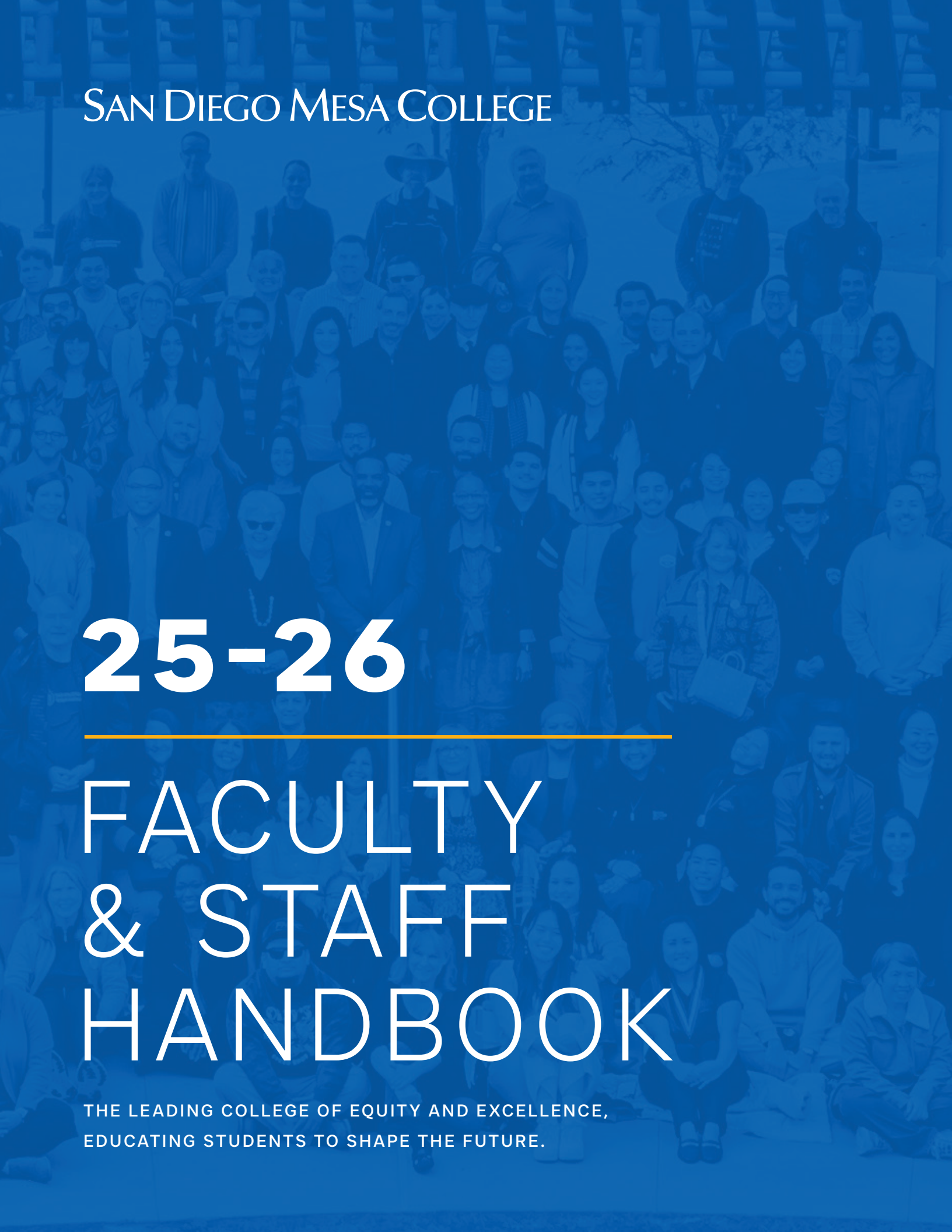
SAN DIEGO MESA COLLEGE



25-26

FACULTY & STAFF HANDBOOK

THE LEADING COLLEGE OF EQUITY AND EXCELLENCE,
EDUCATING STUDENTS TO SHAPE THE FUTURE.

