



# SAN DIEGO MESA COLLEGE

## FACULTY & STAFF

## HANDBOOK

## 2019/20



# SAN DIEGO MESA COLLEGE

## About

Among the largest community colleges in California and the nation, San Diego Mesa College is a fully accredited, comprehensive college serving 24,000 students and offering 196 associate degree and certificate programs. In January 2015, Mesa College was among 15 California community colleges selected as a pilot site to offer a four-year baccalaureate program – and in 2018, conferred the first set of bachelor's degrees in the history of the College.

With its premier fine art and music programs, robust language and humanities offerings, and rigorous math and science curricula, Mesa ranks as San Diego's top transfer institution. The College also serves as an important economic catalyst for the region. Career workforce programs include the bachelor's degree in Health Information Management, and two-year programs in allied health fields, multimedia, business, psychology, accounting, animal health technology, American Sign Language, Geographic Information Systems (GIS), hospitality, culinary arts, fashion, architecture, interior design and more. Situated in the center of San Diego, the College's small classes, outstanding faculty, and reputation for quality offer an unparalleled academic experience. As a Hispanic Serving Institution, Mesa College is committed to becoming the leading college of equity and excellence and to the success of all students, including underrepresented students, and more than 2,400 veterans and their families. [www.sdmesa.edu/about-mesa](http://www.sdmesa.edu/about-mesa)

## Mission Statement

San Diego Mesa College is a comprehensive community college committed to access, success, and equity. We honor those commitments as a diverse community of faculty, students, classified professionals, and administrators who collaborate to foster scholarship, leadership, innovation, and excellence in an inclusive learning environment. By promoting student learning and achievement that leads to degrees and certificates, transfer, workforce training, and lifelong learning, we empower our students to reach their educational goals and shape their future.

## Vision

To be the leading college of equity and excellence; educating students to shape the future.

## Values

Access • Accountability • Diversity • Equity • Excellence  
Freedom of Expression • Integrity • Respect • Scholarship • Sustainability

## Strategic Directions

1. Deliver, advance, and support an inclusive teaching and learning environment that enables all students to achieve their educational goals.
2. Build and sustain a sense of community that extends across campus and constituencies, nurturing collaboration, learning, growth, and diversity.
3. Build and sustain pathways in support of the comprehensive community college mission.
4. Support innovation in our practices.
5. Support personal growth and professional development of our employees.
6. Serve as stewards of our resources and advance effective practices in support of accountability.

For the full Education Master Plan, Strategic Directions, and Goals, please go to [www.sdmesa.edu/institutional-effectiveness](http://www.sdmesa.edu/institutional-effectiveness).

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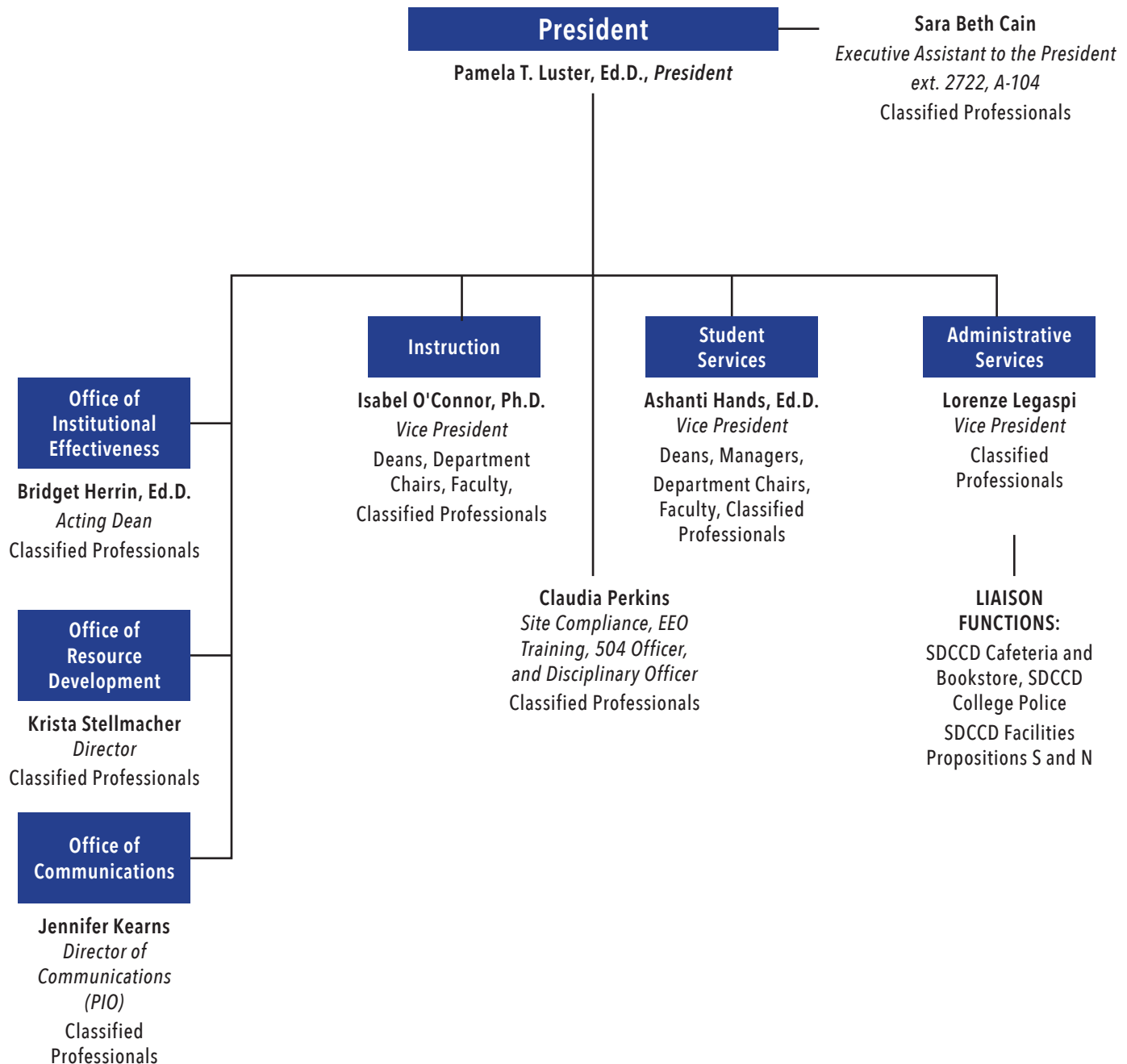
The San Diego Mesa College Handbook for Faculty and Classified Professionals is a general guide for day and evening instructors, as well as for administrative and classified professionals at Mesa College. The handbook is not all-inclusive; it is to be used together with documentation of district policies and procedures, support materials from the district, the college catalogs, and the class schedules. Comprehensive information is also available on the campus website at [www.sdmesa.edu](http://www.sdmesa.edu). This handbook is divided into sections: College Organization, College Governance, Student Services, Instruction, and General Information.

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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 public meetings twice a month.

# College Organization

## Administrative Organization Chart





# President



## Office of the President

**Pamela T. Luster**, Ed.D., President

**Sara Beth Cain**, ext. 2722

Executive Assistant to the President, Room A-104

**Vacant**, ext. 2721

Senior Clerical Assistant

**Giovanni Garcia**, ext. 2721

Administrative Technician



## Office of Institutional Effectiveness

**Bridget Herrin**, Ed.D.

Acting Dean, Room A-109, ext. 2319

**Bridget Herrin**, Ed.D.

Associate Dean, ext. 2319

**Hai Hoang**, ext. 5035

Research & Planning Analyst

**Sahar King**, ext. 2509

Senior Secretary

**Anda McComb**, ext. 2235

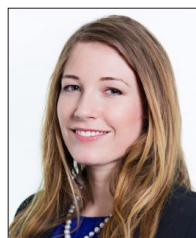
Administrative Technician

**Kyung Ae Jun**, ext. 5916

Research & Planning Analyst

**Nancy Cortés**, ext. 2544

Research & Planning Analyst



## Office of Resource Development

**Krista Stellmacher**, Director

Room A-111, ext. 2285

**Diana Solares**, ext. 2285

Administrative Technician

## 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 (look for it under ABOUT MESA).

A-111, ext. 2520

**Jennifer N. Kearns**, ext. 2759

Director of Communications (PIO),

**Anabel Pulido**, ext. 2356

Campus Digital Communications Specialist

**Joel Arias**, ext. 2955

Web Design & Development

**Hai Duong**, ext. 2272

Graphic Artist & Photographer

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

- Graphic Standards and Style Guide (includes logo and giveaway guidelines)
- Web Guidelines
- Visix Guidelines

Find all **guidelines** here:

[www.sdmesa.edu/about-mesa/office-of-communications/index.shtml/](http://www.sdmesa.edu/about-mesa/office-of-communications/index.shtml/)

Project request form: [www.sdmesa.edu/projectrequest](http://www.sdmesa.edu/projectrequest)

## San Diego Mesa College Foundation

The San Diego Mesa College Foundation was founded to support student success. Over the years, the Foundation has joined with faculty, classified professionals, and other friends of Mesa College to create scholarships and other programs that directly benefit students. The Board of Directors' focus for 2019-20 is to grow and emergency relief fund to help students overcome financial setbacks without giving up on a college degree, while maintaining support for scholarships, innovation, and the World Cultures Collection.

