



FACULTY & STAFF HANDBOOK | 2020/2021

SAN DIEGO MESA COLLEGE

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

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.

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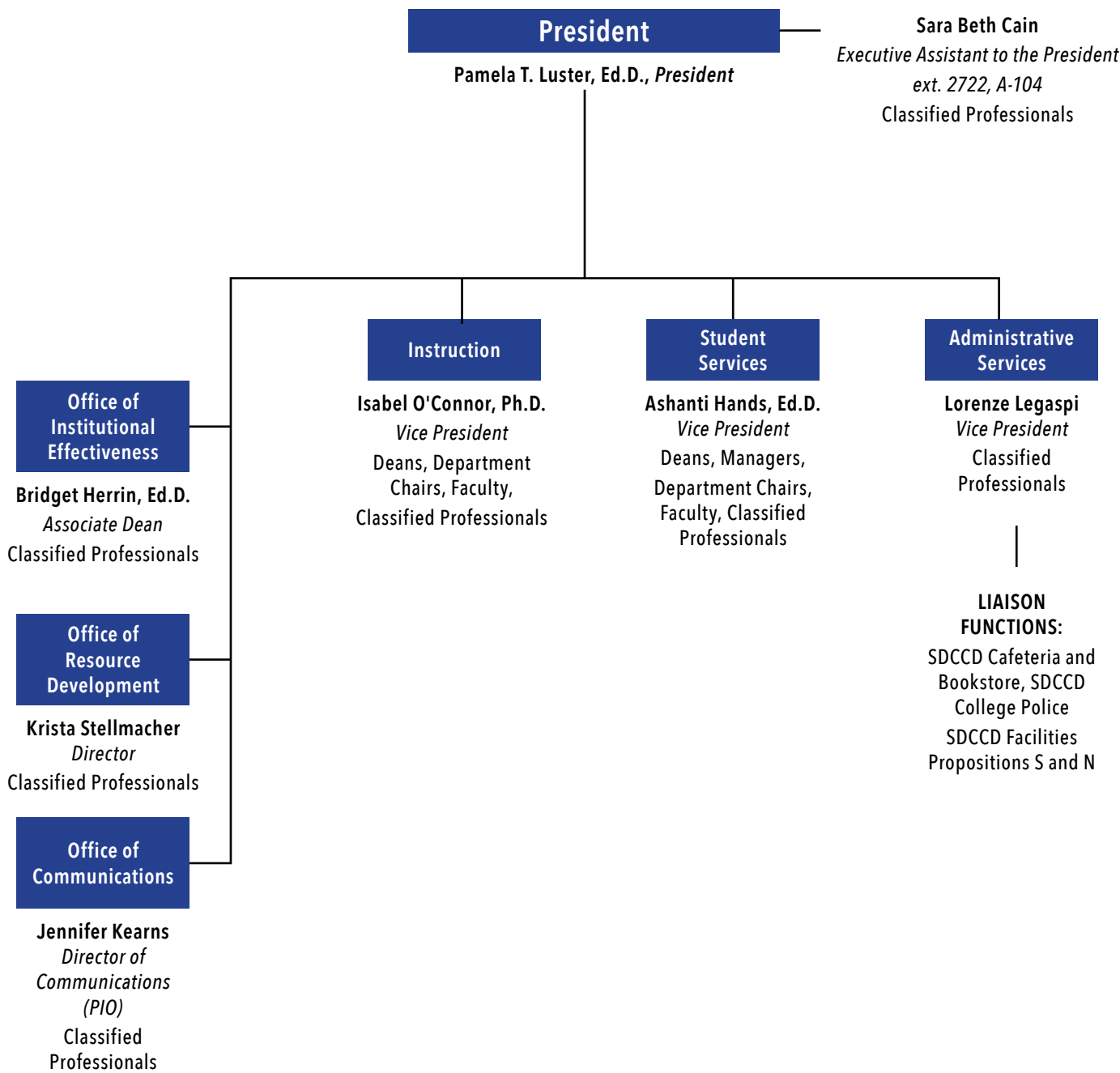
The San Diego Mesa College Handbook for Faculty and Classified Professionals is a general guide for day and evening instructors, as well as for administrative and classified professionals at Mesa College. The handbook is not all-inclusive; it is to be used together with documentation of district policies 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. 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

Giovanni Garcia, ext. 2721

Administrative Technician

Office of Institutional Effectiveness

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/

Project request form: 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 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
Vacant, Student Representative, College Director
Howard Eskew, Faculty Representative, College Director
Cathy Gilhooly, Board Member

Lisa Cole-Jones, Public Director Development Coordinator
Dr. Ashanti Hands, College Director, Admin. Representative
Dr. Madeline Hinkes, Public Director
Lorenze Legaspi, Admin. Services Representative
College Director
Jeff Marston, Public Director
Dr. Isabel O'Connor, College Director
Francheska Salazar, College Director
Leslie Shimazaki, College Director, Administrative Representative

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

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,
Career Technical
Education Associate
Associate Dean,
BT-109, ext.