San Diego Mesa College

About

San Diego Mesa College is a fully accredited, comprehensive institution 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 within an inclusive learning environment. By promoting student learning and achievement that lead to degrees and certificates, transfer, workforce training, and lifelong learning, we empower students to reach their educational goals and shape their futures.

One of the largest community colleges in California, Mesa serves more than 31,000 students each year, with approximately 10 percent enrolled full time. Mesa offers nearly 200 associate degree and certificate programs and was among the first California community colleges to offer a bachelor's degree. Mesa ranks as San Diego's leading transfer institution and is proudly recognized as a Black Student Serving Institution, 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

Table of Contents

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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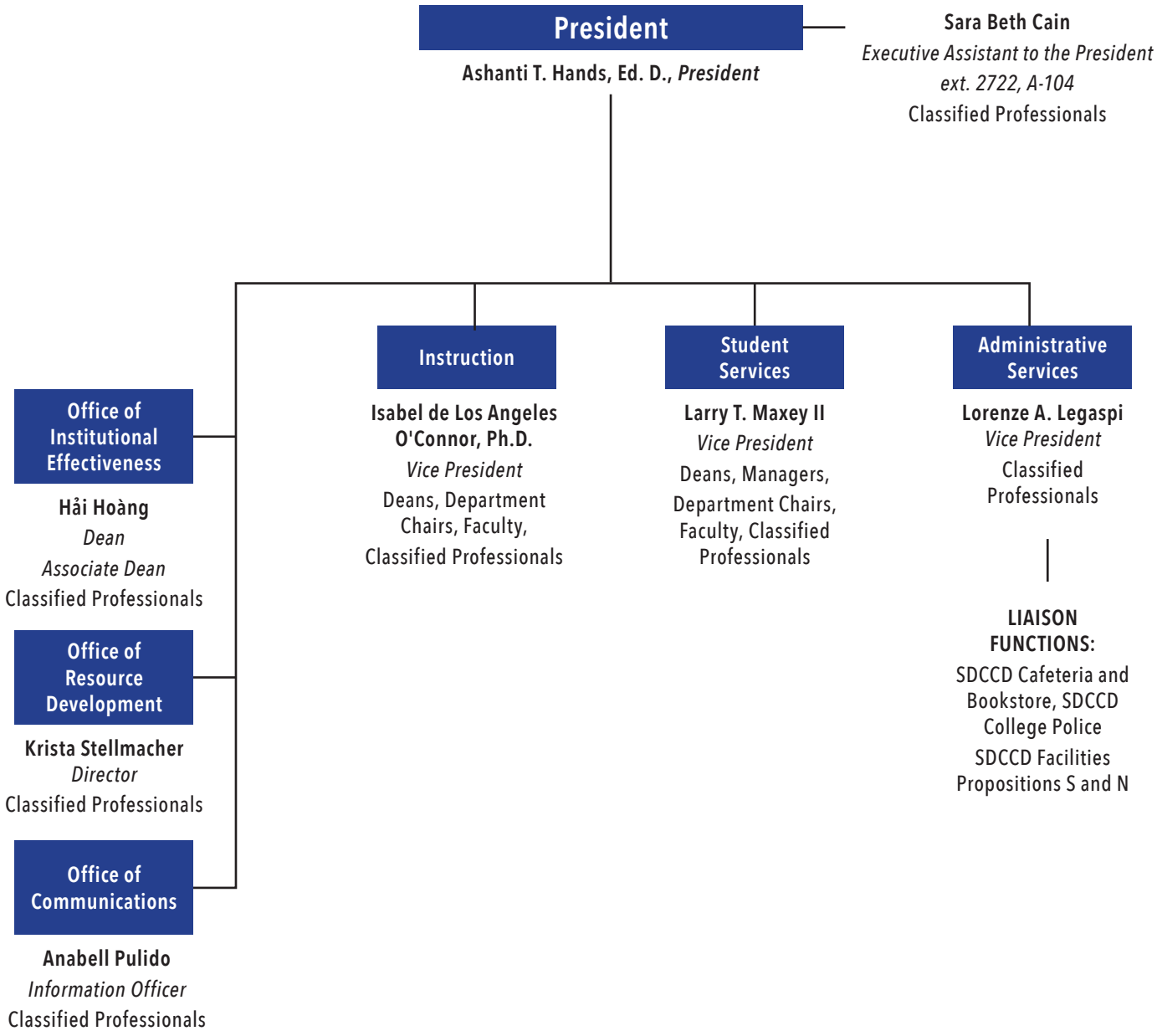
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Who's Responsible