Please contact Krista Stellmacher at **619.388.2285** or [kstellmacher@sdccd.edu](mailto:kstellmacher@sdccd.edu) for more information.

### Board of Directors

Steve Cooke, President,  
Public Director  
Elizabeth Armstrong,  
Vice President,  
Public Director  
Chris Manis, Treasurer,  
Public Director  
Claudia Estrada-Howell,  
Classified  
Representative,  
College Director  
Barbara Busch,  
Public Director  
Howard Eskew, Faculty  
Representative,

College Director  
Cathy Gilhooly  
Board Member  
Dr. Ashanti Hands,  
College Director  
Simone Henriques,  
Public Director  
Sierra Hudson,  
Student Representative,  
College Director  
Jeff Marston,  
Public Director  
Alex Szeto,  
Board Member

### Advisors

Dr. Pamela Luster,  
President,  
Mesa College  
Krista Stellmacher,  
Director of Resource  
Development,  
Mesa College  
Dr. Denise Rogers,  
Professor of Fine Art,  
Mesa College  
Jennifer N. Kearns,  
Director of  
Communications,  
Mesa College

# Instruction



## Office of Instruction

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

Mila Zagyskiy,  
Administrative  
Secretary, ext. 2755

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

Brandon Terrell,  
Senior Clerical Assistant,  
ext. 2463/2755

Jeannette Leon, Clerical  
Assistant, ext. 2755

Steve Manzuk, Evening  
Safety Coordinator,  
ext. 2631

## Articulation

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

## Title V HSI

Leticia López, Ph.D.,  
HSI Grants Program  
Manager



## School of Business and Technology

Danene Brown, Ph.D.,  
Dean

Susan Gregory,  
Sr. Secretary  
BT-202, ext. 2803

Monica Romero,  
Worked-Based  
Learning,  
Associate Dean

Aracely Bautista,  
Administrative  
Technician, BT-109,  
ext. 5025

## Business Administration

Tara Maciel, Chair  
Mark Abajian, Asst. Chair  
Accounting  
Business  
Culinary Arts/Culinary  
Management  
Economics  
Fashion  
Fermentation  
Hospitality  
Marketing  
Real Estate  
Sustainability

## Computer Science

Walter (Duane) Wesley,  
Chair,  
Computer and  
Information Systems

## Digital Technology

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



## School of Social/Behavioral Sciences And Multi- Cultural Studies

Charles A. Zappia, Ph.D.,  
Dean

Cloris Johnson,  
Sr. Secretary;  
SB304, ext. 2801

## Architecture/Environmental Design

Ian Kay, Chair  
Architecture  
Building  
Construction  
Interior Design

## Behavioral Sciences

Dina Miyoshi, Chair  
Evan Adelson, Asst. Chair  
Jennifer Sime, Asst. Chair  
Ryan Mongelluzzo,  
Asst. Chair  
Anthropology  
Psychology  
Sociology

## Black Studies

Thekima Mayasa, Chair

## Chicano Studies

César López, Chair

## Social Sciences

John Crocitti, Chair  
Waverly Ray, Asst. Chair  
Geography  
History  
Philosophy  
Political Science

## Interdisciplinary Programs

American Indian Studies  
Asian American Studies  
Filipino Studies  
Women's Studies



## School of Humanities

Linda Hensley,  
Dean  
Andrea Lelham,  
Sr. Secretary  
ext. 2797; G-201

## Communication Studies

Terry Kohlenberg, Chair  
Kim Perigo, Asst. Chair

## English

Chris Sullivan, Chair,  
English Dept. English,  
Humanities, ELAC and  
Journalism

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

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

Tracey Walker, Asst. Chair,  
English Dept., ELAC Co-  
Curricular Programs

College Newspaper,  
Mesa Press

Janna Braun, Advisor

Speech and Debate Team,  
Bryan Malinis, Director



## School of Arts and Languages

Leslie Shimazaki,  
Dean  
Ruth San Filippo, Sr.  
Secretary, ext. 2873,  
G201

### Art/Drama

Mario Lara, Co-Chair, Art  
Nate Betschart,  
Co-Chair, Art  
George Ye,  
Co-Chair, Drama

### Languages

Alison Primoza, Chair  
Michael Harrison, Co-Chair  
Chinese  
Russian  
French  
Spanish  
German  
Italian  
Vietnamese  
Japanese

### Music

Dr. N. Scott Robinson,  
Chair

### Humanities Institute

Denise Rogers,  
Coordinator

### Co-Curricular Programs

Drama/Evening Theatre  
Art Gallery  
Vocal/Instrumental  
Music Ensemble  
International Education



## School of Mathematics and Natural Sciences

Susan Topham, Ed.D.,  
Dean  
Mary I. Toste,  
Sr. Secretary  
ext. 2795, MS-301

### Accelerated College Program

Jarred Collins, Chair

### Biology

Jennifer Carmichael, Chair  
Todd White, Asst. Chair

### Chemistry

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

### Mathematics

Gina Abbate, Chair  
Sandra Belew, Asst. Chair  
Ken Kuniyuki, Asst. Chair

### Physical Science

Donald Barrie, Chair  
Astronomy  
Engineering  
Geology  
Physical Sciences  
Physics



## School of Learning Resources and Academic Support

Andrew MacNeill, Ed.D.,  
Dean  
Caterina Palestini,  
Administrative Assistant  
ext. 2799; LRC 443/444

### Learning Opportunities For Transformation

Janue Johnson,  
Professional Learning  
Coordinator  
Katie Palacios,  
Instructional Designer  
Eva Parrill, Senior Clerical  
Assistant  
Todd Williamson,  
Instructional Lab  
Assistant  
ext. 5000; LRC LOFT

### Library

Alison Steinberg  
Gurganus, Chair

### Library & Media Services

Vacant, Supervisor  
ext. 2448

### Library Services

Steve Manczuk,  
Evening Supervisor  
ext. 2657

### Tutoring and Computing Services

Mark Manasse,  
Coordinator  
Kristin Krogh, Instructional  
Support Supervisor

### Honors

Scott Plambek, Honors  
Coordinator  
Ian Duckles, Honors  
Coordinator  
Veronica Gerace, Equity  
Honors Coordinator

### Teacher Education

Laurie Lorence



## School of Health Sciences/ Public Service

Tina Recalde, DPT, Dean  
Alison Mona, Sr. Secretary  
ext. 2789, S-300  
Azucena Murillo, Sr.  
Clerical Asst. ext. 2647,  
S-300  
Cynthia Purnell  
Program Support  
Technician  
ext. 5003, S-300

### Allied Health

Danielle Laura, Chair  
Christine Balderas,  
Asst. Chair  
Animal Health  
Technology  
Dental Assisting  
Diagnostic Medical  
Sonography  
Health Information  
Management  
Health Information  
Technology  
Medical Assisting  
Plebotomy  
Physical Therapist  
Assistant  
Radiologic Technology

### American Sign Language

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

### Consumer/Nutrition Studies

Elizabeth Chu, Chair  
Child Development  
Child Development Center  
Dietetic Service  
Supervisor Program  
Nutrition

### Work Experience

ext. 2789; S-300



## School of Exercise Science, Health Education, Athletics and Dance

Ryan Shumaker, Ed.D.,  
Dean/  
Athletic Director  
Simone Sherrard,  
Sr. Secretary  
Rachel Schwarz,  
Sr. Clerical Asst.  
ext. 2737; ES-203

### Exercise Science

Ed Helscher, Chair  
Kevin Hazlett,  
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  
Ed Helscher,  
Asst. Athletic Director  
Vacant,  
Asst. Athletic Director

# Student Services



## Office of the Vice President, Student Services

Ashanti Hands, Ed.D.  
Vice President,  
Student Services,  
Room I4-401,  
ext. 2678