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

Leslie Shimazaki,
Acting 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 Mayása, Ed.D.,
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

Vacant
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

Christine Balderas, Chair
Jill Chagnon, Asst. Chair

Dental Assisting
Health Information
Management
Health Information
Technology
Medical Assisting
Plebotomy
Physical Therapist
Assistant
Radiologic Technology
Veterinary Technology

American Sign Language

Lou Ann Gibson, Co-Chair
Leslie Styles, Co-Chair
American Sign Language,
ASL-English Interpreter
Training

Consumer/Nutrition Studies

Lou Ann Gibson, Chair
Child Development
Child Development
Center
Nutrition

Work Experience

ext. 22529; 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

During remote operations, please refer to the following webpage for services and contact information:
<http://www.sdmesa.edu/student-services/online-student-support-services.shtml>



Office of the Vice President, Student Services

Ashanti Hands, Ed.D.
 Vice President,
 Student Services,
 Room I4-401,
 ext. 2678
 Trina Larson, Ph.D.,
 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
 Zulma Heraldez
 Duran,
 Senior Secretary,
 Room I4-408,
 ext. 2699
 Courtney Lee, Senior
 Student Services
 Assistant, Room I4-
 408, ext. 2699
 Claudia Perkins, Site
 Compliance, 504,
 Student Conduct

Officer, Room
 I4-408,
 ext. 2699
 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
 Cam Hin, 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

Outreach and Community Relations

Karla Trutna,
 Outreach/
 Assessment
 Coordinator, Room
 I4-101, ext. 2632
 Donnaly Atajar,
 Student Services
 Technician, I4-101,
 ext. 2230
 Vanndaro Chhum,
 Student Services
 Technician
 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
 Linda Gibbins-
 Croft, Associate
 Professor/Mental
 Health Coordinator,
 Room I4-209,
 ext. 2774
 Mimi Vu, Senior
 Student Services
 Assistant, Room
 I4-209, ext. 2774
 Calvin Wong, MD,
 Room I4-209, ext.
 2774



Office of the Dean of Student Development

Ailene Crakes, Ph.D.,
 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, Senior
 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
 Andrew Tanjuaquio,
 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

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

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

Jacqueline Washle,
Student Services
Technician, Room
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

Kristy Carson,
Counselor, Room
I4-306, ext. 2473

Raquel Sojourner,
Counselor, Room
I4-306, ext. 2473

Veterans & Records

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

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

Adrian Tanjuaquio,
Student Services
Technician, Room
I4-102, ext. 2805

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 Success Center

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

Gail Fedalizo,
Student Services
Technician, Room
I-102, ext. 2852

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



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 Changotra,
Student Services
Assistant, Room
I4-405, ext. 2780

EOPS and Special Programs

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

Leticia Diaz, Director,
Room I4-309, ext.
2468

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 Technician.
I4-308, ext. 2481

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

Lisa Naungayan,
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.

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

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)

Paul Palomares, Network Specialist

Tarina Jaghori, Instructional Lab Tech

James Jaworski, Instructional Lab Tech

Carlos Pelayo, Instructional Lab Tech

Bao To, 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.

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.

- College Directory
- 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

Tram Anh Dinh, Sr. Accounting Clerk

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
Acting Dean, Social and Behavioral Sciences/Multicultural Studies ext. 2801, SB-304B	Leslie I. Shimazaki
Dean, Business & Technology ext. 2803, BT-202	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, Ph.D.
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 Vélez	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
Cam Hin	Vice President, Associated Students

Academic Senate Executive Committee

Manuel Vélez	President
Howard Eskew	Vice President
Mary Gwin	Treasurer
Holly Jagieliski	Academic Senate Secretary
Alison Gurganus	Senator-at-Large #1
Leslie 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
John Crocitti	President Elect
Sue Saetia	Academic Senate Recording Secretary

Classified Senate Executive Officers

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

College Governance

Committees

Academic Senate Committees

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

Ad Hoc Committees

Contract Faculty Position Priorities
Distance Education
Facilities Master Plan

Campus-Wide Search Committees

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

Campus-Wide Committees

Academic Affairs Committee
Academic Review Committee
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 Sustainability Committee
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
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