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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





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
Associate Dean, Research and Innovation
Kyung Ae Jun, MBA ext. 5916
Research & Planning Analyst
Adriana Caetano Fournier, M.S., ext. 2459
Research & Planning Analyst



Thien-Y Trinh, MBA ext. 5992
Acting Research & Planning Analyst
Nabressa Lilly, M.A, ext. 2231
Regional Career & Technical Education Research Expert
Liza Rabinovich, M.Ed
Faculty Outcomes Coordinator



Office of Resource Development

Krista Stellmacher, CFRE, Director
Room A-111, ext. 2285
Kiana Kikuchi, Administrative Technician
Room A-111, ext. 5180

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.

Find all **guidelines** here:
sdmesa.edu/officeofcommunications

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, Public Director
Christine Lee,
Treasurer, Public Director
Kim Heinle,
Secretary, Public Director
Felipe Arevalo,
Public Director
Dr. Pavel Consuegra,
College Director
Dr. Ashanti Hands,
College Director
Dr. Madeleine Hinkes,
Public Director
Ricky Hirschi,
Public Director
Shaniece Lewis,
Public Director
Dr. Pamela Luster,
Public Director
Jeff Marston,
Public Director
Larry T. Maxey II,
College Director
Dr. Isabel O'Connor,
College Director
Dr. Denise Rogers,
College Director
Alexander Szeto,
Public Director

Staff Support

Krista Stellmacher,
CFRE, Development and Entrepreneurship Director, Mesa College
Kiana Kikuchi,
Administrative Technician, Resource Development, Mesa College
Anabel Pulido,
Director of Communications, Mesa College
Amanda Brown,
Project Analyst, Mesa College
Dr. Michael Lettieri
Project Analyst, Mesa College
Evergreen Alliance,
CPA Services

Instruction



Office of Instruction

Room A-103
Isabel de Los Angeles O'Connor, Ph.D., Vice President, Instruction
Mila Zagyanskiy, Administrative Assistant V, ext. 2755
Dr. Tara Hardee Teodoro Dean of Instruction
Sarah Hood Administrative Technician 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

Leland Simpliciano, Acting Title III HSI STEM Program Activity Manager
Vacant 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, ext 2406



School of Business and Technology

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

Business

Mark Abajian, Chair, ext. 2432
Tara Maciel, Chair ext. 2528
Accounting
Business
Culinary
Economics
Fashion
Fermentation
Hospitality
Marketing
Real Estate

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



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

Work Experience

Shawn Fawcett, Coordinator, ext. 2340

Mesa Impactship Program

Pavel Consuegra, Coordinator, ext. 5072



School of Social/ Behavioral Sciences And Multi-Cultural Studies

Dr. Dina Miyoshi, 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

Ryan Mongelluzzo, Chair, ext. 5930
Anthropology
Psychology
Sociology

Christina Sanchez Volatier, Dept Liaison
Justin Estep, Dept. Liaison
Oscar Torres, Dept. Liaison