Trina Larson,  
Administrative  
Secretary, Room  
I4-401, ext. 2678  
Charlie Lieu, College  
Technical Analyst,  
Room I4-408,  
ext. 2527

## Office of the Dean of Student Affairs



Victoria Kerba Miller,  
Dean, Room I4-  
408, ext. 2699

Vacant,  
Senior Secretary,  
Room I4-408,  
ext. 2699

Courtney Lee, Senior  
Student Services  
Assistant, Room I4-  
408, ext. 2699

Claudia Perkins,  
Disciplinary Officer,  
Room I4-408,  
ext. 2699

Nicole Teran, Sexual  
Assault/Dom Viol  
Advocate (T 9-6),  
Room I4-408,  
619-541-5970

### Assessment

Karla Trutna,  
Outreach/  
Assessment  
Coordinator, Room  
I4-101, ext. 2632

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

Naayieli Bravo,  
Student Services  
Assistant, Room  
I4-201, ext. 2587

### Associated Students

Taylor Carpenter, AS  
President, Room  
I4-409, ext. 2903

Robyn Bolden, AS  
Vice President,  
Room I4-409,  
ext. 2903

### Financial Aid

Gilda Maldonado,  
Financial Aid  
Officer, Room I4-  
107, ext. 2817

Maria del Pilar Ezeta,  
Student Services  
Supervisor, Room  
I4-107, ext. 2817

Guadalupe Bueno,  
Student Services  
Assistant, Room  
I4-107, ext. 2817

Laura Cormode,  
Student Assistance  
Technician/  
Financial Aid, Room  
I4-107, ext. 2817

Skyler Dennon,  
Senior Student  
Services Assistant,  
Room I4-107,  
ext. 2817

Brianna Garcia,  
Student Services  
Assistant, Room  
I4-107, ext. 2817

Randall Gambill,  
Student Assistance  
Technician/  
Financial Aid, Room  
I4-107, ext. 2817

Alma Godinez,  
Student Services  
Assistant, Room  
I4-107, ext. 2817

Florisel Guzman,  
Student Assistance  
Technician/  
Financial Aid, Room  
I4-107, ext. 2817

Lilibeth Rodriguez,  
Student Services  
Assistant, Room  
I4-107, ext. 2817

Julissa Samano,  
Student Services  
Technician/  
Financial Aid, Room  
I4-107, ext. 2817

Cathy Springs,  
Student Services  
Assistant, Room  
I4-107, ext. 2817

Keisa Williams,  
Student Services  
Assistant, ext. 2817

Barbara Young,  
Clerical Assistant,  
Room I4-107,  
ext. 2817

### Outreach and Community Relations

Karla Trutna,  
Outreach/  
Assessment  
Coordinator, Room  
I4-101, ext. 2632

Vanndaro Chhum,  
Student Services  
Assistant, Room  
I4-101, ext. 2230

### Student Health Services

Suzanne Khambata,  
RN, MSN, FNP, CS,  
Director, Room I4-  
209, ext. 2774

Nancy Bromma, RN,  
MSN, FNP, CS,  
Professor, Room  
I4-209, ext. 2774

Tracy Fried, ASW,  
Room I4-209,  
ext. 2774

Vanessa Gambala,  
RN, FNP, Room I4-  
209, ext. 2774

Linda Gibbins-  
Croft, Associate  
Professor/Mental  
Health Coordinator,  
Room I4-209,  
ext. 2774

Johnny Guinn, LMFT,  
Room I4-209,  
x2774

Laura Milligan, RN,  
FNP, Room I4-209,  
ext. 2774

Robin Perry, RN, BSN,  
Room I4-209,  
ext. 2774

Maria Aurora San  
Pedro, LMFT, Room  
I4-209, ext. 2774

Sue Schrader Hanes,  
MA, LMFT,  
Counseling Advisor,  
Room I4-209,  
ext. 2774

Mimi Vu, Senior  
Student Services  
Assistant, Room  
I4-209, ext. 2774

Calvin Wong, MD,  
Room I4-209, ext.  
2774

Monica Woodruff,  
Registered  
Associate MFT,  
Room I4-209,  
x2774

## Office of the Dean of Student Development



Ailene Crakes, Dean,  
Room I4-401, ext.  
2896

Angie Avila, Senior  
Secretary, Room  
I4-401, ext. 2896

### Admissions

Ivonne Alvarez,  
Director, Room I4-  
102, ext. 2689

Raquel Aparicio,  
Student Services  
Supervisor, Room  
I4-102, ext. 2689

Celine Ahearn,  
Student Services  
Assistant, Room  
I4-102, ext. 2689

Rena Alspaw, Student  
Services Assistant,  
Room I4-102, ext.  
2689

Jose Aranda, Student  
Services Assistant,  
Room I4-102, ext.  
2689

James Arnegard,  
Senior Student  
Services Assistant,  
Room I4-102, ext.  
2689

Alexis Calderon,  
Student Services  
Technician, Room  
I4-102, ext. 2689

Jordan Frodente,  
Student Services  
Assistant, Room  
I4-102, ext. 2689

Cesar Gaxiola,  
Student Services  
Assistant, Room  
I4-102, ext. 2689

Helena Hubbard,  
Senior Student  
Services Assistant,  
Room I4-102, ext.  
2689

Trung Huyhn, Senior  
Student Services  
Assistant, Room  
I4-102, ext. 2689

Elizabeth Jones,  
Student Services  
Assistant, Room  
I4-102, ext. 2689

Dulce Carolina Lopez,  
Student Services  
Technician, Room  
I4-102, ext. 2689

LaKeita Platts,  
Student Services  
Technician, Room  
I4-102, ext. 2689

Karina Sandoval,  
Student Services  
Assistant, Room  
I4-102, ext. 2689

### Counseling & Orientation

Leroy Johnson, Chair,  
Room I4-303, ext.  
2538

Barbara Plandor,  
Student Services  
Supervisor, Room  
I4-303, ext. 2538

Gabriel Adona,  
Counselor, Room  
I4-303, ext. 2538

Amber Alatorre,  
Counselor, Room  
I4-303, ext. 2538

Marisa Alioto,  
Counselor, Room  
I4-303, ext. 2538

Jamie Arellano,  
Student Services  
Assistant, I4-303,  
ext. 2538

Raymond Arellano II,  
Student Services  
Assistant, I4-303,  
ext. 2538



Kristy Carson,  
Counselor, Room  
I4-303, ext. 2538

Nicholas DeMeo,  
Counselor, Room  
I4-303, ext. 2538

Adrienne Aeria Dines,  
Counselor, Room  
I4-303, ext. 2538

Adam Erlenbusch,  
Counselor, Room  
I4-303, ext. 2538

Shirley Flor,  
Counselor, Room  
I4-303, ext. 2538

Terrence Hale,  
Counselor, Room  
I4-303, ext. 2538

Anne Hedekin,  
Counselor, Room  
I4-303, ext. 2538

Ramiro Hernandez,  
Counselor, Room  
I4-303, ext. 2538

Chris Kalck,  
Counselor, Room  
I4-303, ext. 2538

Guillermo Marrujo,  
Counselor, Room  
I4-303, ext. 2538

Roxann Martinez,  
Student Services  
Assistant, I4-303,  
ext. 2538

Laura Mathis,  
Counselor, Room  
I4-303, ext. 2538

Dawn McClelland,  
Student Services  
Assistant, I4-303,  
ext. 2538

Miriam Pacheco,  
Counselor, Room  
I4-303, ext. 2538

Valerie Pallares-  
Herrera, Counselor,  
I4-303, ext. 2538

Kari Parker,  
Counselor, Room  
I4-303, ext. 2538

Jennifer Phelps,  
Senior Clerical  
Assistant, I4-303,  
ext. 2538

Kirsten Pogue-Cely,  
Counselor, Room  
I4-303, ext. 2538

Anthony Reuss,  
Counselor, Room  
I4-303, ext. 2538

Cynthia Rico,  
Counselor, Room  
I4-303, ext. 2538

Patricia Rodriguez,  
Counselor, Room  
I4-303, ext. 2538

Raul Rodriguez,  
Counselor, Room  
I4-303, ext. 2538

Abimaliel Rosario,  
Student Services  
Technician, I4-303,  
ext. 2538

Raquel Sojourner,  
Counselor, Room  
I4-303, ext. 2538

Judy Sundayo,  
Counselor, Room  
I4-303, ext. 2538

Andrew Tanjuaquio,  
Student Services  
Technician, I4-303,  
ext. 2538

Michael Temple,  
Counselor, Room  
I4-303, ext. 2538

Vang Thao, Student  
Services Technician,  
I4-303, ext. 2538

Jim Wales, Counselor,  
Room I4-303, ext.  
2538

### **Transfer, Career, Evaluations**

Claudia Estrada-  
Howell, Student  
Services Supervisor,  
Room I4-306,  
ext. 5040

