2257
Stockroom	Frank Fernandez	MC-124	-2716
Strong Workforce	Alexander Berry	BT-104	-5025
Student Accounting	Lynn Dang	I4-106	-2704
Student Affairs	Victoria Kerba Miller	I4-408	-2699
Student Clubs	Courtney Lee	I4-408	-2698
Student Employment	Olivia Picolla	I4-306	-2777
Student Success & Equity	Leticia Díaz	I4-401	-5940
Student Health Services	Suzanne Khambata	I4-209	-2774
Student Newspaper (Mesa Press)	Janna Braun	G-202, G-122-F	-2966
The Stand - Dr. Pamela T. Luster Resource Center	Johanna Aleman	K105/K106	-5726
Test Proctoring for DSPS	DSPS	I4-405	-2780
Testing/Assessment Office	Amy Bettinger	I4-201	-2632
Transfer Center	Anne Hedekin	I4-306	-5015
Tutorial Services/ Writing Center	Mark Manasse	LRC	-5049
UMOJA Program	Jordan Nash	I4-303	-2672
Veterans Services	Jose Antonio Hueso	I4-102	-2805
Veterans Success Center	Jose Antonio Hueso	K-103/104	-2852
Visix	Michael Davis	MC-215	-2510
Web applications / sdmesa.edu	Joel Arias	A-110	-2955
Work-Based Learning	Katlin Choi		
	Shawn Fawcett	BT-104	-2701
Work Experience	Shawn Fawcett	BT-104	-2340

*When dialing from a Microsoft Teams phone, you must first dial 619-388-(extension).

District and Campus Crisis Response Procedures

Crisis	Example/Definition	Initial Responders	Backup
Sexual Assault	Rape Sexual battery	Title IX: 619-388-6805 Please defer to the victim's wishes if they would like College Police 619-388-6405	Student Health Services 619-388-2774
Non-Sexual Assault	Battery Fist fight	College Police 619-388-6405	Student Affairs 619-388-2699
Title IX Matters	Domestic related violence/ Stalking/ Indecent exposure	Title IX 619-388-6805	Student Affairs: 619-388-2699
Alcohol Related Cases	Drunkenness	College Police 619-388-6405	Student Affairs 619-388-2699
Drug Related Cases	Possession Use of marijuana/drugs	College Police 619-388-6405	Student Affairs 619-388-2699
Vehicular Accidents	Collision	College Police 619-388-6405	Student Affairs 619-388-2699
Disaster Situations	Fire Chemical spills Arson Bomb threats	College Police 619-388-6405	Facilities 6149-388-2814 Administrative Services 619-388-2990
Disturbances	Psychological cases: Suicidal ideation, attempts or suicide	College Police 619-388-6405	Student Health Services 619-388-2774 Student Affairs 619-388-2699
Threats	Phone threats	College Police 619-388-6405	Student Affairs 619-388-2699
Hate Crimes	Hate literature, graffiti	College Police 619-388-6405	Student Affairs 619-388-2699 Site Compliance 619-388-2699
Other Injuries	Minor Injuries	College Police 619-388-6405	Student Health Services 619-388-2774
	Serious Injuries	College Police 619-388-6405	Student Health Services 619-388-2774

Campus Map

SAN DIEGO MESA COLLEGE

7250 Mesa College Drive, San Diego, CA 92111-4998,
General Information: 619-388-2600



Scan to download
the Campus Map



MESA COLLEGE IS A SMOKE-FREE CAMPUS



AT 7381.1 BICYCLES, SKATEBOARDS, ROLLER-SKATES,
ROLLER BLADES AND OTHER DEVICES OF SIMILAR
NATURE ARE PROHIBITED

POLICE ESCORT SERVICE
619-388-6405



A1	President, V.P. Instruction, V.P. Administrative Services, Business Office Support (101-105)	FA	Fine Arts, Art Gallery	* Student Services	GENDER NEUTRAL RESTROOM
A1	Foundation/Resource Dev., Office of Communications	I400	Student Services Center and Classrooms *	Admissions	LACTATION ROOM
B	Inst. Effectiveness and Research (108-111)	K1	The Stand, VSC, NextUP, Honors and Classrooms	Counseling	ADA PARKING
BT	Center for Business and Technology	L1	Exercise Science L100	Financial Aid	PARKING Permit needed please follow parking instructions
C1-CT	Classrooms C100 and Apolliad Theatre CT	L2	Facilities L200	Student Accounting	AED - AUTOMATED EXTERNAL DEFIBRILLATORS
C2	Classrooms C200	LRC	Learning Resource Center (Library)	other student services	PARKING PERMIT MACHINES
CDC	Child Development Center	MET	Met High School (K200)		MOTORCYCLE PARKING
CE	Continuing Education Building	MC	Mesa Commons **		MTS BUS STOP. ROUTES 44,41
CP	Central Plant	MCQ	Mesa Commons Quad		DROP OFF & PICKUP AREA
D1	PRIDE Center, Classrooms D100	MS	Math and Science Complex		
D2	Classrooms D200	P1	Classrooms P100		
D3	Classrooms D300	P2	Storage P200		
DS	Merrill Douglas Stadium	P3	Animal Health Technology P300		
ES	Exercise Science	PS	Parking Structure		
EV	English Village	Q	Mesa College Police Offices Q100		
G	Humanities & Multicultural Studies	S	Allied Health Education S100, S200, S300		
GYM	Main Gym	SB	Social and Behavioral Sciences Building		
		Z	Mesa College Design Center		

**** Mesa Commons**
Cafeteria
Campus Store (Bookstore)
7215 Culinary Outlook
Printing and Mail Services
Stockroom
Technology Services

- GENDER NEUTRAL RESTROOM**
- LACTATION ROOM**
- ADA PARKING**
- PARKING**
Permit needed please follow parking instructions
- AED - AUTOMATED EXTERNAL DEFIBRILLATORS**
- PARKING PERMIT MACHINES**
- MOTORCYCLE PARKING**
- MTS BUS STOP. ROUTES 44,41**
- DROP OFF & PICKUP AREA**



SAN DIEGO
MESA COLLEGE