Black Studies

Candace Katungi, Ed. D., Chair, ext. 5047

Chicano Studies

Cesar Lopez, Chair, ext. 2368

Social Sciences

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



School of Humanities

Jill Moreno Ikari, Ed. D., Acting Dean
Alison Crakes 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,Ed.D., 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

Leticia P. López, Ph.D. 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 Brahmbhatt, 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
Edeama Onwuchekwa Jonah Ph. D., 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
Mark Manasse, Tutor Coordinator
Kristin Krogh, Instructional Support Supervisor

Honors
Ingrid Jayne, Honors Coordinator
Danté Jones, Honors Coordinator

Teacher Education
Laurie Strong



School of Health Sciences/ Public Service

Cassandra Storey, Dean
Alison Mona, Administrative Assistant IV ext. 2789, S-300
Vacant, Sr. Clerical Asst.
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
Annette Miner, Asst Chair
American Sign Language, ASL-English Interpreter Training

Consumer/Nutrition Studies
Christine DuPraw, Chair
Ida Cross, Asst. Chair.
Child Development Center, Nutrition Studies



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 Servicesext. 2678

Larry T. Maxey II, M.A.
Vice President, Student Services, Room I4-401,

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
Room I4-408, ext. 2699

Victoria Kerba Miller, Dean,

Zulma Heraldez,
Administrative Assistant IV,

Courtney Lee, Senior Student Services Assistant,

Claudia Perkins, Site Compliance, 504, Student Conduct Officer

Associated Students

Jeremiah Palomino, AS President, Room I4-409, ext. 2903

Cornor Alexander, AS Vice President, Room I4-409, ext. 2903

Financial Aid
I4-107, ext. 2817

Saúl Quiroz, Financial Aid Director,

Pilar Ezeta-Rodriquez,
Financial Aid Officer

Vacant, Senior Student Services Assistant,

Lupe Bueno,
Student Services Assistant,

Roberto Corral,
Student Services Assistant,

Denise Duarte Antunez,
Student Assistance Technician/Financial Aid,

Mandalin Hankinson,
Student Services Assistant

Zeynab Jasim,
Student Services Assistant

Louis Flores-Arzola,
Student Assistance Technician,

Yuli Hernandez,
Student Assistance Technician,

Susana Kennemer,
Student Assistance Technician,

Trey Murriel,
Student Assistance Technician

Julissa Samano,
Student Assistance Technician,

Cecilia Valdez
Student Assistance Technician/

Outreach and Community Relations / Promise

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

Amy Bettinger,
Student Services Technician, Room I4-101, ext. 5816

Cesar Gaxiola,
Student Services Technician, I4-101, ext. 5970

Claudine Castagna,
Promise Student Services Technician, I4-101, ext. 5146

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, Student Services Technician Assistant, Room I4-209, ext. 2774