Anne Hedekin,  
Transfer Center  
Coordinator, Room  
I4-306, ext. 2473

Alicia Lopez, Senior  
Student Services  
Assistant, Career,  
Room I4-306,  
ext. 2777

Gity Nematollahi,  
Senior Student  
Services Assistant,  
Transfer, Room I4-  
306, ext. 2473

Olivia Picolla, Student  
Services Technician,  
Evaluations, Room  
I4-306, ext. 2680

Deborah "Dee"  
Salazar, Student  
Services Assistant,  
Evaluations, Room  
I4-306, ext. 2680

### **Veterans & Records**

Victoria Hernandez,  
Student Services  
Supervisor, Room  
I4-102, ext. 2805

Helen Dinh, Student  
Services Assistant,  
Room I4-102, ext.  
2805

Gail Fedalizo, Student  
Services Technician,  
Room I4-102, ext.  
2805

Ramiro Hernandez,  
Counselor, Room  
I4-102, ext. 2805

Laura Arellano  
Rodriguez, Student  
Services Assistant,  
Room I4-102, ext.  
2805

Sibel Sahebamei,  
Student Services  
Assistant, Room  
I4-102, ext. 2805

### **Veterans Resource Center**

Victoria Hernandez,  
Student Services  
Supervisor, Room  
I4-102, ext. 2805

Adrian Tanjuaquio,  
Student Services  
Technician, Room  
I-102, ext. 2852

## **Office of the Dean of Student Success and Equity**



Larry Maxey, Dean,  
Room I4-401,  
ext. 5940

Pahua Vang, Senior  
Secretary, Room  
I4-401, ext. 5940

Johanna Aleman,  
Student Services  
Technician, Room  
I4-401, ext. 5940

Petra Montgomery,  
Clerical Assistant,  
Student Services  
Center Information,  
ext. 2600

## **AVANZA/Peer Navigators/ CRUISE**

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

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

### **CalWORKs**

Sasha Verastegui,  
Counselor/  
Coordinator, Room  
I4-410, ext. 2709

### **DSPS**

Erika Higginbotham,  
Counselor/  
Coordinator, Room  
I4-405, ext. 2780

Isaac Arguelles-  
Ibarra, DSPS  
Counselor, Room  
I4-405, ext. 2780

Rebekah Corrales,  
DSPS Counselor,  
Room I4-405, ext.  
2780

Erick Escalante,  
Instructional  
Assistant, Room  
I4-405, ext. 2780

Erika Higginbotham,  
High Tech Center  
Instructor, Room  
LRC 110, ext. 2893

Manny Jacobo,  
Administrative  
Technician, Room  
I4-405, ext. 2780

Peter Markall,  
Instructional  
Assistant, Room  
I4-405, ext. 2780

Elizabeth Mora,  
Student Services  
Assistant, Room  
I4-405, ext. 2780

Dawn Stoll,  
Counselor, Room  
I4-405, ext. 2780

Melissa Williams,  
DSPS Counselor,  
Room I4-405, ext.  
2780

Shanelle Watkins,  
Student Services  
Assistant, Room  
I4-405, ext. 2780

### **EOPS**

#### **CARE/NextUp/ FAST Scholars/ Borderless Scholars / Project Restart/ STAR TRIO**

Leticia Diaz, Director,  
Room I4-309, ext.  
2706

Nellie Dougherty,  
EOPS Chair, Room  
I4-309, ext. 2706

Markus Berrien,  
Counselor, Room  
I4-309, ext. 2706

Sade Burrell,  
Counselor, Room  
I4-309, ext. 2706

Nellie Dougherty,  
Counselor, Room  
I4-309, ext. 2706

Karen Geida,  
Counselor, Room  
I4-309, ext. 2706

Nicole Judd, Senior  
Clerical Assistant,  
Room I4-309, ext.  
2706

Thuan Le, STAR  
Student Assistance  
Technician. I4-308,  
ext. 2481

Petra Montgomery,  
STAR Clerical  
Assistant (.50), I4-  
308, ext. 2481

Lisa Naungayan,  
Student Assistance  
Technician/EOPS,  
Room I4-309, ext.  
2706

Adriana Rivas-  
Sandoval, Student  
Services Technician,  
Room I4-309, ext.  
2706

Blanca Melissa  
Zavala, Student  
Services Technician,  
Room I4-309, ext.  
2706



# Administrative Services



## Administrative Services

**Lorenze 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

**Carla Grossini-Concha**, Administrative Secretary  
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**,  
College Events and Operations Administrator  
MS 301E, ext. 2554

**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

**Jesse Reyes**, Stock Clerk

**Arthur James**, Stock Clerk

## Business Office Support

A-101, ext. 2746

Fax 619-388-2979

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.

**Lynn Lasko**, Business Office Support Supervisor

**Luisa Falo**, Administrative Technician

**Bobby Vang**, Administrative Technician

**Ellen Engels**, Administrative Technician

## Business Services

A-102, ext. 2771

Fax 619-388-2833

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

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

**Erica (Patty) Garcia**, Accounting Supervisor

**Marco Chavez**, Sr. Accounting Technician

**Rosa Mejia**, Administrative Technician

**Virginia Enriquez**, Administrative Technician

**Maggie Haddad**, Administrative Technician

## College Technology Services

MC-215, ext. 2880

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

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

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

**Kevin Branson**, Supervisor (Computing)

**Michael Davis**, Supervisor (AV & Planning)

Dion Acquino, Network Specialist  
Hamid Hamidy, Network Specialist  
Paul Palomares, Network Specialist  
Tarina Jaghori, Instructional Lab Tech  
James Jaworski, Instructional Lab Tech  
Carlos Pelayo, Instructional Lab Tech  
Bao Tu, Instructional Lab Tech  
Nhon Tran, Instructional Lab Tech  
Carlos Wales, 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.

**Nickolas Comer**, SDCCD IT Supervisor

**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, voicemail, copier services, and other related faculty support services as well as provides services to classified professionals, administrators and students.

- **Printing Services**
- **Mail Services**
- **Voicemail**
- **Faculty Support Services**

**David Fierro**, Director, College Technology Services

**Pablo Vela**, Digital Color Technician

**Rocio Sandoval**, Digital Color Technician

**Ruben Limon**, Digital Color Assistant

**Leanne Kunkee**, Production Services Assistant

## Student Accounting

I4-106, ext. 2704

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

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

**Lynn Ngoc Dang**, Accounting Supervisor

**Robert Booth**, Sr. Account Clerk

**Nicolas Johnson**, Sr. Account Clerk

**Zod Schultz**, Sr. Account Clerk

**Consuelo Porto y Taboada**, Sr. Account Clerk

**Anthony Alfuentes**, Sr. Account Technician

**Nathan Talo**, Account Technician

# Administrative

## San Diego Mesa College Administrative Personnel

President ext. 2721, A-104	Pamela T. Luster, Ed.D.
Vice President, Instruction ext. 2755, A-103	Isabel O'Connor, Ph.D.
Vice President, Student Services ext. 2678, I4-401	Ashanti Hands, Ed.D.
Vice President, Administrative Services ext. 2990, A-102	Lorenze Legaspi
Dean, Arts and Languages ext. 2873, G-201	Leslie I. Shimazaki
Dean, Social and Behavioral Sciences/Multicultural Studies ext. 2801, SB-304B	Charles A. Zappia, Ph.D.
Dean, Business & Technology ext. 2803, J-106	Danene Brown, Ph.D.
Dean, Health Sciences/Public Service ext. 2789, S-300	Tina Recalde, DPT
Dean, Humanities ext. 2797, G-201	Linda Hensley
Acting Dean, Institutional Effectiveness ext. 2509, A-109	Bridget Herrin, Ed.D.
Dean, Math and Natural Sciences ext. 2795, MS-301	Susan Topham, Ed.D.
Dean, Learning Resources & Academic Support ext. 2799, LRC-444	Andrew MacNeill, Ed.D.
Dean of Exercise Science, Health Education, Dance, and Athletics ext. 2737, ES-203	Ryan Shumaker, Ed.D.
Dean, Student Affairs ext. 2699, I4-408	Victoria Kerba Miller
Dean, Student Development ext. 2896, I4-401	Ailene Crakes
Dean, Student Success and Equity ext. 5940, I4-401	Larry Maxey



