

# 24 FACULTY & STAFF 25 HANDBOOK



SAN DIEGO MESA COLLEGE

*The Leading College of Equity and Excellence*

# SAN DIEGO MESA COLLEGE

## About

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

## Mesa2030 Goals

### COMPLETION

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

### SCHOLARSHIP

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

### COMMUNITY

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

### PATHWAYS + PARTNERSHIPS

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

### STEWARDSHIP

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

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

[sdmesa.edu/mesa2030](https://sdmesa.edu/mesa2030)

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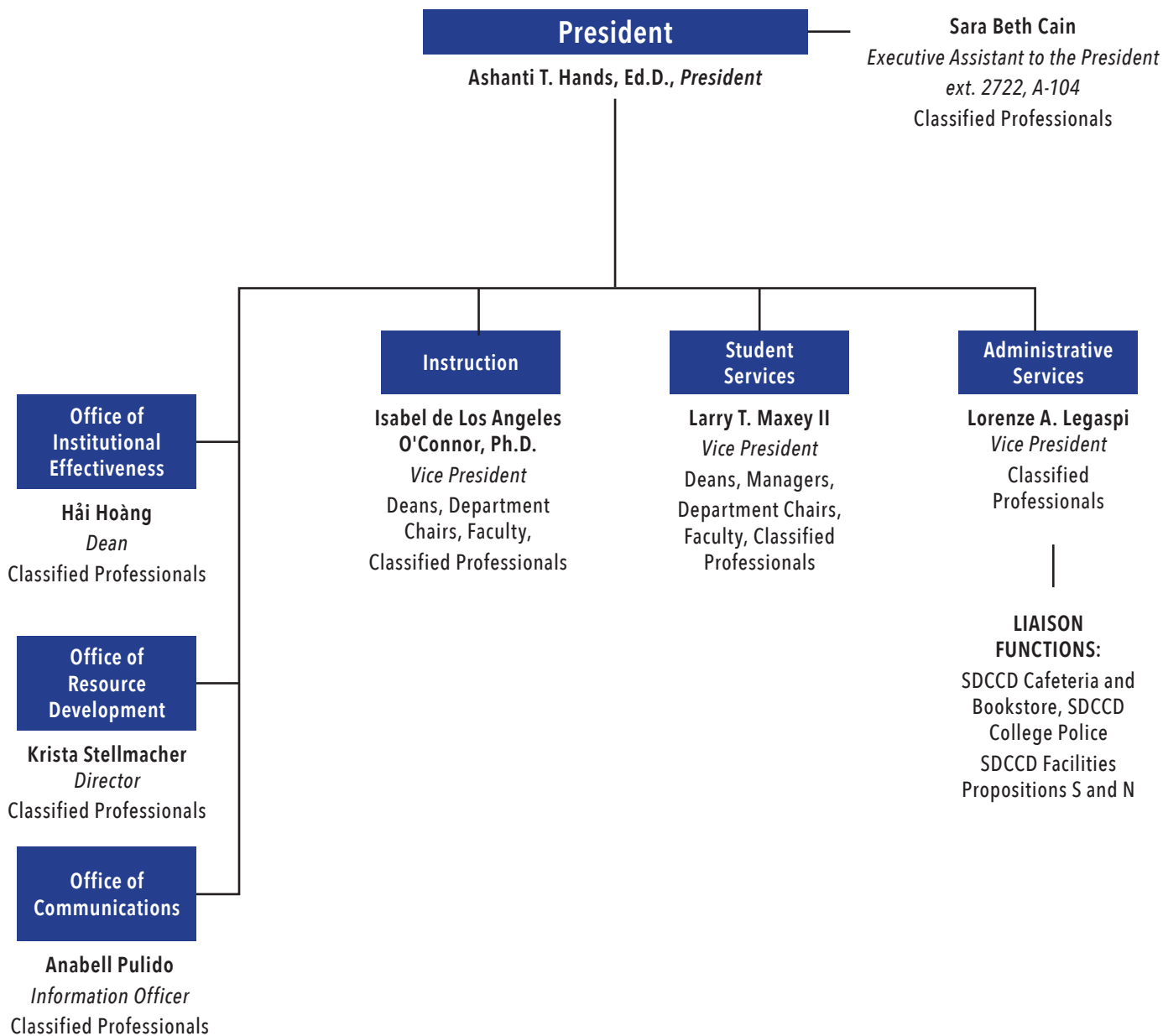
The San Diego Mesa College Faculty and Staff Handbook is a general guide for instructors, administrators and classified professionals at Mesa College. The handbook is not all-inclusive; it is to be used together with documentation of District policies and procedures, support materials from the District,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

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

# College Organization

## Administrative Organization Chart



# President



## Office of the President

**Ashanti T. Hands**, Ed.D., President  
**Sara Beth Cain**, ext. 2722  
 Executive Assistant to the President, Room A-104  
**Eileen Hayward**, ext. 2721  
 Administrative Technician



## Office of Institutional Effectiveness

**Hải Hoàng**, ALM, ext. 5035  
 Dean, Institutional Effectiveness  
**Nancy Cortés**, MA, ext. 2544  
 Acting Associate Dean, Research and Innovation  
**Sahar King**, MA, ext. 5087  
 Administrative Assistant IV  
**Kyung Ae Jun**, MBA ext. 5916  
 Research & Planning Analyst  
**Adriana Caetano Fournier**, M.S., ext. 2459  
 Research & Planning Analyst  
**Edson Cuellar Deciga**, B.A, ext. 2319  
 Regional Career & Technical Education Research  
 Expert  
**Liza Rabinovich**,  
 Faculty Outcomes Coordinator



