



SAN DIEGO MESA COLLEGE

FACULTY & STAFF HANDBOOK 2018/19



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.

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, professional staff, 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.

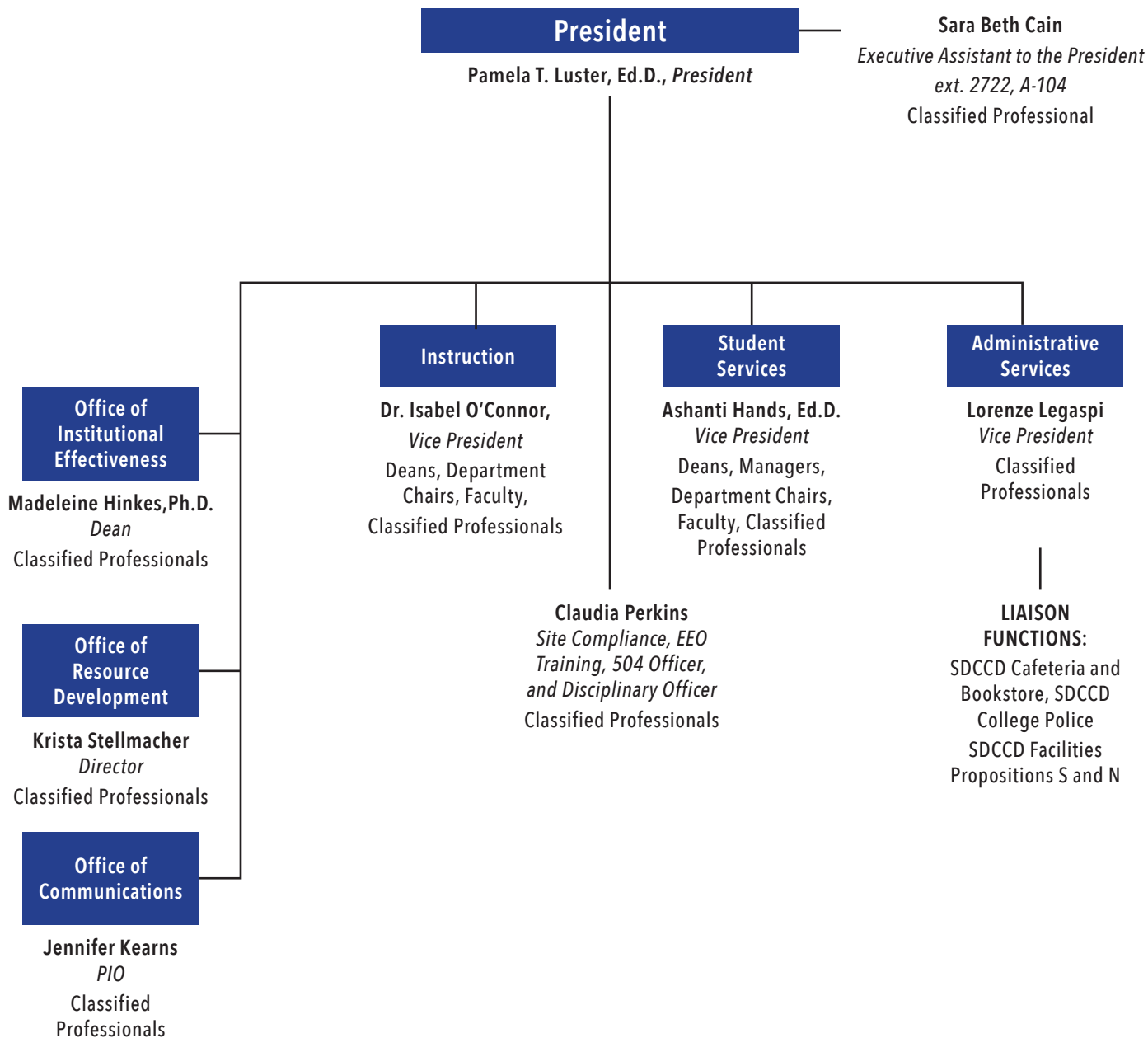
Table of Contents

The San Diego Mesa College Handbook for Faculty and Staff 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.

Introduction.....	Inside Cover
Mission Statement	1
College Organization.....	2-9
Administrative Organization Chart	2
Office of the President	3
Mesa College Foundation	3
Instructional Operational Structure	4-5
Student Services Operational Structure	6-7
Administrative Services	8-9
College Governance.....	10-13
Administrative Personnel	10
President’s Cabinet	11
Academic Senate	11
Classified Senate Committees	12
San Diego Community College District Administration	13
Student Services.....	14-17
Instruction.....	18-21
Administrative Services.....	22-23
General Information.....	24-25
Web Procedures	
Who’s Responsible	
Crisis Response.....	26
Student Resources.....	27
Campus Map.....	28

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





Office of the President

Pamela T. Luster, Ed.D., President
Sara Beth Cain, ext. 2722
 Executive Assistant to the President, Room A-104
Cloris Johnson, ext. 2721
 Senior Clerical Assistant
Giovanni Garcia, ext. 2721
 Administrative Technician



Office of Institutional Effectiveness

Madeleine Hinkes, Ph.D.
 Dean, Room A-109, ext. 2320
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 Associate



Office of Resource Development

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

Office of Communications

The goal of the Office of Communications is to present and brand San Diego Mesa College as a vital educational and community resource to further support the goals and strategic directions of the college. This office is responsible for providing information about the college and its programs across print, media, web, mobile and social media platforms. For more information, please refer to the Office of Communications web page (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, staff, and other friends of Mesa College to create scholarships and other programs that directly benefit students. The Board of Directors' focus for 2018-19 is to increase the support for student veterans, former foster youth, and funding scholarships. Please contact Krista Stellmacher at **619.388.2285** or kstellmacher@sdccd.edu for more information.