# College Governance

## President's Cabinet

Pamela T. Luster	President
Isabel O'Connor	Vice President, Instruction
Ashanti Hands	Vice President, Student Services
Lorenze Legaspi	Vice President, Administrative Services
Leslie Shimazaki	Instructional Deans' Council Representative
Ailene Crakes	Student Services Dean Representative
Manuel Velez	President, Academic Senate
Howard Eskew	Vice President, Academic Senate
Terry Kohlenberg	Chair of Chairs, Committee of Chairs
Oscar V. Torres	Chair, Academic Affairs
Kim Perigo	Immediate Past President, Academic Senate
Charlie Lieu	President, Classified Senate
Eva Parrill	Vice President, Classified Senate
Taylor Carpenter	President, Associated Students
Robyn Bolden	Vice President, Associated Students

## Academic Senate Executive Committee

Manuel Velez	President
Howard Eskew	Vice President
Becca Arnold	Treasurer
Holly Jagieliski	Academic Senate Secretary
Alison Gurganus	Senator-at-Large #1
Holly Seiger	Senator-at-Large #2
Janna Braun	Chair - Professional Advancement
Terry Kohlenberg	Chair, Committee of Chairs
Oscar V. Torres	Chair of Academic Affairs
Andrew Hoffman	Co-Chair - Curriculum Review
Bruce Naschak	Co-Chair - Program Review
Kim Perigo	Immediate Past President
Sue Saetia	Academic Senate Recording Secretary

## Classified Senate Officers

Charlie Lieu	President
Eva Parrill	Vice President
Alicia Lopez	Senate Manager
Alan Goodman	Treasurer
Naayieli Bravo	Member at Large

# College Governance

## Committees

### Academic Senate Committees

Academic Affairs  
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  
Basic Skills Success and Retention Committee  
Budget Development Committee  
Career Technical Education (CTE) - Perkins Committee  
Catalog Committee  
Classified Hiring Priority Committee  
Commencement Committee  
Committee on Outcomes and Assessment  
Crisis Response Committee  
Curriculum Review Committee  
Diversity Committee  
Environmental Stewardship  
Facilities Planning Committee  
Faculty Hiring Priority Committee  
Global Awareness Committee  
Humanities Institute Advisory Committee  
Information Technology Committee  
Instructional Deans' Council  
Matriculation Advisory Committee  
Mesa College Marketing Advisory Committee  
Mesa College Classified professionals Development Committee (includes Flex and Classified Professional Development Subcommittees)  
Mesa Pathways Committee  
Planning and Institutional Effectiveness Committee (PIE)  
President's Cabinet  
Program Review Steering Committee  
Research Committee (Includes RERB)  
Scholarship Committee  
Site Safety Committee  
Student Disciplinary/Grievance Committee  
Student Services Council  
Success, Equity, and Transformation  
Transfer Memorandum of Understanding Committee

### Committees with Associated Student Membership

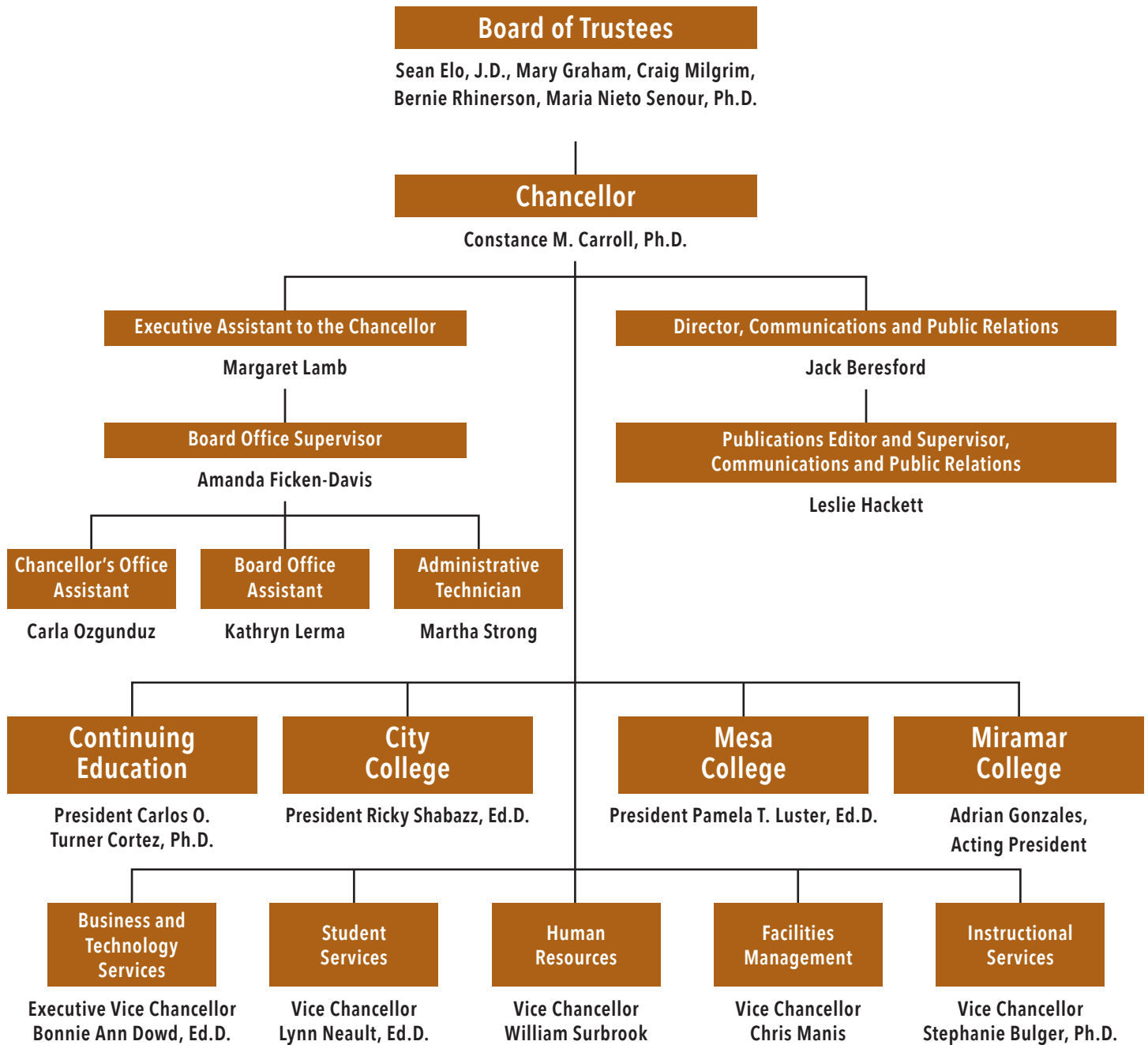
Canyon Day  
Commencement  
Construction Oversight Committee  
Festival of Colors  
Mesa College Foundation  
Mesa College Marketing Advisory Committee  
Mesa Pathways Committee  
Mesa Student Services Council  
Planning and Institutional Effectiveness Committee  
President's Cabinet  
Scholarship  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

### District-Wide Committees

Academic Calendar Committee  
Auxiliary Business Services Organization  
Budget Development and Institutional Planning Committee on 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



*(back, left to right)*

Craig Milgrim  
Sean Elo, J.D.  
Mary Graham (Executive Vice President)

*(front, left to right)*

Maria Nieto Senour, Ph.D. (President)  
Chancellor Constance M. Carroll, Ph.D.  
Bernie Rhinerson



# Student Services

## Student Services Center

<b>1st Floor</b>	Admissions Financial Aid Outreach Student Accounting Veterans & Records
<b>2nd Floor</b>	AVANZA Engagement Center Classrooms I4-207 & I4-213 Student Health Services Testing/Assessment The Stand
<b>3rd Floor</b>	Counseling EOPS STAR TRIO Transfer/Career Center/Evaluations
<b>4th Floor</b>	Associated Students CalWORKS Classroom I4-404 DSPS Student Affairs Student Equity Student Development Terrace Café Vice President, Student Services

## Access to and Review of Student Records

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

Student records will normally include documents filed for admission to the college, grade reports, permanent records of academic work completed, transcripts received from other schools and colleges, test scores, counseling information, correspondence, and petitions. These documents will normally include but not be limited to a student's name, address, telephone number, birth date, residence classification, sex, past and current enrollment, academic and attendance status, educational benefits, ethnic background, high school graduation, college major, and identification number.