Alejandra Espinoza
Senior Student Services Assistant

Olive Panes-Gindelberger Senior Student Services Assistant



Office of the Dean of Student Development Room I4-401,

Cynthia Rico, Ed. D.
Dean,

Angie Avila, ext. 2896
Administrative Assistant IV

Admissions
Room I4-102,

Ivonne Alvarez,
Admissions and Records /VA Director, ext. 2689

Karina Sandoval,
Student Services Supervisor, ext. 2687

Jose Aranda, Student Services Technician, Resid. ext. 2688, Int. ext. 2717

Francisco Blas,
Student Services Technician,
ext. 2684

Helena Hubbard,
Senior Student Services Assistant, ext. 2682

Trung Huynh, Senior Services Technician for Residency, ext. 2688 Int. ext 2717

Marsha Joseph
Student Services Assistant, ext. 2682

Micha Tannous,
Senior Student Service Assistant,
ext. 2688

Austin Tran, Student Services Assistant

Victoria Vela, Senior Student Services Assistant, ext. 2682

Mia Zedukes, Student
Senior Student Service Assistant,
ext. 2682

Lauren Beltran, Senior Student Service Assistant,
ext. 2682

Alan Vo,
Student Services Assistant, ext. 2682

Rodd Brisson, Student Services Assistant, ext. 2682

Counseling & Orientation Room I4-303,ext. 2538

Andrew Tanjuaquio,
Student Services Supervisor

Laila Kamar,
Student Services Assistant

Florence Nguyen,
Student Services Assistant

Gabriel Adona,
Counselor

Marisa Alioto,
Counselor

Sasha Davila,
Counselor

Justin Rapolla,
Student Services Assistant

Nancy Barlow,
Student Services Technician

Kristy Carson,
Counselor

Nicholas DeMeo,
Counselor

Adrienne Aeria Dines,
Counselor

Andrew Malinis
Counselor

Adam Erlenbusch,
Counselor

Shirley Flor,
Counselor

Patricia Guevarra,
Counselor

Terrence Hale,
Counselor

Anne Hedekin,
Counselor

Ramiro Hernandez,
Counselor

Leroy Johnson,
Counselor

Guillermo Marrujo,
Assistant Chair, Counselor

Roxann Martinez,
Senior Student Services Assistant

Laura Mathis,
Counselor

Masuma Mohammadi,
Counselor

David Navarro, Counselor
Miriam Pacheco, Counselor
Jordan Nash Counselor
Valerie Pallares-Herrera, Counselor
Kari Parker, Assistant Chair, Counselor
Kirsten Pogue-Cely, Counselor
Anthony Reuss, Counselor
Patricia Rodriguez, Counselor
Raul Rodriguez, Counselor
Abimaliel Rosario, Student Services Technician
Diana Soqui, Counselor
Raquel Sojourner-Worlds, Counselor
Michael Temple, Counselor
Emilia Renner, Student Services Technician
Charles Shimazaki, Administrative Assistant III

Transfer, Career, Evaluations

Olivia Picolla, Student Services Supervisor, Room I4-306, ext. 2778
Anne Hedekin, Counselor, Transfer Center Coordinator, Room I4-306, ext. 5050
Kristy Carson, Career Counselor/ Coordinator, Room I4-303, ext. 2535
Raquel Sojourner-Worlds, Career Counselor/ Coordinator, Room I4-306, ext. 5921
Celine Ahearn, Student Services Technician, Room I4-306, ext. 5040
Ayana Woods, Student Assistance Technician, Evaluations, Room I4-306, ext. 2594
Sadie Wager, Student Assistance Technician, Career, Room I4-306, ext. 5975
Darcey Flores, Senior Student Services Assistant, Transfer, Room I4-306, ext. 2994
Vincent Villareal Student Services Assistant, Career, Room I4-306, ext. 2596

Veterans & Records

Room I4-102, ext. 2805
Jordan Agricula, Student Services Supervisor,
Laura Arellano Rodriguez, Student Services Technician,
Helen Dinh, Student Services Assistant,
Adrian Tanjuaquio, Student Services Technician,
Ashtan Farmer, Student Services Assistant,
Jocylen Werlinger. Student Services Assistant
Dustin Zeuske, Senior Student Services Assistant,

Veterans Success Center

Jordan Agricula, Student Services Supervisor
Vacant, Administrative Technician
Jocelyn Werlinger, Student Services Assistant



Office of the Dean of Student Success & Equity

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

The Stand-Pamela T. Luster Resource Center

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

AVANZA/Peer Navigators CRUISE

Room I4-203, ext. 2757
Agustin Rivera, Jr., Student Support Services Officer,
Alexi Balaguer, Student Assistance Technician,

CalWORKs

Alondra Gomez, Adjunct Counselor/ Coordinator, Room I4-410, ext. 2709

DSPS

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

EOPS and Special Programs CARE / NextUp FAST Scholars STAR TRIO

Room I4-309
Karla Trutna, Director, ext. 2468
Nellie Dougherty, EOPS Chair, ext. 2706
Grace Aumoeualogo, EOPS Counselor and CARE Counselor Coordinator, Ex. 2992
Vacant, STAR TRIO Counselor Coordinator
Ivonne Valencia-Meza, NextUp and FAST Counselor Coodinator, ext 8772
Nicole Judd, EOPS Student Services Technician, Room I4-309, ext. 2706
Thuan Le, STAR TRIO Student Technician. Room 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