Board of Directors

Steve Cooke, President, Public Director	Howard Eskew, Faculty Representative, College Director	Ex-Officio Directors Dr. Pamela Luster, President, Mesa College
Elizabeth Armstrong, Vice President, Public Director	Dr. Ashanti Hands, College Director	Krista Stellmacher, Director of Resource Development, Mesa College
Chris Manis, Treasurer, Public Director	Simone Henriques, Public Director	Dr. Denise Rogers, Professor of Fine Art, Mesa College
Claudia Estrada-Howell, Classified Representative, College Director	Dr. Tom Kaye, Public Director	
Barbara Busch, Public Director	Jeff Marston, Public Director	
	Baktash Olomi, Student Representative, College Director	

San Diego Mesa College Instructional Operational Structure



Office of Instruction

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

Mila Zagyskiy,
Administrative
Secretary, ext. 2755

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

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

Jeannette Leon, Clerical
Assistant, ext. 2755

Steve Manzuk, Evening
Safety Coordinator,
ext. 2631

Articulation

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

Title V HSI

Leticia Lopez,
Program Manager



School of Business and Technology

Danene Brown, Ph.D.,
Dean

Susan Gregory,
Sr. Secretary
J-107, ext. 2803

Monica Romero,
Associate Dean

Aracely Bautista,
Administrative
Technician, J-107,
ext. 5025

Business Administration

Mark Abajan, Chair
Tracy Tuttle, Asst. Chair

Accounting
Business
Culinary Arts/Culinary
Management
Economics
Fashion
Hospitality
Marketing
Real Estate

Digital Technology

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

Computer Science

Walter (Duane) Wesley,
Chair Computer and
Information Systems



School of Social/Behavioral Sciences And Multi-Cultural Studies

Charles A. Zappia, Ph.D.,
Dean

Denise Costa,
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
Anthropology
Psychology
Sociology

Black Studies

Thekima Mayasa, Chair

Chicano Studies

Manuel Velez, Chair

Social Sciences

John Crocitti, Chair
Michelle Rodriguez, 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
VACANT, Sr. Secretary
ext. 2797; G-201

Communication Studies

Terry Kohlenberg, Chair
Kim Perigo, Assist. Chair

English

Jill Moreno Ikari, Chair
John Gregg, Asst. Chair
Donna Duchow, Asst. Chair
English
ELAC
Humanities
Journalism

Co-Curricular Programs

College Newspaper,
Mesa Press
Janna Braun, Advisor
Speech and Debate Team,
Kim Perigo, Bryan
Malinis, Directors



School of Arts and Languages

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

Art/Drama

Mario Lara, Co-Chair
Nate Betschart, Co-Chair
Humanities Institute
George Ye, Faculty
Coordinator

Languages

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

Music

Dr. N. Scott Robinson,
Chair

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

Paul Sykes, Chair
Bill Brothers, Asst. Chair

Chemistry

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

Mathematics

Phyllis Meckstroth, Chair
Ken Kuniyuki, Asst. Chair

Physical Sciences

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

Library

Alison Steinberg
Gurganus, Chair

Library & Media Services

Charlotta Robertson,
Supervisor
ext. 2448

Library Services

Steve Manczuk,
Evening Supervisor
ext. 2657

Tutoring and Computing Services

Mark Manasse,
Coordinator
Kristin Krogh, Instructional
Support Supervisor

Honors

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

Teacher Education

Laurie Lorence



School of Health Sciences/ Public Service

Dr. Tina Recalde, Dean
Alison Mona, Sr. Secretary
ext. 2789, S-300
Azucena Murillo, Sr.
Clerical Asst. ext. 2647,
S-300

Allied Health

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

American Sign Language

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

Consumer/Nutrition Studies

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

Work Experience

ext. 2789; S-300



School of Exercise Science, Health Education, Athletics and Dance

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

Physical Education

Ed Helscher, Chair
Manny Bautista,
Asst. Chair
Donna Flournoy,
Asst. Chair
Kelsey Graham, Fitness
Certification Coordinator
Jim Fegan,
Lifeguard Coordinator

Dance, Health Education, Physical Ed., Fitness Certification Intercollegiate Athletics

Kevin Hazlett,
Asst. Athletic Director
Kim Lester,
Asst. Athletic Director
Nathan Resch,
Asst. Athletic Director
Ed Helscher,
Asst. Athletic Director

San Diego Mesa College Student Services



Office of the Vice President, Student Services

Ashanti Hands, Ed.D.
Vice President,
Student Services,
Room I4-401,
ext. 2678
Trina Larson,
Administrative
Secretary, Room
I4-401, ext. 2678
Charlie Lieu, College
Technical Analyst,
Room I4-408,
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Office of the Dean of Student Affairs



Victoria Kerba Miller,
Dean, Room I4-
408, ext. 2699
Kathy Fennessey,
Senior Secretary,
Room I4-408,
ext. 2699
Courtney Lee, Senior
Student Services
Assistant, Room I4-
408, ext. 2699
Claudia Perkins,
Disciplinary Officer,
Room I4-408,
ext. 2699
Nicole Teran, Sexual
Assault/Dom Viol
Advocate (T 9-6),
Room I4-408,
619-541-5970

Assessment

Genevieve Esguerra,
Outreach
Coordinator, Room
I4-101, ext. 2611
Amy Bettinger,
Student Services
Technician, Room
I4-201, ext. 2718
Naayieli Bravo,
Student Services
Assistant, Room
I4-201, ext. 2718

Associated Students

Sofia Staedler, AS
President, Room
I4-409, ext. 2903
Hong Nhung Nguyen,
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
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
Emmanouil Powell,
Senior Clerical
Assistant, Room
I4-107, ext. 2817
Lilibeth Rodriguez,
Student Services
Assistant, Room
I4-107, ext. 2817
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Student Assistance
Technician/
Financial Aid, Room
I4-107, ext. 2817
Cathy Springs,
Student Services
Assistant, Room
I4-107, ext. 2817
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Outreach and Community Relations

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Outreach
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I4-101, ext. 2611
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Student Services
Assistant, Room
I4-101, ext. 2230
Karla Trutna, Student
Services Technician,
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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
Vanessa Gambala,
RN, FNP, Room I4-
209, ext. 2774

Linda Gibbins-
Croft, Associate
Professor/Mental
Health Coordinator,
Room I4-209,
ext. 2774
Rebecca Lee, LMFT,
MA, Room I4-209,
ext. 2774
Mark Malebranche
RN, PhD
Community Health,
Room I4-209,
ext. 2774
Laura Milligan, RN,
FNP, Room I4-209,
ext. 2774
Robin Perry, RN, BSN,
Room I4-209,
ext. 2774
Laura Milligan, RN,
FNP, Room I4-209,
ext. 2774
Sue Schrader
Hanes, MA, LMFT,
Counseling Advisor,
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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



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2896
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Secretary, Room
I4-401, ext. 2896