## Admissions & Records

I4-102, ext. 2682

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

## Assessment

I4-201, ext. 2718

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

## Attendance and Accounting

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

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

- Faculty shall maintain accurate attendance records.
- Faculty shall take and record attendance at each regularly scheduled class meeting up to the census date for census week and census day based classes.
- Faculty shall record the actual attendance hours for each class meeting for positive attendance classes.
- Any student absent from the first class meeting shall be dropped by the instructor.
- All rosters must be cleared of inactive enrollment as of the census date. Inactive enrollment is defined as: "No shows" or "Is no longer actively participating" such as students who have accumulated excessive unexcused absences.
- After the census date, it is the instructor's discretion to drop students who have accumulated excessive absences as stated in the course syllabus.
- Tardiness and/or leaving class early may be treated in the same manner as absences per the class syllabus.
- Final grades may be affected by attendance to the extent that the instructor has included attendance, noted as participation, in the "method by which the final grade is determined," and has provided this information in the class syllabus.

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

For more information regarding class 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

# Student Services

achievement, Associates degree, transfer from Mesa to a university, or personal counseling/development, we are here to support you!

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

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.

- 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 ADA 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 [www.sdmesa.edu/dsp](http://www.sdmesa.edu/dsp)

## 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

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 (CARE) provides support services to single parents who are attending college. CARE assists students through counseling, specialized workshops, meal card, gas cards, supplies, grants and much more to address the unique needs to single parents.

## NextUp, I4-309, ext. 2706

NextUp supports current and former foster youth to overcome roadblocks that may prevent them to pursue their educational and career goals. Student receive support services such as counseling, priority registration, book service, school supplies, grants, assistance with financial aid and CHAFEE, connections to resources and the foster care community, and much more.

## Fostering Academic Success and Transitions (FAST) Scholars, I4-309, ext. 2706

FAST Scholars serves current and former Foster Youth with support services such as counseling, priority registration, book service, school supplies, assistance with Financial Aid and CHAFEE, and specialized workshops

## Borderless Scholars, I4-309, ext. 2706

The Borderless Scholar program supports AB540, undocumented, Dreamer, and/or DACA recipients. Services provided include counseling, meal cards, book service, school supplies, specialized workshops, student leadership, and much more.

## Project Re-Start, I4-309, ext. 2706

Project Re-Start supports students impacted by incarceration. Services provided include counseling, meal cards, book service, school supplies, specialized workshops and much more.

## STAR TRIO, I4-308, ext. 2481

STAR TRIO is designed to motivate and support students from underrepresented backgrounds. Low-income, first-generation, and/or students with disabilities are supported through tutoring, peer mentorship, career and educational planning, Financial Aid application assistance, equipment loans, and with a variety of school supplies. Students need to be enrolled at Mesa College, meet federal income guidelines, and provide evidence of academic need. Information about services and eligibility requirements are available at the STAR TRIO Office.

## CalWORKS

I4-410, ext. 2709

Assists students that receive Cash-aid monetary assistance from the Welfare County Office. We provide necessary services for our CalWORKs students which they depend on in order to comply with their Welfare-to-Work Plan requirements. Our commitment is to facilitate our student academic journey by providing support services that encourage student success. This emphasis in serving educational and career opportunities combined with an array of high-quality support services that enable students to complete their educational goals, find meaningful employment, and successfully transition into the workforce.

## Career Center/Transfer Center

I4-306, ext. 2777/ext. 2473

The Career Center provides assistance to students exploring major and career options and preparing for the job search. Services and resources offered include, résumé assistance, interview techniques, job seeking skills, career assessment, job fairs, current local and nationwide job listings, online job board, internships, employer information sessions, labor market information, and one-on-one career counseling. All services are free to students. Transfer events, including workshops and representative visits, are posted on the Transfer Center event page at: [www.sdmesa.edu/career-events](http://www.sdmesa.edu/career-events).

# Student Services

## Evaluations

14-306, ext. 2680

The Mesa College Evaluations Office provides services, including information and technical support, to help students achieve their certificate degree and transfer goals. Evaluations process graduation petitions, general education certifications for transfer, and other petitions related to academic standards and program completion. Follow us on social media (@SDMesaTCE): Facebook, Twitter, & Instagram.

## Financial Aid

14-107, 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 Board of Governors Waiver (BOGW), Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Cal Grants, Full Time Student Success Grant, Chafee Grant Program, Federal Work Study, Federal Direct Loan, Plus Loan, and Private Loans.

## Student Affairs

14-408, 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 3100 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

14-101, ext. 2230

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

career fairs, and college nights, and offers tours of the Mesa College campus.

## Registration and Services

mySDCCD replaces Reg-e as the online registration system.

<https://myportal.sdccd.edu>

mySDCCD Online Registration 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 eGrades.

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.

## 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.

Students with concerns/complaints about Academic Accommodations should contact Jill Moreno-Ikari, Claudia Perkins, 504 Officer, x2254/x2699. See more at [www.sdmesa.edu/dsps/adad-adjust.cfm](http://www.sdmesa.edu/dsps/adad-adjust.cfm). (Policy 3105)

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

### 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.

## 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 3100, Section 3.0.

Violations of the student code of conduct are reported to and processed by the disciplinary officer. An administrative conference, which is a meeting between the student and the disciplinary officer, provides an opportunity for the student and the disciplinary officer to resolve the matter informally. Violations that are expected to result in either a suspension or expulsion of a student from the district are processed formally through a disciplinary hearing.

Sanctions for violation of the Student Code of Conduct include: admonition, reprimand, disciplinary probation, restitution, removal from classes by the faculty, suspension, and expulsion. For additional information, please contact the Office of Student Affairs, 14-408, ext. 2699.

## Student Equity Support

14-401, ext. 5940

Any student who faces challenges securing their food or housing and believes this may affect their performance in their courses is urged to contact the office of the Dean of Student Success and Equity (14-401, x5940) for support.

## Student Health Services

14-209, ext. 2774

Student Health Services supports the success of students by attending to their physical and psychological well-being. Services include acne management, blood pressure screening, family planning, health counseling, lab services, limited pharmacy, physical exams, physician and nurse practitioner care, psychological



# Student Services

counseling, smoke cessation, STD diagnosis and treatment, TB Tests, vaccinations, and women's and men's health. Some medical procedures may also require a fee.

## Student Rights and Responsibilities

The San Diego Community College District Policy 3100 outlines student rights, student responsibilities and the student code of conduct. It is published in the San Diego Mesa College Catalog and online at <http://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.

## Farmers Market

I4-401, ext. 5940

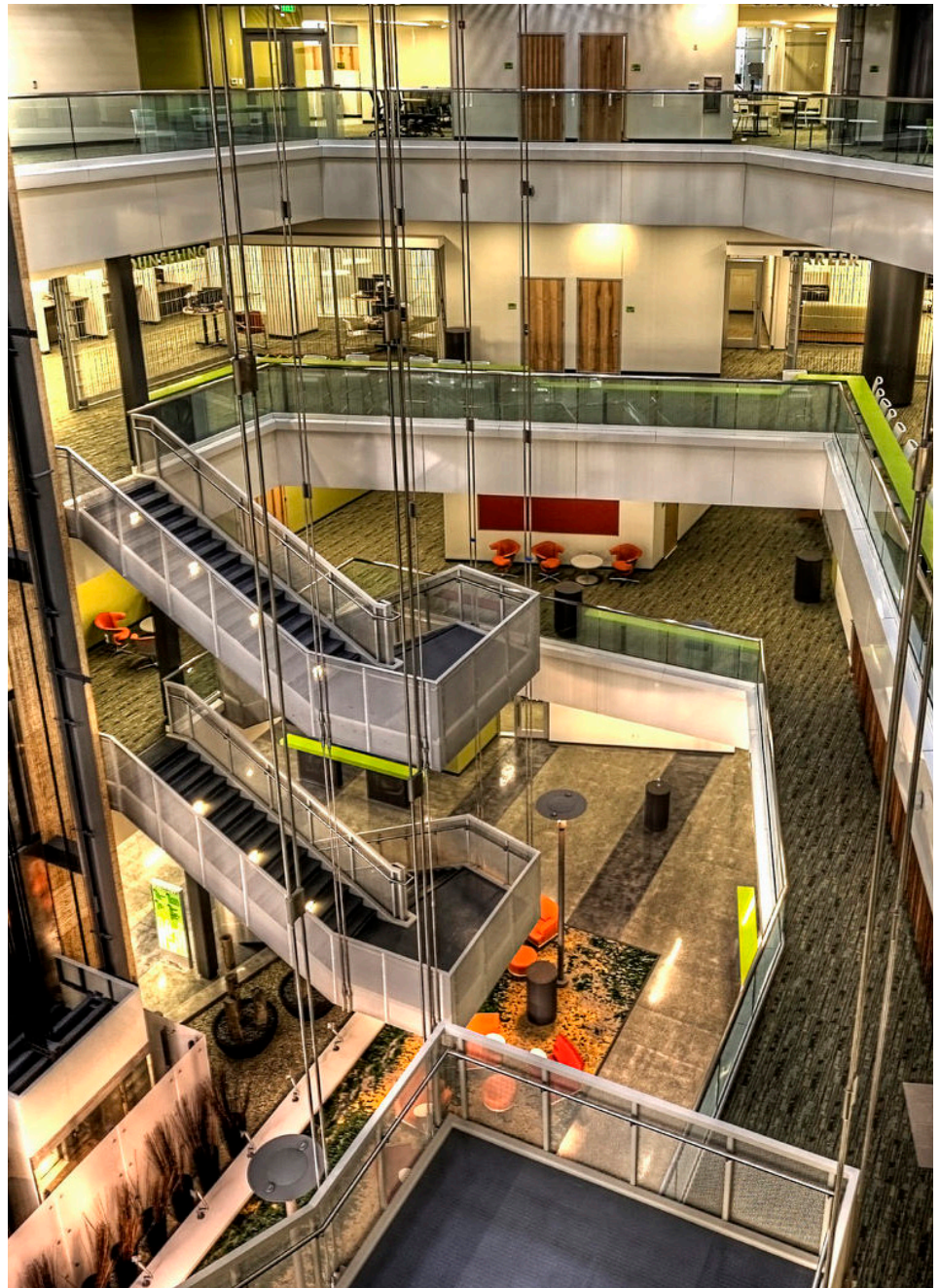
The Stand offers a free, monthly Farmers Market on campus. All members of the Mesa community are welcome to bring a bag and enjoy free, healthy produce. This event generally takes place on the 3rd Thursday of every month.