Pride Center

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

DEIA

Edeama Onwuchekw Jonah, PhD Coordinator, ext. 2550

Dreamer Resource Center and Borderless Scholars

Room I4-309,
Angel Aguilar Garcia, Counselor Coordinator, ext. 2706

Rising Scholars

Room I4-204,
Joel Vera, Adjunct Counselor Coordinator, ext. 5107

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

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

Provides timely and accurate financial information and support to the campus community, the District, and external partners. We use sound accounting practices and strong internal controls to ensure accountability, fiscal compliance, and the proper use of public funds while upholding SDCCD policies and professional standards. We contribute to institutional fiscal stability by ensuring all expenditures meet required regulations. As the campus liaison with District offices, we support the procurement of goods and services and provide technical assistance and training for purchasing and requisitions, travel and expense processing, financial reporting, and budget development and monitoring:

- Purchasing/ requisitions
- Travel authorization and reporting
- Financial reporting
- Budget monitoring

Nicole Roesler, Director, Administrative Services

Virginia Enriquez, Sr. Accounting Technician

Thomas Hartzell, Administrative Technician

Iman Salim, 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.

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

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

Rocio Sandoval, Administrative Assistant IV,

MC-215, ext 2880

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

Carlos Wales, Instructional Lab Tech

Timothy Osaki, Instructional Lab Tech

Daniel Arias, Network Specialist

Vacant, Network Specialist

Samuel Silipo, 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
- Faculty Support Services

David Fierro, Director, College Technology Services
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
- Co-curricular accounting
- Revolving cash fund

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

Tara Hardee Teodoro
Dean of Instuction
ext. 2755, A-103

Leticia Lopez
Dean, Arts and Languages
ext. 5160, G-201

Dina Myoshi
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

Jill Moreno Ikari, Ed. D.
Acting Dean, Humanities
ext. 2797, G-201

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

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

Lorie Crosby
Acting Dean, Math and Natural Sciences
ext. 2795, MS-301

Jennifer Carmichael 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

Cynthia Rico, Ed. D.
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

Leland Simpliciano
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

Nicole Roesler
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 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
Cynthia RIco	Student Services Dean Representative
Mary Gwin	President, Academic Senate
Veronica Gerace	Vice President, Academic Senate
Mary Gwin	Academic Senate Representative
David "Das" Odasso	Chair, Academic Affairs
Ian Duckles	Chair of Chairs
Ayana Woods	President
Alison Mona	Vice President
Jeremiah Palomino	President, Associated Students
Cornor Alexander Jr.	Vice President, Associated Students

Academic Senate Executive Committee

Mary Gwin	President Elect
Andrew Hoffman	Immediate Past President
Veronica Gerace	Vice President
Thekima Mayasa	Treasurer
Vacant	Academic Senate Secretary
Ryan Mongelluzzo	Senator-at-Large #1
Irena Stojimirovic	Senator-at-Large #2
Veronica Gerace	Chair - Professional Advancement
Ian Duckles	Chair, Committee of Chairs
David "Das" Odasso	Chair of Academic Affairs
Justin Estep	Co-Chair - Curriculum Review
Vacant	Acting Co-Chair - Program Review
Sue Saetia	SDMC AS Committees Secretary

Classified Senate Executive Officers

Ayana Woods	President
Alison Mona	Vice President
Eileen Hayward	Treasurer
Jennifer Phelps	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
ALMA: Alliance for Latine Mesa Achievement
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
ALMA (Alliance for Latine Mesa Achievement) 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
Student Parent Task Force
Harambe Protocol

Committees with Associated Student Membership

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

Board of Trustees

Geysil Arroyo, Mariah Jameson, Marichu G. Magaña, Psy.D., Craig Milgrim, and Maria Nieto Senour, Ph.D.