Admissions

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Director, Room I4-
102, ext. 2689
Cheri Sawyer,
Student Services
Supervisor, 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
Jordan Frodente,
Student Services
Assistant, Room
I4-102, ext. 2689
Cesar Gaxiola,
Student Services
Assistant, Room
I4-102, ext. 2689
Trung Huyhn, Senior
Student Services
Assistant, Room
I4-102, ext. 2689
Helena Hubbard,
Senior Student
Services Assistant,
Room I4-102, ext.
2689
Elizabeth Jones,
Student Services
Assistant, Room
I4-102, ext. 2689
Dulce Carolina Lopez,
Student Services
Technician, Room
I4-102, ext. 2689
LaKeita Platts,
Student Services
Technician, Room
I4-102, ext. 2689
Brunette Purdie,
Student Services
Assistant, Room
I4-102, ext. 2689
Karina Sandoval,
Student Services
Assistant, Room
I4-102, ext. 2689

Counseling & Orientation

Leroy Johnson, Chair,
Room 14-303,
ext. 2538

Barbara Plandor,
Student Services
Supervisor, Room
14-303, ext. 2538

Jamie Arellano,
Student Services
Assistant, 14-303,
ext. 2538

Raymond Arellano II,
Student Services
Assistant, 14-303,
ext. 2538

Roxann Martinez,
Student Services
Assistant, 14-303,
ext. 2538

Dawn McClelland,
Student Services
Assistant, 14-303,
ext. 2538

Jennifer Phelps,
Senior Clerical
Assistant, 14-303,
ext. 2538

Abimaliel Rosario,
Student Services
Technician, 14-303,
ext. 2538

Andrew Tanjuaquio,
Student Services
Technician, 14-303,
ext. 2538

Vang Thao, Student
Services Technician,
14-303, ext. 2538

Counselors

Gabriel Adona, Room
14-303, ext. 2538

Amber Alatorre, Room
14-303, ext. 2538

Kristy Carson, Room
14-303, ext. 2538

Nicholas DeMeo,
Room 14-303,
ext. 2538

Adrienne Aeria Dines,
Room 14-303,
ext. 2538

Adam Erlenbusch,
Room 14-303,
ext. 2538

Terrence Hale, Room
14-303, ext. 2538

Ramiro Hernandez,
Room 14-303,
ext. 2538

Chris Kalck, Room 14-
303, ext. 2538

Guillermo Marrojo,
Room 14-303,
ext. 2538

Laura Mathis, Room
14-303, ext. 2538

Miriam Pacheco,
Room 14-303,
ext. 2538,

Kari Parker, Room 14-
303, ext. 2538

Kirsten Pogue-Cely,
Room 14-303,
ext. 2538

Anthony Reuss, Room
14-303, ext. 2538

Cynthia Rico, Room
14-303, ext. 2538

Patricia Rodriguez,
Room 14-303,
ext. 2538

Raul Rodriguez,
Room 14-303,
ext. 2538

Raquel Sojourne,
Room 14-303,
ext. 2538

Judy Sundayo, Room
14-303, ext. 2538

Michael Temple,
Room 14-303,
ext. 2538

Art Boyd,
Room 14-303,
ext. 2538

Shirley Flor,
Room 14-303,
ext. 2538

Jim Wales,
Room 14-303,
ext. 2538

Transfer, Career, Evaluations

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Career Guidance
and Transfer Center
Supervisor,
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Anne Hedekin,
Transfer Center
Coordinator, Room
14-306, ext. 2473

Alicia Lopez, Senior
Student Services
Assistant, Career,
Room 14-306,
ext. 2777

Gity Nematollahi,
Senior Student
Services Assistant,
Transfer, Room 14-
306, ext. 2473

Olivia Picolla, Student
Services Technician,
Evaluations, Room
14-306, ext. 2680

Deborah "Dee"
Salazar, Student
Services Assistant,
Evaluations, Room
14-306, ext. 2680

Veterans & Records

LaWanda Foster,
Student Services
Supervisor, Room
14-102, ext. 2805

Helen Dinh, Student
Services Assistant,
Room 14-102,
ext. 2805

Gail Fedalizo, Student
Services Technician,
Room 14-102,
ext. 2805

Laura Rodriguez
Arellano, Student
Services Assistant,
Room 14-102,
ext. 2805

Sibel Sahebamei,
Student Services
Assistant, Room
14-102, ext. 2805

Veterans Resource Center

Ailene Crakes,
Dean, Room 14-401,
ext. 2896

Adrian Tanjuaquio,
Student Services
Technician, Room
1-102, ext. 2852

Office of the Dean of Student Success and Equity



Larry Maxey, Dean,
Room 14-401,
ext. 5940

Pahua Vang, Senior
Secretary, Room
14-401, ext. 5940

Johanna Aleman,
Student Services
Technician, Room
14-401, ext. 5940

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

AVANZA/Peer Navigators/CRUISE

Agustin Rivera, Jr.,
Student Support
Services Officer,
Room 14-203,
ext. 2757

Alexi Balaguer, Senior
Student Services
Assistant, Room
14-203, ext. 2757

CalWORKS

Sasha Verastegui,
Counselor/
Coordinator, Room
14-410, ext. 2709

DSPS

Ericka Higginbotham,
Counselor/
Coordinator, Room
14-405, ext. 2780

Dawn Stoll,
Counselor/Chair,
Room 14-405,
ext. 2780

Erick Escalante,
Instructional
Assistant, Room
14-405, ext. 2780

Manny Jacobo,
Administrative
Technician, Room
14-405, ext. 2780

Peter Markall,
Instructional
Assistant, Room
14-405, ext. 2780

Elizabeth Mora,
Student Services
Assistant, Room
14-405, ext. 2780

Shanelle Watkins,
Student Services
Assistant, Room
14-405, ext. 2780

Counselors

Isaac Arguelles-Ibarra,
DSPS Counselor,
Room 14-405, ext.
2780

Rebekah Corrales,
DSPS Counselor,
Room 14-405,
ext. 2780

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

Dawn Stoll,
Counselor, Room
14-405, ext. 2780

Melissa Williams,
DSPS Counselor,
Room 14-405,
ext. 2780

EOPS

Leticia Abril Diaz,
Director,
Room 14-309,
ext. 2706

Nicole Judd, Senior
Clerical Assistant,
Room 14-309, ext.
2706

Lisa Naungayan,
Student Assistance
Technician/EOPS,
Room 14-309,
ext. 2706

Adriana Rivas-
Sandoval, Student
Services Technician,
Room 14-309,
ext. 2706

Counselors

Sade Burrell,
Room 14-309,
ext. 2706

Nellie Dougherty,
Room 14-309,
ext. 2706

Jesus Gaytan,
Room 14-309,
ext. 2706

The Stand

Johanna Aleman,
Coordinator,
Room 14-401,
ext. 5940

STAR

Marichu Magana,
Director/Counselor,
Room 14-308,
ext. 2481

Thuan Le, Student
Assistance
Technician, Room
14-308, ext. 2481

Petra Montgomery,
Clerical Assistant,
14-308, ext. 2481

San Diego Mesa College 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

Vacant

Administrative Secretary

Jacqueline Collins

Administrative Technician A-102, ext. 2990

Fax 619-388-2833

Stockroom

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

MC-124, ext. 2761

Frank Fernandez, Stockroom Supervisor

Jesse Reyes, Stock Clerk

Arthur James, Stock Clerk

Business Services

The Business Services office provides timely and accurate financial information and services to support and assist students, faculty, staff, 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 staff and faculty for:

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

A-102, ext. 2771

Fax 619-388-2833

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

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. Outreach and communication are critical aspects of the position.