## The Stand

I4-205, ext. 5940

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 [www.sdmesa.edu/thestand](http://www.sdmesa.edu/thestand).



# 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. (x2749 Mesa Only 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 himself/herself. An instructor's tolerance level may be greater than that of his/her students. An instructor has to be sensitive to both non-verbal and verbal cues exhibited by a student(s) in identifying behavior disruptive to others.

### Prevention

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

### Recommended Actions

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

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

## Employees' Rights

Article IV—Employee Rights (Employee Handbook)

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

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

## Faculty Rights and Responsibilities

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

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

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



# Instruction

- 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 their grades online within the published designated time frame, as specified on the memo attached to the opening day roster provided by the Admissions Office. 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.

## Guest Speakers

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

## Honors

### I-109, 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



# Instruction

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 LRC 443/444.

## Library

LRC, floors 1 and 3, ext. 2696  
[www.sdmesa.edu/library](http://www.sdmesa.edu/library)

The library offers a wide variety of print and computerized sources of information, and its classified professionals assists students in accessing and utilizing these resources. There are also facilities for large and small group study, individual study, and library instruction for Mesa College classes.

Instructors should call ext. 2938 or access the form and booking procedures at <http://www.sdmesa.edu/library/services/library-instructions.shtml> to sign up their class(es) for a library instruction session.

The library's resources and facilities include:

- Reference and circulating books; periodicals; Course Reserve Collection (at Checkout Counter); online periodicals, online Journals, Popular Magazines, Films and Reference Databases, Desktop Computers and Wireless Access. 41 computers available for student use in Reference area, Librarian reference services and quiet study areas. ESL Collection and Juvenile Collection.
- Face-to-face, phone, by appointment, and 24/7 Live Chat Reference Services
- Computerized workstations with adaptive software to access library catalog, databases and the Internet
- Photocopiers/printers for computerized databases (includes a page charge)
- Microfiche/microfilm readers and printers
- Listening, viewing, and production booths (including video) for faculty and students

- Video production for faculty and classified professionals

## Mesa Tutoring and Computing Centers (MT2C)

LRC, 1st floor; ext. 2966, & 4th floor; 2898 Mesa Tutoring and Computing Centers (MT2C) provides students with computer workstations and software programs to support individualized learning. These instructional materials are designed to improve academic skills, augment in-class activities or facilitate in-depth study for reports or research projects. Services include: Internet access, word processing, Wi-fi access, scanning, printing, and photocopying

## Permission Numbers

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

Instructors are expected to record the name and CSID of the student who is assigned a particular permission number. The permission number must be used by the student before the deadline for adding courses. Students must pay all tuition and fees by the date indicated on Reg-e 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 administrators, with each member serving in a liaison capacity to three lead writers. Liaison responsibilities include peer support during the research and writing of the program review and evaluation of the final product. Components of the program review include program or service area-level overview of instruction or services, compliance with state and federal laws in terms of curriculum and services, data analysis, including disaggregated data where appropriate, analysis of strengths and challenges, summary of student learning outcomes assessment, identification of vision and goals, statement of needs, and follow up on outcomes of planned interventions or actions funded through requests in previous program reviews. 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

# Instruction

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 first floor of the Learning Resource Center (LRC-115).

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

LRC 4th floor – Math and Science Tutoring; ext. 2898

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.





# Administrative Services

## Address/Contact Details/Emergency

### Contacts 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 (MC114)

Bookstore hours are available at [www.bookstore.sdccd.edu/mesa](http://www.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 (<http://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. [www.sdccd.edu/docs/policies/Human%20Resources/BP%204120.pdf](http://www.sdccd.edu/docs/policies/Human%20Resources/BP%204120.pdf)

### Facilities Services, (J108)

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

G-212, Humanities and Multicultural Studies Building

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 12:15 pm 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 administer the scholarship programs, and to provide a vehicle to accept gifts and donations that directly benefit Mesa College students. To reach the Mesa College Foundation, call Krista Stellmacher at ext. 2285, or at [kstellmacher@sdccd.edu](mailto:kstellmacher@sdccd.edu).

### Parking (Faculty/Staff Permits)

Faculty/Staff must print and complete a Faculty/Staff Permit request form. Hard copies can be picked up from any college police office. Once the form is completed and signed, return it to the college police office at the campus of employment. You may also e-mail the completed application to [parking@sdccd.edu](mailto: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: <https://www.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.

# Administrative Services

## Phone

Any problems with telephone instruments or lines should be communicated to Telephone Repair Services at ext. 2480.

## 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, graphic design, color printing, Adjunct Faculty voice mail and many more services. The Department is open during normal working hours for the summer and winter and open for extended hours during the semester. 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."

[www.sdccd.edu/docs/District/policies/District%20Governance/BP%203410.pdf](http://www.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."

[www.sdccd.edu/docs/District/policies/District%20Governance/BP%203430.pdf](http://www.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 [www.sdmesa.edu/about-mesa/institution/administrative-services/business-services/rcf/](http://www.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 <http://www.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: [www.sdmesa.edu/about-mesa/institution/administrative-services/business-services/tr/](http://www.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 (x 2746) or the District department listed above (x 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. The District Phone Directory offers instructions in the use of the Voice mail system. If you need any assistance, contact the Printing & Mail Services Department, ext. 2764.