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Vice Chancellor

Chancellor's Office Operations

Jorge Fuentes
Director

Supervisor

Amanda Ficken-Davis



Board of Trustees: (from left) Craig Milgrim, Maria Nieto Senour, Geysil Arroyo, Mariah Jameson, and Marichu G. Magaña

Student Services

Student Services Center

1st Floor
Admissions
Financial Aid
Outreach/Promise
Student Accounting
Veterans & Records

2nd Floor
AVANZA Engagement Center
Classrooms & I4-213
Dreamer Resource Center
Student Health Services
Mental Health Services
KUP Unity Village
Rising Scholars
CalWORKs

3rd Floor
Counseling
EOPS and Special Programs
STAR TRIO
Transfer/Career Center/
Evaluations

4th Floor
Associated Students
DSPS and Test Proctoring
Center
Student Affairs
Student Success & Equity
Student Development
Terrace Café
Vice President,
Student Services
Serenity Room

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 provides support to students throughout their academic journey. Our services include assistance with the application process, Special Admissions for Allied Health programs, Residency and International Admissions, General Student Petitions and Petitions to Challenge. We also offer guidance with Placement Assist and handle requests for student record changes and updates.

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

AVANZA Engagement Center
I4-203, 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
I4-303, 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)
I4-405, 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
I4-309, 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
I4-309, 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.

KUP
I4-201

KUP Unity Village is a dedicated space for Kapwa, Umoja, and Puente students to meet and gather to build a community and nurture academic success..

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.

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
I4-204, 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
I4-208, 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

Career Services provides assistance to students exploring major and career options, internships, and preparing for job search. The team works with students to reach their career goals, and supports faculty/staff to embed career focused activities within the classroom while focusing on industry needs.

Evaluations
I4-306, ext. 2680

The Mesa College Evaluations Office provides support to students obtaining their degrees & certificates, and encourages graduate participation in the annual commencement ceremony. We are committed to promoting academic success, recognizing achievements, and empowering students to reach their educational goals. Petitions processed through Mesa Evaluations include

Academic Renewal with Course Repetition

Academic Renewal without Course Repetition

Application for Graduation

Certificate of Performance

Credit for Prior Learning

Modification of Graduation Requirements

Petition for Exception to Course Repetition Policy

Petition for Approval of Major-Area Electives

Request for General Education Certifications

Request to Reissue Diploma

Farmers Market
K105/106, ext. 5726

The Stand offers a free, monthly Famers 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 (CCCPG), 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.

Outreach/Community Affairs
I4-101, 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 authenic 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.

Student Services

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. 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, I4-408, ext. 2699.

Student Health Services
I4-209, 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 I4-408. 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

Student Services

I4-306, ext. 2473

The San Diego Mesa College Transfer Center serves as the focal point of transfer activities and up-to-date information for our diverse college community. We are committed to advancing equity by providing accessible resources, personalized guidance, and supportive services that empower all students to navigate their transfer goals and transition to 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 Services Office is dedicated to serving our veteran, active-duty military, and military-dependent students as they work toward their academic goals. We provide resources and support for navigating the complexities of utilizing VA Educational Benefits, Military Tuition Assistance, and other state and federal educational resources.

We also serve our broader student, faculty, and staff community by processing transcripts, AP Scores, Grade Change Forms, and Assignments of Incomplete for the campus.

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 intersession 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 I4-408 (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

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

Pemission numbers provide a means for faculty to allow students to add their classes after the start of the semester. Pemission 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 pemission numbers 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 pemission number. The pemission 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

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 refection 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 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

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.