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

Audio/Video/Media Support

Michael Davis, Supervisor
MC-215, ext. 2510

Academic/Instructional Computing Support

Kevin Branson, Supervisor
MC-215, ext. 2861

Administrative Computing/IT Help

Provides computer and technology services and technical support for administrative and non classroom computing.
ext. 7000

Business Office Support

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

A-101, ext. 2746
Fax 619-388-2979

Lynn Lasko, Business Office Support Supervisor

Luisa Falo, Administrative Technician

Bobby Vang, Administrative Technician

Ellen Engles, Administrative Technician

Tech. and Telephone Support

Juan Ortega

- Tech. Repair
- Telephone Repairs/ Services

G-240, ext. 2480

Printing And Mail Services

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 staff, administrators and students.

- Printing Services
- Mail Services
- Voice mail
- Faculty Support Services

MC-215, ext. 2764

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

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

I4-106, ext. 2704

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 Alfuate, Sr. Account Technician

Nathan Talo, Account Technician

College Governance

San Diego Mesa College Administrative Personnel

President ext. 2721, A-104	Dr. Pamela T. Luster
Vice President, Instruction ext. 2755, A-103	Dr. Isabel O'Connor
Vice President, Student Services ext. 2678, I4-401	Dr. Ashanti Hands
Vice President, Administrative Services ext. 2990, A-102	Lorenze Legaspi
Dean, Arts and Languages ext. 2873, G-201	Leslie Shimazaki
Dean, Social and Behavioral Sciences/Multicultural Studies ext. 2801, SB-304B	Dr. Charles A. Zappia
Dean, Business & Technology ext. 2803, J-106	Dr. Danene Brown
Dean, Health Sciences/Public Service ext. 2789, S-300	Tina Recalde
Dean, Humanities ext. 2797, G-201	Linda Hensley
Dean, Institutional Effectiveness ext. 2509, A-109	Dr. Madeleine Hinkes
Dean, Math and Natural Sciences ext. 2795, MS-301	Dr. Susan Topham
Dean, Learning Resources & Academic Support ext. 2799, LRC-444	Dr. Andrew MacNeil
Dean of Exercise Science, Health Education, Dance, and Athletics ext. 2737, ES-203	Dr. Ryan Shumaker
Dean, Student Affairs ext. 2699, I4-408	Victoria Kerba Miller
Dean, Student Development ext. 2896, I4-401	Ailene Crakes
Dean, Student Success and Equity ext. 2884, 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
Linda Hensley	Instructional Deans' Council Representative
Victoria Kerba Miller	Student Services Dean Representative
Kim Perigo	President, Academic Senate
Dina Miyoshi	Vice President, Academic Senate
Manuel Velez	President-Elect, Academic Senate
Howard Eskew	Chair, Academic Affairs
Terry Kohlenberg	Chair of Chairs, Academic Affairs
Trina Larson	President, Classified Senate
Yolanda Catano	Vice President, Classified Senate
Sofia Castellani - Staedler	President, Associated Students
Hong Nhung Nguyen (Jen)	Vice President, Associated Students

Classified Senate Officers

Trina Larson	President
Yolanda Cataño	Vice President
Alan Goodman	Senate Manager
Charlie Lieu	Treasurer
Angie Avila	Member at Large

Academic Senate Executive Committee

Kim Perigo	President
Manuel Velez	President Elect
Dina Miyoshi	Vice President
Becca Arnold	Treasurer
Inna Kanevsky	Academic Senate Secretary
Alison Gurganus	Senator-at-Large #1
Holly Jagielinski	Senator-at-Large #2
Terry Kohlenberg	Chair, Committee of Chairs
Janna Braun	Chair-Professional Development
Howard Eskew	Chair of Academic Affairs
Andrew Hoffman	Co-Chair - Curriculum Review
Bruce Naschak	Co-Chair - Program Review
Rob Fremland	Immediate Past President
Sue Saetia	Academic Senate Recording Secretary

College Governance

Committees

Academic Senate Committees

Academic Affairs
Asian Pacific Islander American Advisory Committee
Curriculum Review
International Education Committee
Women's Studies
Committee of Chairs
Career/Technical Educational Committee
Committee on Committees
Distance Education Committee
Elections
Executive Committee
Faculty/Staff 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, staff 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
Commencement Committee
Committee on Outcomes and Assessment
Crisis Response Committee
Curriculum Review Committee
Diversity Committee
Environmental Stewardship
Facilities Planning Committee
Global Awareness Committee
Humanities Institute Advisory Committee
Information Technology Committee
Instructional Deans' Council
Matriculation Advisory Committee
Mesa College Marketing Advisory Committee
Mesa College Staff Development Committee (includes Flex and Classified Staff Development Subcommittees)
Planning and Institutional Effectiveness Committee (PIE)
President's Cabinet
Program Review Steering Committee
Research Committee (Includes RERB)
Scholarship Committee
Site Safety Committee
Student Disciplinary/Grievance Committee
Student Services Council
Student Success & Equity
Transfer Memorandum of Understanding Committee