# General Information

## Who Is Responsible: Index Of Responsibilities

Academic Senate President	Manuel Velez	A-117	-2733
Academic/Accommodation-Disabled 504 Officer	Claudia Perkins	I4-408	-2699
Accident Reports (Day)	Immediate Supervisor		
Accident Reports (Eve./Sat)	Steve Manzuk	LRC 1st	-2463
	Michael Davis	MC-215	-2510
ADMINISTRATION			
Office of the President	Pamela T. Luster, President	A-104	-2721
Office of Instruction	Isabel O'Connor, VP	A-103	-2755
Student Services	Ashanti Hands, VP	I4-401	-2678
Administrative Services	Lorenze Legaspi, VP	A-102	-2990
Admissions	Ivonne Alvarez	I4-102	-2687
Apolliad Theater	Kris Clark	G-316	-2621
Art Gallery	Alessandra Moctezuma	D-101	-2829
Articulation	Juliette Parker	LRC-423L	-2639
Associated Students	Taylor Carpenter	I4-409	-2903
Athletics/Exercise Science	Ryan Shumaker, Dean	ES-203D	-2737
Audiovisual	Michael Davis	MC-215LRC	-2510
Book Orders	Scott Krause	MC-114	-2735
Bookstore	Rob Meyers	MC-114	-2568
Business Services	Erica (Patty) Garcia	A-102	-2771
Business Office Support	Lynn Lasko	A-101	-2746
Cafeteria	Aaron Trapp	Cafeteria	-2727
Campus Operator	Petra Montgomery	I4-308	-2600
Campus Tours (Students)	Karla Trutna	I4-101	-2632
Career Center	Claudia Estrada-Howell	I4-306	-5040
CalWorks	Sasha Verastegui	I4-410	-2709
Civic Center Rooms	Jacqueline Collins	A-102	-2554
Classified Senate	Charlie Lieu, President	I-408	-2527
College Police	Joseph Ramos	Q-100	-6405
College Technology Services	David Fierro	MC-215	-2764
Commencement	Victoria Kerba Miller	I4-408	-2699
Communications/Newsroom	Jennifer Kearns	A-111	-2759
Computer Support (Classroom)	Kevin Branson	MC-215	-2861
Computer Support (Employee)	District IT	District IT	-7000
Counseling	Leroy Johnson, Counseling Chair	I4-303	-2672
	Barbara Plandor, Counseling Sup.	I4-303	-2779
Crisis Response	Police Dispatch	Q-100	-6405
Curriculum Committee Chair	Andrew Hoffman	G-248	-2367/-2850
Disability Support Programs and Services	Erika Higginbotham	I4-405	-2780
DSPS Coordinator			tty x2409
Discipline, Student	Victoria Kerba Miller, Claudia Perkins	I4-408	-2699
EOPS Director/STAR Trio	Leticia Diaz	I4-309	-2468
Equal Employment Opportunity	Claudia Perkins	I4-408	-2699
Equipment Transfers	Frank Fernandez	MC-124	-2761
Evaluations	Claudia Estrada-Howell	I4-306	-5040
Evening Supervisor (Monday)	Michael Davis	MC-215	-2510
Evening Supervisor (Tue.-Sat.)	Steve Manzuk	LRC-112	-2657
Facilities Services	Dave Warczakowski	J-106	-2814
Financial Aid	Gilda Maldonado	I4-107	-2820
High Tech. Center (LRC)	Erika Higginbotham	LRC	-2893
Honors	Veronice Gerace, Scott Plambek, Cara Smulevitz	I-109	-2341
Humanities Institute	George Ye	G-207	-5920
Information Services/PBX	Larry Maxey	I4-401	-2600
Instructional Improvement (Flex)	Eva Parrill	LRC LOFT (LRC-4th Floor)	-5000
International Education	Dora Schoenbrun-Fernandez	G-237	-2228

# General Information

International Students			
Admissions	Ivonne Alvarez	I4-102	-2717
International Students Advisor	Adrienne Aeria Dines	I4-303	-2888
Keys	College Police	Q-100	-2749
Learning Resource & Academic Support	Andrew MacNeill, Dean	LRC 443/444	-2799
Library	Alison Steinberg Gurganus, Dept. Chair	LRC 445	-2550
Library and Media Services	Vacant	LRC 125	-2696
LOFT (Learning Opportunities for Transformation)	Eva Parrill	LOFT (LRC-4th Floor)	-5000
MAAP (Athletic Counseling) and Athletics Program (MAAP)	Valerie Pallares-Herrera	ES-2013-A	-5808
Mail Service	Leanne Kunkee	MC-215-203	-2764
Maintenance	Dave Warczakowski	J-108	-2814
Mesa Academy	Michael Temple	I4-303	2536
Mesa College Foundation	Krista Stellmacher	A-111	-2285
News/Media Liaison	Jennifer Kearns	A-111	-2759
Outreach and Community Relations	Karla Trutna	I4-101	-2611
Parking	Debra Picou	District	-6416
Peer Navigators/Summer CRUISE	Agustin Rivera, Jr.	I4-410	-5991
Photography/Graphic Design	Hai Duong	A-111	-2272
Printing and Mail Services	David Fierro	MC-215	-2764
Professional Development/Learning	Eva Parrill	LOFT (LRC-4th Floor)	-5000
Program Review	Bridget Herrin	A-109	-2319
Proyecto Éxito/HSI Grant	Leticia Lopez	LRC	-2353
Puente Program	Raul Rodriguez	I4-303	-2834
Records, Student	Victoria Hernandez	I4-102	-2805
Research	Bridget Herrin	A-109	-2319
Residency	Ivonne Alvarez	I4-102	-2688
Room Reservations	Jacqueline Collins	A-102	-2554
Scholarships	Victoria Kerba Miller	I4-408	-2699
Security/Police	Joseph Ramos	Q-100	-6504
Site Compliance	Claudia Perkins	I4-408	-2440
Social Media	Anabel Pulido	A-111	-2356
Stockroom	Frank Fernandez	MC-124	-2716
Student Accounting	Lynn Dang	I4-106	-2704
Student Affairs	Victoria Kerba Miller	I4-408	-2699
Student Clubs	Courtney Lee	I4-408	-2698
Student Employment	Claudia Estrada-Howell	I4-306	-2777
Student Equity	Larry Maxey	I4-401	-5940
Student Health Services	Suzanne Khambata	I4-209	-2774
Student Newspaper (Mesa Press)	Janna Braun	G-202, G-122-F	-2966
Telephone Repair/Support Technician	Juan Ortega	G-351	-2480
Test Proctoring for DSPS	DSPS	I4-405	-2780
Testing/Assessment Office	Karla Trutna	I4-101	-2632
Transfer Center	Anne Hedekin	I4-306	-5015
Tutorial Services	Mark Manasse	LRC	-5049
Writing Center	Mark Manasse	LRC	-5049
Veterans Resource Center	Victoria Hernandez	I-102	-2852
Veterans Services	Vacant	I4-102	-2805
Visix (Graphics)	Anabel Pulido	A-111	-2356
Voice Mail (Adjuncts)	Leanne Kunkee	MC-215	-2764
Voice Mail (All others)	Juan Ortega	G-351	-2480
Web Development	Joel Arias	A-111	-2955
Work Experience	Shawn Fawcett	BT-104	-2340

# District and Campus Crisis Response Procedures

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

# Campus Map

SAN DIEGO MESA COLLEGE

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

**MESA COLLEGE IS A  
SMOKE-FREE CAMPUS**

MAP 7981.1 BICYCLES, SKATEBOARDS, ROLLER-SKATES, ROLLER BLADES AND OTHER DEVICES OF SIMILAR NATURE ARE PROHIBITED

**POLICE ESCORT SERVICE  
619-388-6405**



Map Updated Jul, 2019



**PARK & PAY BY MOBILE NOW!**

SCAN OR CALL  
619-866-3151

LOCATION # 2000

**Download the FREE! Mobile Parking App or Call to Park**

\*Student Services Center  
The Stand  
ANVANZA Engagement Center  
C@WORKs

\*Administration Offices  
Inst. Effectiveness and Research  
Foundation/Resource Dev.  
Office of Communications

- Mesa Commons
  - Printing and Mail Services
  - Stockroom/Receiving
  - College Technology Services
  - Cafeteria
  - Campus Store
  - Culinary Outlook



**iCommute**  
**icommutesd.com** (must be 21 or older)

FA	Student Services Center and Classrooms *
HA	Temporarily Offline
K1	Exercise Science L100
L1	Facilities L200
L2	LRC
L3	Learning Resource Center
MC	Met High School (K200)
MS	Mesa Commons *
P1	Math and Science Complex
P2	Classrooms P100
P3	Storage P200
PS	Animal Health Technology P300
S	Parking Structure
SB	Student Services Offices P100
SJ	Student Services Offices S200
SS	Alumni Hall S100, S100, S300
TSB	Social and Behavioral Sciences Building
Z	Mesa College Design Center

A1	President, VP Instruction, VP Administration Offices (101-105)
A2	VP Administration Offices (106-117) *
B	Classrooms B100
BT	Center for Business and Technology
C1	Center for Business and Apollonia Theatre
C2	Classrooms C200
C3	Child Development Center
CE	Continuing Education Building
CEP	Central Plant
D1	VRC, NextUP, Honors and English D100
D2	Classrooms D300
D3	Marshall Douglas Stadium
D4	English Language Center
D5	English Village
EV	Humanities & Multicultural Studies
G	Main Gym
GYM	Temporarily Offline
I1	

- ADA PARKING
- \*Permit needed please follow parking instructions
- PARKING
- AED - AUTOMATED EXTERNAL DEFIBRILLATORS
- PARKING PERMIT MACHINES
- MOTORCYCLE PARKING
- MTS BUS STOP, ROUTES 41, 44



7250 Mesa College Drive  
San Diego, California 92111-4998  
619-388-2600 | 858-627-2600  
[www.sdmesa.edu](http://www.sdmesa.edu)

Pamela T. Luster, Ed.D., President

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SAN DIEGO  
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