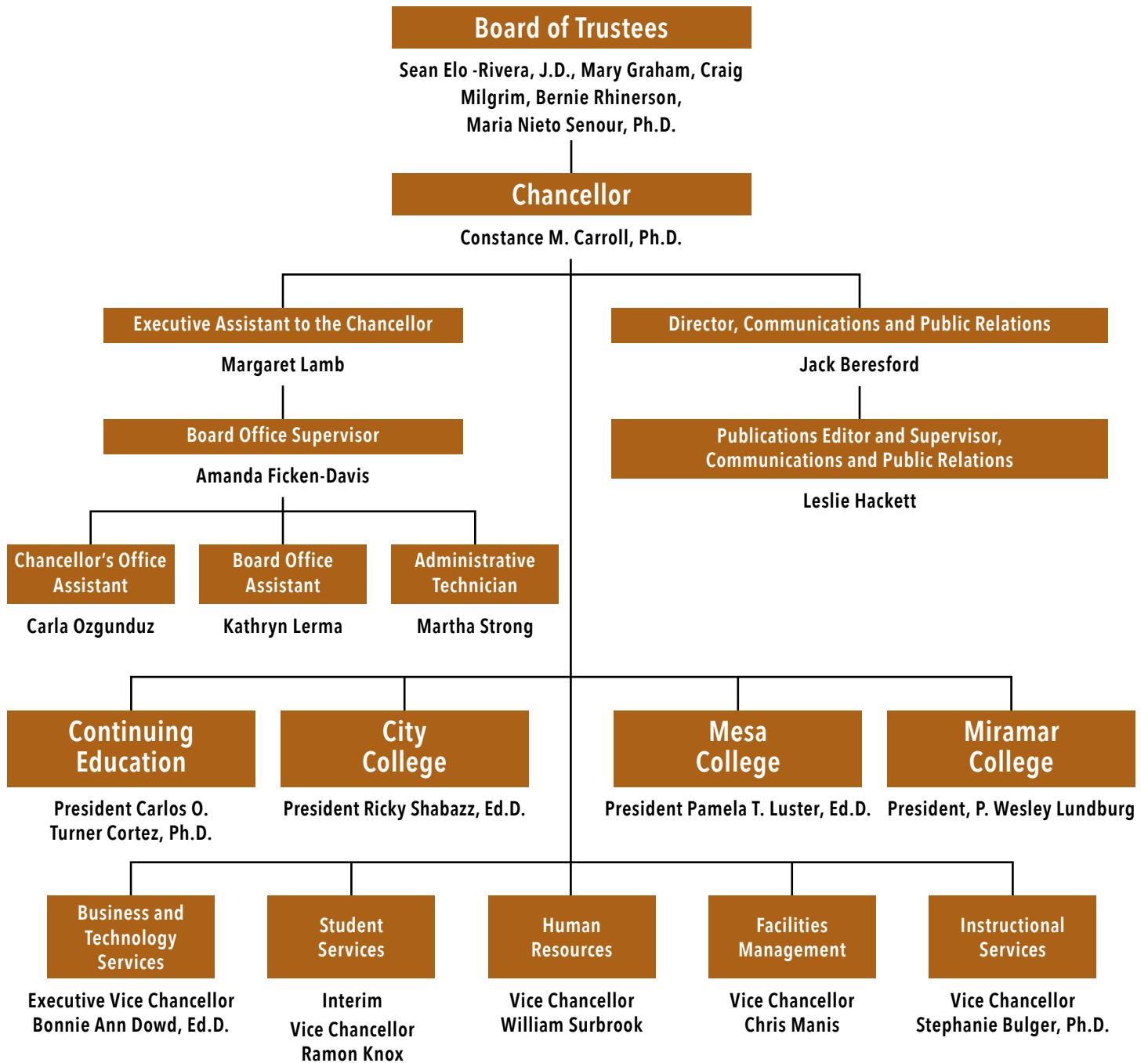
Canyon Day
Commencement
Construction Oversight Committee
Festival of Colors
Mesa College Foundation
Mesa College Marketing Advisory Committee
Mesa Pathways Committee
Mesa Student Services Council
Planning and Institutional Effectiveness Committee
President's Cabinet
Scholarship
Student Disciplinary Hearing
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-Rivera, 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

During remote operations, please refer to the following webpage for services and contact information:
<http://www.sdmesa.edu/student-services/online-student-support-services.shtml>

Student Services Center

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

Access to and Review of Student Records

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

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

Admissions & Records

I4-102, ext. 2682

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

Assessment

I4-201, ext. 2718

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

Attendance and Accounting

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

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

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

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

For more information regarding class 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

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<http://www.sdmesa.edu/student-services/online-student-support-services.shtml>

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

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

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

Career Center/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

Student Services

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and representative visits, are posted on the Transfer Center event page at: www.sdmesa.edu/career-events.

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, California Community College Promise Grant (CCCPG), Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Cal Grants, Chafee Grant Program, Federal Work Study, Federal Direct Loan, Osher Scholarship, Plus Loan, and Private Loans, Student Success Completion Grant.

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.