Committees with Associated Student Membership

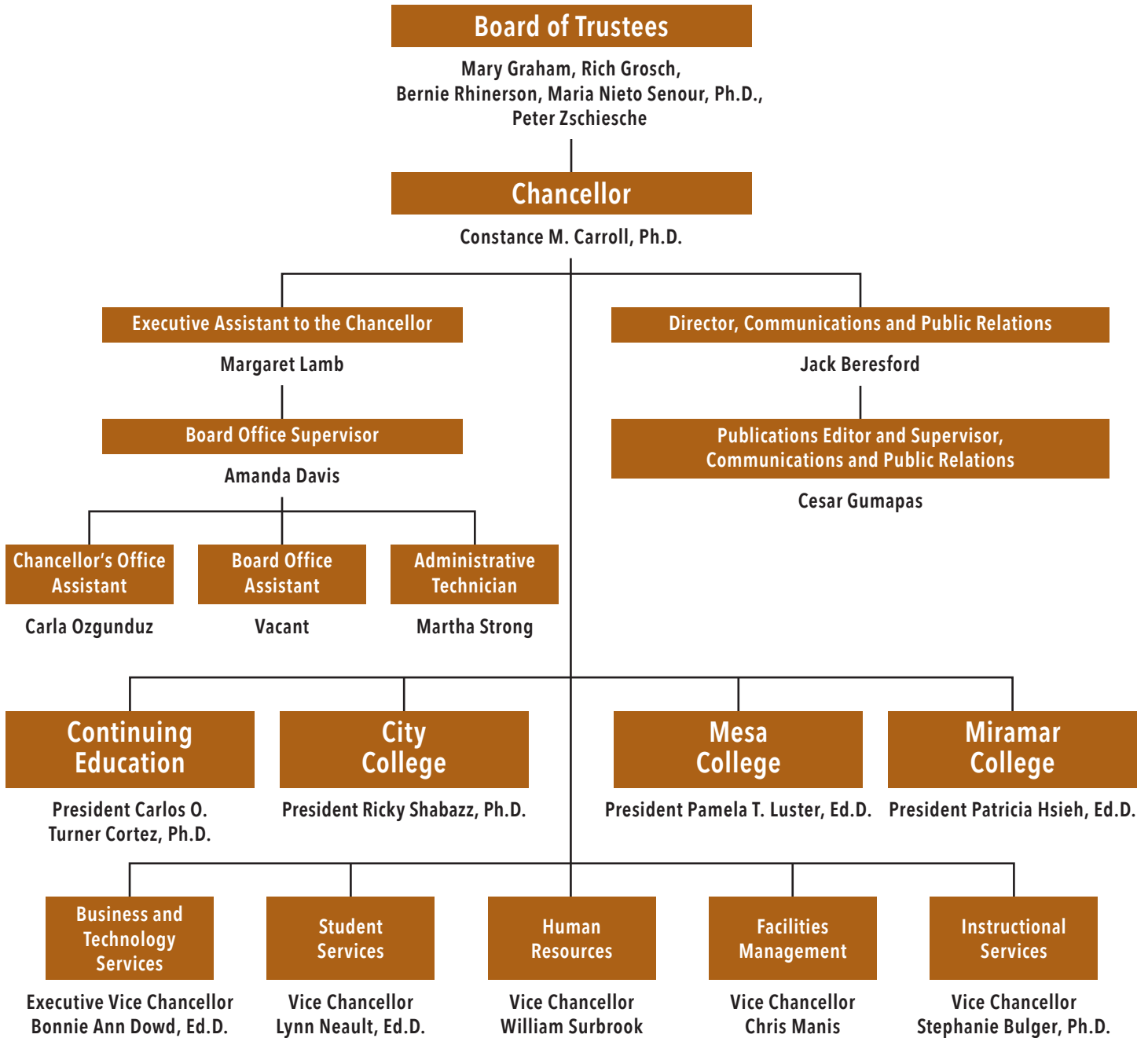
Canyon Day
Commencement
Construction Oversight Committee
Festival of Colors
Mesa College Foundation
Mesa College Marketing Advisory Committee
Mesa Student Services Council
Planning and Institutional Effectiveness Committee
President's Cabinet
Program Review
Scholarship
Student Disciplinary Hearing
Student 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)
Peter Zschiesche, Rich Grosch, Mary Graham

(front, left to right)
Maria Nieto Senour, Ph.D.,
Chancellor Constance M. Carroll, Ph.D.,
Bernie Rhinerson

Student Services

Student Services Center

1st Floor	Admissions Financial Aid Outreach Student Accounting Veterans & Records
2nd Floor	AVANZA Engagement Center Classrooms I4-207 & I4-213 Student Health Services Testing/Assessment The Stand
3rd Floor	Counseling EOPS Evaluations STAR TRIO Transfer/Career Center/
4th Floor	Associated Students CalWORKS DSPS Serenity Space Student Affairs Student Development Student Equity 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 (AEC) 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

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

Student Services

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

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)

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 staff 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 DSPPS early for assistance and DSPPS will work to meet the needs in a timely manner.

The DSPPS 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 DSPPS office

at x2780 or view their website at www.sdmesa.edu/dsps

Service Animals - Procedure 3105.2

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

EOPS/CARE

14-309, ext. 2706

EOPS/CARE is a state funded program that provides a supportive, student-centered environment to low-income and educationally disadvantaged students by promoting access, retention and completion of educational goals. EOPS provides services "over and above" those offered by the college to enhance the educational success of program participants through counseling, priority registration, book vouchers and grants (based on funding). The program serves full-time, low income, California residents that meet the educationally disadvantaged guidelines. In addition, EOPS students who are single parents receiving CalWORKs/TANF with dependents under the age of 14 may qualify for CARE and be eligible to receive additional services such as meal cards, and gas cards.

CalWORKS

14-410, ext. 2709

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

Career Center

14-306, ext. 2777

The Career Center provides assistance for students exploring major and career options and preparing for the job search. Services and

resources offered include, résumé assistance, interview techniques, job seeking skills, career assessment, job fairs, current local and nationwide job listings, online job board, internships, employer information sessions, labor market information, and one-on-one career counseling. All services are free to students. Transfer events, including workshops and representative visits, are posted on the Transfer Center event page at: www.sdmesa.edu/career-events.

Evaluations

14-306, ext. 2680

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

Financial Aid

14-107, ext. 2817

The Financial Aid Office assists students who might otherwise be unable to continue their education because of a financial disadvantage. All financial aid applicants must complete the Free Application for Federal Student Aid (FAFSA) or the CA Dream Act Application. Financial aid programs include Board of Governors Waiver (BOGW), Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Cal Grants, Full Time Student Success Grant, Chafee Grant Program, Federal Work Study, Federal Direct Loan, Plus Loan, and Private Loans.

Student Affairs

14-408, ext. 2699

Student Affairs provides programs and services that promote the success of students, enrich the quality of campus life and support classroom instruction. Services include support for Associated Students and Inter-Club Council and Mesa Clubs; leadership development programs and activities; administration of Policy 3100 Student Rights, Responsibilities, Campus Safety and Administrative Due Process; assistance with complaints and the oversight of the Mesa Foundation Scholarship application process.

Student Services

Outreach/Community Affairs

I4-101, ext. 2230

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

Registration and Services

Reg-e Online Registration <http://studentweb.sdccd.net> Help Line (619) 388-2500

Reg-e 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.