Who Is Responsible: Index Of Responsibilities

Academic Senate President	Mary Gwin	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	Jeremiah Palomino	I4-409	-2903
Athletics/Exercise Science	Ryan Shumaker, Dean	ES-203D	-2737
Audiovisual	Michael Davis	MC-215	-2510
Asian American and Native American Pacific Islander Serving Institution (AANAPISI)	Leland Simpliciano	SB110D	-2406
Bookstore	Rob Meyers	MC-114	-2568
Business Services	Nicole Roesler	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	Alondra Gomez	I4-208	-2709
Civic Center Rooms	Jacqueline Collins	LRC	-2554
Classified Senate	Ayana Woods	I4-306	-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	Kari Parker, Assist. Counseling Chair	I4-303	
	Guillermo Marrujo, Assist. Counseling Chair	I4-303	
	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	Erika Higginbotham	I4-405	-2780
Discipline, Student	Victoria Kerba Miller, Claudia Perkins	I4-408	-2699
Dreamer Resource Center and Borderless Scholars	Angel Aguilar Garcia	I4-207	-5116
EOPS Director and Special Programs	Karla Trutna	I4-309	-2468
NextUp & FAST Scholars Program Coordinator	Ivonne Valencia-Meza	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	Vacant	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

General Information

Kapwa Learning Community	Patricia (Trish) Guevarra	I4-303	-5009
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	Edeama O. Jonah, Asst LRAS Chair	LRC	-2550
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
Mental Health Services	Derrick White	I4-209	-2774
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	Claudine Castagna	I4-201	-2587
Puente Program	Patricia Rodriguez	I4-303	-2013
Records, Student	Jordan Agricula	I4-102	-2805
Research	Nancy Cortés	A-109	-2319
Residency	Ivonne Alvarez	I4-102	-2688
Rising Scholars	Joel Vera	I4-204	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
Transfer Center	Anne Hedekin	I4-306	-5015
Tutorial Services/ Writing Center	Mark Manasse	LRC	-5049
UMOJA Program	Jordan Nash	I4-303	-2672
Veterans Services	Jordan Agricula	I4-102	-2805
Veterans Success Center	Jordan Agricula	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 Respondners	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	**Mental 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

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

AP 7981.1 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)
A1	Foundation/Resource Dev., Office of Communications Inst. Effectiveness and Research (108-111)
B	Classrooms B100
BT	Center for Business and Technology
C1-CT	Classrooms C100 and Apolliad Theatre CT
C2	Classrooms C200
CDC	Child Development Center
CE	Continuing Education Building
CP	Central Plant
D1	PRIDE Center, Classrooms D100
D2	Classrooms D200
D3	Classrooms D300
DS	Merrill Douglas Stadium
ES	Exercise Science
EV	English Village
G	Humanities & Multicultural Studies
GYM	Main Gym
FA	Fine Arts, Art Gallery
I400	Student Services Center and Classrooms *
K1	The Stand, VSC, NextUP, Honors and Classrooms
L1	Exercise Science L100
L2	Facilities L200
LRC	Learning Resource Center (Library)
MET	Met High School (K200)
MC	Mesa Commons **
MCQ	Mesa Commons Quad
MS	Math and Science Complex
P1	Classrooms P100
P2	Storage P200
P3	Animal Health Technology P300
PS	Parking Structure
Q	Mesa College Police Offices Q100
S	Allied Health Education S100, S200, S300
SB	Social and Behavioral Sciences Building
Z	Mesa College Design Center

*** Student Services**

Admissions
Counseling
Financial Aid
Student Accounting
other student services

**** Mesa Commons**

Cafeteria
Campus Store (Bookstore)
72fifty 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 DEFRIBRILLATORS
- PARKING PERMIT MACHINES
- MOTORCYCLE PARKING
- MTS BUS STOP, ROUTES 44,41
- DROP OFF & PICKUP AREA

SAN DIEGO
MESA COLLEGE

Ashanti T. Hands, Ed.D.
President, San Diego Mesa College

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