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

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

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

Unlawful Harassment or Discrimination Complaints

San Diego Mesa College is committed to providing an academic environment free of unlawful harassment and discrimination. Board

Policy 3100 defines verbal, physical, visual or written, environmental and harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff, or faculty member, or student within the District.

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

Non-Academic and Miscellaneous Complaints

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

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

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

Student Services

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by or against any staff, or faculty member, or student within the District."

Student Cheating and Plagiarism

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

Student Disciplinary Procedures

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

14-401, ext. 5940

Any student who faces challenges securing their food or housing and believes this may affect their performance in their courses is urged to contact the 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 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 14-408. Questions or requests for additional information may be directed to the Office of the Dean of Student Affairs at ext. 2699.

Student Rights

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

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

- Freedom to an impartial, objective evaluation of academic performance;
- Freedom of expression;
- Freedom from acts or threats of intimidation, harassment, or physical aggression;
- Freedom from the imposition of disciplinary sanctions without proper regard for due process;

- Freedom to take reasoned exception to data or views offered in any course of study and to reserve judgment about matters of opinion;
- Freedom to participate in the formation of policy affecting them;
- Freedom to petition to organize interest groups or join student associations;
- Freedom to invite speakers to make presentations on campus;
- Freedom to develop student publications;
- Freedom to receive appropriate accommodations for disabilities.

Farmers Market

14-401, 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

14-205, 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.



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

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 numbers 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. 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

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.

Parking (Faculty/Staff Permits)

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

(Form: <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.

Phone

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

Administrative Services

Printing Services

A variety of printing and other print related products are available at the Print and Mail Services Department located in room MC-215, including digital printing, stapling, collating, coil binding, cutting, padding, 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

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

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/.

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/.

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. 7000. Voice instruction link: <https://www.sdccd.edu/docs/it/Voice%20Mail%20Quick%20Reference.pdf>

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)	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
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 and Special Programs	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
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
International Students			
Admissions	Ivonne Alvarez	I4-102	-2717

General Information

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)	Janue Johnson, Coordinator	LOFT (LRC-4th Floor)	-5012
MAAP (Athletic Counseling) and Athletics Program (MAAP)	Valerie Pallares-Herrera	ES-2013-A	-5808
Mail Service	Ruben Limon	MC-215	-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	Janue Johnson, Coordinator	LOFT (LRC-4th Floor)	-5012
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 Success & 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)	Vacant	G-351	-2480
Web Development	Joel Arias	A-111	-2955
Work Experience	Shawn Fawcett	BT-104	-2340

District and Campus Crisis Response Procedures

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

Campus Map

SAN DIEGO MESA COLLEGE

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



MESA COLLEGE IS A
SMOKE-FREE CAMPUS

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

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



Map Updated Jul, 2019



PARK & PAY BY MOBILE NOW!

619-866-3151

LOCATION # 2000

Download the FREE! Mobile Parking App or Call to Park

*Student Services Center
The Strand
AVANZA Engagement Center
CaiWORKs

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

FA	Fine Arts
FA000	Student Services Center and Classrooms *
K1	Temporarily Offline
L1	Exercise Science L100
L2	Facilities L200
LRC	Learning Resource Center
MET	Met High School (K200)
MC	Mesa Commons *
MS	Math and Science Complex
P1	Classrooms P100
P2	Storage P200
P3	Animal Health Technology P300
Q	Mesa College Police Offices Q100
Q3	Allied Health Education S100, S200, S300
SB	Social and Behavioral Sciences Building
SZ	Mesa College Design Center

A1	President, V.P. Instruction, V.P. Administration	VP Administration Offices (101-105)
A	Administration Offices	(106-117) *
B	Classrooms B100	
BT	Center for Business and Technology	C100
C1	Classrooms C200	Classrooms and Apollon Theatre
C2	Child Development Center	
CE	Continuing Education Building	
CE	Central Plant	
D1	VRC, NEXUP, Honors and English	D100
D2	Classrooms D300	
D3	Herrell Douglas Stadium	
D4	Student Success Center	
E	English Village	
EV	Humanities & Multicultural Studies	
G	Main Gym	
GYM	Temporarily Offline	
11		

- ADA PARKING
- *Permit needed please follow parking instructions
- PARKING
- AED - AUTOMATED EXTERNAL DEFIBRILLATORS
- PARKING PERMIT MACHINES
- MOTORCYCLE PARKING
- MT'S BUS STOP, ROUTES 4, 14

Faculty & Staff Handbook 2020/21



San Diego, California 92111-4998
619-388-2600 | 858-627-2600
www.sdmesa.edu

Pamela T. Luster, Ed.D., President

The SDCCD is governed by its Board of Trustees. No oral or written representation is binding on the San Diego Community College District without the express approval of the Board of Trustees.

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