STAR Trio

I4-308, ext. 2481

Student Tutorial and Academic Resources (STAR) is 100% funded by a U.S. Dept. of Education TRIO grant. STAR TRIO provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students towards the successful completion of their postsecondary education. The goal of STAR is to increase the college retention and graduation rates of its participants and to facilitate the process of transition to the four-year university. Students must meet federal eligibility requirements to participate.

Student Complaint Process

Academic-Related Complaints

Student complaints about academic issues, for example, concerns regarding teaching

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

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

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

Non-Academic and Miscellaneous Complaints

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

Student Cheating and Plagiarism

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

Student Disciplinary Procedures

These procedures are designed to provide uniform standards and to assure due process when a student is charged with violation of San Diego Community College District Student Code of Conduct as defined in Policy 3100, Section 3.0.

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

Sanctions for violation of the Student Code of Conduct include: admonition, reprimand, disciplinary probation, restitution, removal from classes by the faculty, suspension, and expulsion. For additional information, please contact the Office of Student Affairs, I4-408, ext. 2699.

Student Equity Support

I4-401, 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 (I4-401, x5940) for support.

Student Health Services

I4-209, ext. 2774

Student Health Services supports the success of students by attending to their physical and psychological well-being. Services include 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 I4-408. Questions or requests for additional information may be directed to the Office of the Dean of Student Affairs at ext. 2699.

Student Rights

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

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

- Freedom to an impartial, objective evaluation of academic performance

Student Services

- Freedom of expression
- Freedom from acts or threats of intimidation, harassment, or physical aggression
- Freedom from the imposition of disciplinary sanctions without proper regard for due process
- Freedom to take reasoned exception to data or views offered in any course of study and to reserve judgment about matters of opinion
- Freedom to participate in the formation of policy affecting them
- Freedom to petition to organize interest groups or join student associations
- Freedom to invite speakers to make presentations on campus
- Freedom to develop student publications
- Freedom to receive appropriate accommodations for disabilities

The Stand

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

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.



Instruction

Academic Computing Labs

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

Add Codes

Add codes provide a means for faculty to allow students to add their classes after the start of the semester. Add codes are assigned to students who wish to add the class and indicate that there is space available in the classroom for the student. An add code 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 add code. The add code 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.

Adjunct Instructor Assignments

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

Curriculum Approval Procedures

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

Disruptive Student Behavior

Disruptive behavior includes behavior which interferes with the legitimate instructional, administrative, or service functions of the

college. However, at the point behavior threatens the personal safety of a student, faculty, or staff 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/Staff 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.

Instruction

- 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 staff or impede the teaching and learning processes.

- Instructors have the right and responsibility to maintain appropriate student behavior in the classroom and to discourage disruptive behavior.

- Instructors have the right and responsibility to foster honest academic conduct and to minimize the potential for misconduct.

- Instructors have the responsibility to make reasonable academic accommodations for students with disabilities.

- Instructors have the exclusive right to authorize a grade change to a student record, except in situations of mistake, fraud, incompetence or bad faith (Title 5, Section 55760).

- Instructors have the right and responsibility to base their evaluations of students solely on the quality of the student's work within the guidelines of the syllabus.

- Instructors have the right and responsibility to engage in professional development.

In Assembly Bill 1725, California's legislature and governor officially recognized that Community College instructors, as discipline experts, must play a central role in the governance of their institutions.

- Instructors have the right and responsibility to participate in policy and procedure development within their department, college and district.

- Instructors have the right and responsibility to participate in the hiring, evaluation, promotion and tenure review processes.

- Instructors have the right and responsibility to participate in curriculum development.

- Instructors have the right and responsibility to participate in the development and

implementation of sabbatical leave and professional growth policies and procedures.

- Instructors have the right and responsibility to participate in departmental, college and district committees.

- Instructors have the responsibility to adhere to departmental, college and district policies and procedures.

- While instructors are, first and foremost, teachers, they are also employees whose salaries are paid by all Californians. Instructors have the responsibility to conduct themselves as conscientious employees. And, instructors have a right to the respect and fair treatment that are due any worker.

- Instructors have the right to engage in all Constitutionally protected activities, including participating in the political process.

- Instructors have the right to pursue subsidiary interests, so long as these interests do not compromise the ability to fulfill their professional responsibilities.

- Instructors have the responsibility not to exploit students in any way, including, but not limited to, sexually or financially.

- Instructors have the right to be free from acts or threats of harassment, intimidation, insult, mockery, physical aggression, and or assault.

- Instructors have the responsibility not to discriminate against or harass students, colleagues, staff 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 staff 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.

Instruction

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 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 staff 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 staff

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

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, staff, 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 staff. Program Review is a collaborative process with extensive dialogue, formal training, peer support, and transparent decision making. The Program Review Committee establishes and publishes a comprehensive timeline for program review and the prioritizing committees, conducts training, maintains a website with support

Instruction

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 Staff

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

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, staff, and faculty succeed and reach their goals.



Administrative Services

Address/Name Change

Promptly report any change of address, name, phone or other significant contact information via completion of a Payroll Addressor Name Change Notice form, available on the District website or from the Business Office. If you have WebAdvisor, you will also need to update your information online.

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 staff 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 request forms may be obtained from your school dean, Business Office or College Police. The request must be approved by the immediate supervisor/dean and forwarded to the Business Office. Instructors will be notified via email or campus mailboxes when keys/ codes are available. Once notified, keys can be picked up 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, 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. To reach the Mesa College Foundation, call Krista Stellmacher at ext. 2285, or at kstellmacher@sdccd.edu.

Parking

Staff and faculty must have a parking permit for all lots and areas at Mesa College. Important parking information can be found on the College Services webpage: www.sdccd.edu/about/departments-and-offices/police-department/parking/permits.aspx Obtain a temporary SDCCD parking permit from the College Police Business Office, Q100. This valid parking permit must be displayed in/ on the vehicle. Information/applications for parking permits are available in the College Police Business Office, Q100. Request for Parking Permit forms are available in the Business Office and deans' offices and are processed in approximately two weeks. Follow up with the College Police Business Office after two weeks.

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 at ext. 2480.

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 became a non-smoking campus effective October 1, 2012. For the complete District Smoking Policy, please reference Administrative Procedure AP0505.02 – SMOKE AND TOBACCO-FREE DISTRICT PROPERTY ENFORCEMENT which can be found at 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 staff, 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 Staff

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

Voice Mail

Voice mail is available for all tenured/tenure-track faculty members and departments. It is important to check your voice mail messages frequently, particularly in the first few weeks of the semester. Voice mail is often the only way students are able to contact their instructors directly, and they rely on the faculty to respond in a timely manner. The District Phone Directory offers instructions in the use of the Voice mail system. If you need any assistance, contact the Printing & Mail Services Department, ext. 2764.

General Information

Who Is Responsible: Index Of Responsibilities

Academic Senate President	Kim Perigo	A-117	-2733
Academic/Accommodation-Disabled 504 Officer	Claudia Perkins	I4-408	-2699
Accident Reports (Day)	Immediate Supervisor		
Accident Reports (Eve./Sat)	Steve Manzuk	LRC 1st	-2463
	Michael Davis	MC-215	-2510
ADMINISTRATION			
Office of the President	Pamela T. Luster, President	A-104	-2721
Office of Instruction	Isabel O'Connor, VP	A-103	-2755
Student Services	Ashanti Hands, VP	I4-401	-2678
Administrative Services	Lorenze Legaspi, VP	A-102	-2990
Admissions	Ivonne Alvarez	I4-102	-2687
Apolliad Theater	Kris Clark	G-316	-2621
Art Gallery	Alessandra Moctezuma	D-101	-2829
Articulation	Juliette Parker	LRC-423L	-2639
Associated Students	Sofia Castellani	I4-409	-2903
Athletics/Exercise Science	Ryan Shumaker, Dean	ES-203D	-2737
Audiovisual	Michael Davis	MC-215LRC	-2510
Book Orders	Scott Krause	MC-114	-2735
Bookstore	Rob Meyers	MC-114	-2568
Business Services	Erica (Patty) Garcia	A-102	-2771
Business Office Support	Lynn Lasko	A-101	-2746
Cafeteria	Aaron Trapp	Cafeteria	-2727
Campus Operator	Petra Montgomery	I4-308	-2600
Campus Tours (Students)	Genevieve Esguerra	I4-101	-2611
Career Center	Claudia Estrada-Howell	I4-306	-5040
Civic Center Rooms	Jacqueline Collins	A-102	-2554
Classified Senate	Trina Larson, President	I-400	-2459
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	Steven Slater	I4-405	-2780
	DSPS Coordinator		tty x2409
Discipline, Student	Victoria Kerba Miller, Claudia Perkins	I4-408	-2699
EOPS Director	Leticia Abril Díaz	I4-309	-2706
Equal Employment Opportunity	Claudia Perkins	I4-408	-2699
Equipment Transfers	Frank Fernandez	MC-124	-2761
Evaluations	Claudia Estrada-Howell	I4-306	-5040
Evening Supervisor (Monday)	Michael Davis	MC-215	-2510
Evening Supervisor (Tue.-Sat.)	Steve Manzuk	LRC-112	-2657
Facilities Services	Dave Warczakowski	J-106	-2814
Financial Aid	Gilda Maldonado	I4-107	-2820
First Year Experience	Amber Alatorre	I4-303	-2986
High Tech. Center (LRC)	Erika Higginbotham	LRC	-2893
Honors	Veronice Gerace, Scott Plambek, Cara Smulevitz	I-109	-2341
Humanities Institute	George Ye	G-207	-5920
Information Services/PBX	Larry Maxey	I4-401	-2600
Instructional Improvement (Flex)	Eva Parrill	LRC LOFT (LRC-4th Floor)	-5000
International Education	Dora Schoenbrun-Fernandez	G-237	-2228

General Information

International Students			
Admissions	Ivonne Alvarez	I4-102	-2717
International Students Adviser	Adrienne Aeria Dines	I4-303	-2888
Keys	College Police	Q-100	-2749
Learning Resource & Academic Support	Andrew MacNeil, Dean	LRC 443/444	-2799
Library	Alison Gurganus, Dept. Chair	LRC 445	-2550
Library and Media Services	Charlotta Robertson, Supervisor	LRC 125	-2696
LOFT (Learning Opportunities for Transformation)	Eva Parrill	LOFT (LRC-4th Floor)	-5000
MAAP (Athletic Counseling) and Athletics Program (MAAP)	Kristina Carson	I4-303	-2535
Mail Service	Leanne Kunkee	MC-215-203	-2764
Maintenance	Dave Warczakowski	J-108	-2814
Mesa College Foundation	Krista Stellmacher	A-111	-2285
News/Media Liaison	Jennifer Kearns	A-111	-2759
Outreach and Community Relations	Genevieve Esguerra	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 Program Review	Eva Parrill	LOFT (LRC-4th Floor)	-5000
Projecto Éxito/HSI Grant	Madeleine Hinkes	A-109	-2509
Puente Program	Leticia Lopez	LRC	-2353
Records, Student	Raul Rodriguez	I4-303	-2834
Research	LaWanda Foster	I4-102	-2806
Residency	Madeleine Hinkes	A-109	-2509
Room Reservations	Ivonne Alvarez	I4-102	-2688
Scholarships	Jacqueline Collins	A-102	-2554
Security/Police	Victoria Kerba Miller	I4-408	-2699
Site Compliance	Joseph Ramos	Q-100	-6504
Social Media	Claudia Perkins	I4-408	-2440
Stockroom	Anabel Pulido	A-111	-2356
Student Accounting	Frank Fernandez	MC-124	-2716
Student Affairs	Lynn Dang	I4-106	-2704
Student Clubs	Victoria Kerba Miller	I4-408	-2699
Student Employment	Courtney Lee	I4-408	-2698
Student Equity	Claudia Estrada-Howell	I4-306	-2777
Student Health Services	Larry Maxey	I4-401	-5940
Student Newspaper (Mesa Press)	Suzanne Khambata	I4-209	-2774
STAR TRIO	Janna Braun	G-202, G-122-F	-2966
Telephone Repair/Support Technician	Marichu Magaña	I4-308	-2481
Test Proctoring for DSPS	Juan Ortega	G-351	-2480
Testing/Assessment Office	DSPS	I4-405	-2780
Transfer Center	Genevieve Esguerra	I4-101	-2611
Tutorial Services	Leroy Johnson	I4-306	-2473
	Mark Manesse	LRC	-2535
	Writing Center	LRC	-2869
	STAR TRIO	I4-308	-2481
Veterans Resource Center	Aileen Crakes	I4-401	-2896
Veterans Services	LaWanda Foster	I4-102	-2805
Visix (Graphics)	Anabel Pulido	A-111	-2356
Voice Mail (Adjuncts)	Leanne Kunkee	MC-215	-2764
Voice Mail (All others)	Juan Ortega	G-351	-2480
Web Development	Joel Arias	A-111	-2955
Work Experience	Tina Recalde	S-300	-2789

District and Campus Crisis Response Procedures

Crisis	Example/Definition	Initial Responders	Backup
Sexual Assault	Rape Sexual battery	Please defer to the victim's wishes if they would like College Police 619-388-6405	Student Health Services 619-388-2774
Non-Sexual Assault	Battery Fist fight	Title IX 619-388-6805	Student Affairs 619-388-2699
Alcohol Related Cases	Drunkness	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
Misc Inappropriate	Stalking Indecent exposure	Please defer to the victim's wishes if they would like College Police 619-388-6405 Title IX 619-388-6805	Student Affairs 619-388-2699

HELPFUL RESOURCES FOR STUDENTS

I NEED SUPPORT WITH...	RESOURCE	WHERE	CONTACT
Academic Support, Educational Planning and Personal Counseling	Counseling EOPS/CARE CalWORKs	DSPS STAR Trio	619-388-2672 619-388-2780 619-388-2706 619-388-2481 619-388-2709
Associated Students	Student Affairs	I4-408	619-388-2699
Books, Gear and Supplies	Campus Store	Mesa Commons	619-388-2854
Book Loan Program	Textbook Reserve	LRC	619-388-2695
Bus Pass	Accounting	I4-103	619-388-2704
Childcare	Child Development Ctr.	CDC R100	619-388-2812
Clubs (students)	Student Affairs	I4-408	619-388-2699
Commencement Graduation	Evaluations	I4-306	619-388-2680
Computer Lab	Learning Resource Ctr. (LRC)	1 st Floor 4 th Floor	619-388-2966 619-388-2880
Copy Machines Pay for Print	Learning Resource Ctr. (LRC) AVANZA Campus Store	1 st & 4 th floor I4-203 Mesa Commons	619-388-2898
Dining Coffee Grab & Go Items	Cafeteria & M-Stop, Terrace Café, and Java Jive Espresso	Mesa Commons I400 (4th floor) LRC (1st floor)	N/A
Disability Accommodations	DSPS	I4-405	619-388-2780
Dreamers, AB540, Undocumented Students	EOPS/CARE	I4-309	619-388-2706
Financial Support Hardship	Financial Aid Student Success & Equity	I4-100 I4-401	619-388-2817 619-388-5940
Foster Youth Services (former/current)	FAST Scholars/NextUp	I4-309	619-388-2992
Health Fee (payment)	Accounting	I4-103	619-388-2704
Health Services (psychological counseling, flu, disease testing, MD, therapists, and free nurses)	Health Services	I4-208	619-388-2774 Crisis Line: 1-800-479-3339
Homeless	EOPS/CARE	I4-309	619-388-2706
Honors Programs Classes	Honors Center	I-109	619-388-2341
Hungry (free food)	The Stand: Food & Professional Clothing and Farmers Market	I4-204	619-388-5940
Jobs and Career Services	Career Center	I4-306	619-388-2777
Lactation Room	Administrative Service	G-212 Check-in in A101	
Library	Learning Resource Center	LRC Building	619-388-2696
Professional Clothing (free)	The Stand: Food & Clothing Bank	I4-204	619-388-5940
San Diego Promise	Outreach	I4-104	619-388-2230
Science, Technology, Engineering & Math (STEM) Programs and Services	STEM Center	LRC 115	619-388-2257
Scholarships	Student Affairs	I4-408	619-388-2699
Serenity Space	Student Affairs	I4-404	619-388-2699
Student Complaints	Student Affairs	I4-408	619-388-2699
Student I.D.	Admissions	I4-102	619-388-2682
Student Rights, Responsibility and Safety	Student Affairs	I4-408	619-388-2699
Transcript Orders	District	https://studentweb.sdccd.edu/transcript/	
Transfer	Transfer Center	I4-306	619-388-2718
Tutoring	MT2C - Mesa Tutoring & Computing Centers	LRC 1st flr General LRC 2nd flr Writing & Lang. LRC 4th flr Math & Science	619-388-2966 619-388-5049 619-388-2898
Veterans	Veterans Office	I4-102	619-388-2805
TANF/Cash Aid Recipient Support	CalWORKS	I4-410	619-388-2709

For most recent list visit: www.sdmesa.edu/student-services



SUBJECT TO CHANGE

Campus Map

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

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

MESA COLLEGE IS A SMOKE-FREE CAMPUS

POLICE ESCORT SERVICE
 619-388-6405



ADA PARKING
 * Permit needed please follow parking instructions

PARKING
 AED - AUTOMATED EXTERNAL DEFIBRILLATORS

PARKING PERMIT MACHINES

MOTORCYCLE PARKING

MTS BUS STOP, ROUTES 41,44

- A1 President, VP, Instruction, V.P. Administrative Services (101-105)
- A1 Administration Offices (106-117) *
- A1 Classroom B100
- BT Classrooms and Applied Theatre CT-C100
- CT-C1 Classrooms C200
- C2 Classrooms C200
- CDC Child Development Center
- CE Continuing Education Building
- CP Central Plant
- CP Fine Arts Classrooms D100
- D1 Classrooms D200
- D2 Classrooms D300
- D3 Merrill Douglas Stadium
- DS Exercise Science
- EV English Village
- G Humana
- GYM Main Gym
- II Veterans Resource Center, Classrooms I100, Honors
- FA Fine Arts
- I400 Student Services Center and Classrooms *
- L1 Classrooms K1100
- L1 Exercise Science L1100
- L1 Learning Resource Center
- 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
- P3 Parking Structure
- PS Mesa College Police Offices Q100
- Q Allied Health Education S100, S200, S300
- S Social and Behavioral Sciences Building
- Z Mesa College Design Center

***Student Services Center**
 The Stand
 ANAZA Engagement Center
 CANVONS

***Administration Offices**
 Inst. Effectiveness and Research
 Found. of Resources Dev.
 Office of Communications

***Mesa Commons**
 Cafeteria
 Campus Store
 Culinary Outlook

icommutesd.com
 (must be 21 or older)

UBER PICKUP AND DROP OFF

PARK & PAY BY MOBILE NOW!
 SCAN OR CALL 619-986-3151
 LOCATION# 2000

Download the FREE! Mobile Parking App or Call to Park mobile-now.us

Map Updated Oct, 2018



7250 Mesa College Drive
 San Diego, California 92111-4998
 619-388-2600 | 858-627-2600
 www.sdmesa.edu

Pamela T. Luster, Ed.D., President

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SAN DIEGO
 MESA COLLEGE