## Office of Resource Development

**Krista Stellmacher**, CFRE, Director  
 Room A-111, ext. 2285  
**Heidi Brogren**, Administrative Technician  
 Room A-111, ext. 2285

## Office of Communications

The goal of the Office of Communications is to present and brand San Diego Mesa College as a vital educational and community resource to further support the goals and strategic directions of the college. This office is responsible for providing information about the college and its programs across print, media, web, mobile, and social media platforms. For more information, please refer to the Office of Communications web page (on the homepage under ABOUT MESA).  
 A-111, ext. 2520

**Anabell Pulido**, ext. 2759  
 Information Officer  
**Joel Arias**, ext. 2955  
 Web Design & Development  
**Hai Duong**, ext. 2272  
 Graphic Artist & Photographer  
**Pablo Vela**, ext. 2356  
 Campus Digital Communications Specialist

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

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

Find all **guidelines** here:  
[sdmesa.edu/about-mesa/office-of-communications/index.shtml/](https://sdmesa.edu/about-mesa/office-of-communications/index.shtml/)  
 Project request form: [sdmesa.edu/projectrequest](https://sdmesa.edu/projectrequest)

## San Diego Mesa College Foundation

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

Please contact Krista Stellmacher at **619-388-2285** or [kstellmacher@sdccd.edu](mailto:kstellmacher@sdccd.edu) for more information.

### Board of Directors 24-25

Lorenze Legaspi, President, College Director	Ricky Hirschi, Public Director
Aviva McPherron, Vice President, College Director	Dr. Pamela Luster, Public Director
Christine Lee, Treasurer, Public Director	Jeff Marston, Public Director
Kim Heinle, Secretary, College Director	Larry Maxey II, College Director
Elizabeth Armstrong, Public Director	Aviva McPherron, Public Director
Samrawet Ayelew, College Director, Associated Students Representative	Gity Nematollahi, College Director
Dr. Ashanti Hands, College Director	Dr. Isabel O'Connor, College Director
Kim Heinle, Public Director	Dr. Corey Pahanish, Public Director
Dr. Madeleine Hinkes, Public Director	Alexander Szeto, Public Director

### Staff Support

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



# Instruction



## Office of Instruction

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

Mila Zagyanskiy, Administrative Assistant V, ext. 2755

Jeannette Leon, Administrative Assistant II, ext. 2755

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

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

## Articulation

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



## Title III HSI

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

Ikuko McAnally, Administrative Technician, LRC 462 ext. 5974

STEM Center  
Brian Mackus, Supervisor LRC 126, ext. 2257

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

Leland Simpliciano, Grants Program Manager



## School of Business and Technology

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



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

## Business

Mark Abajian, Chair, ext. 2432

Tara Maciel, Chair, ext. 2528

Accounting  
Business  
Culinary  
Economics  
Fashion  
Fermentation  
Hospitality  
Marketing  
Real Estate

## Work Experience

Shawn Fawcett, Coordinator, ext. 2340

## Mesa Impactship Program

Pavel Consuegra, Coordinator, ext. 5072

## Computer Science

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

## Digital Technology

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

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

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

## Architecture/ Environmental Design

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

## Behavioral Sciences

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

## Black Studies

Candace Katungi, Ed.D., Chair

## Chicano Studies

Cesar Lopez, Chair, ext. 2368

## Social Sciences

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



## School of Humanities

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

## Communication Studies

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

## English

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

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

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

College Newspaper, Mesa Press  
Janna Braun, Advisor

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

## Humanities Institute

Michael Cox, Coordinator



## School of Arts and Languages

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

## Art/Drama

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

## Languages

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

## Music

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

## Co-Curricular Programs

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

## International Education

Dora Schoenbrun-Fernandez, Coordinator, ext.2228



**School of Mathematics and Natural Sciences**

Jennifer Carmichael, Ph.D., Dean  
Mary I. Toste, Administrative Assistant IV ext. 2795, MS-301  
Brandon Terrell, Administrative Assistant III, ext. 2463/2755 MS-301

**Accelerated College Program**

Jarred Collins, Chair

**Biology**

Anar Brahmabhatt, Chair  
Todd White, Asst. Chair

**Chemistry**

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

**Mathematics**

Juan Bernal, Chair  
Ken Kuniyuki, Asst. Chair

**Physical Science**

Irena Stojimirovic, Chair  
Jennifer Snyder, Asst. Chair  
Astronomy  
Engineering  
Geology  
Physical Sciences  
Physics  
Oceanography



**School of Learning Resources and Academic Support**

Lorie Crosby Howell Ph.D., Dean  
Caterina Palestini, Administrative Technician ext. 2799, LRC 443/444  
Lisa Burgert, Asst. Chair ext. 2619

**Learning Opportunities For Transformation**

Janue Johnson, Professional Learning Coordinator, LRAS Chair ext. 5012  
Katie Palacios, Instructional Designer  
Eva Parrill, Administrative Assistant III  
Todd Williamson, Instructional Lab Technician ext. 5000; LRC LOFT

**Library Services**

Yolanda Giang, Instructional Support Supervisor ext. 2448

**Tutoring and Computing Services**

Vacant, Tutor Coordinator  
Kristin Krogh, Instructional Support Supervisor

**Honors**

Ingrid Jayne, Honors Coordinator  
Danté Jones, Honors Coordinator

**Teacher Education**

Laurie lunker



**School of Health Sciences/ Public Service**

Cassandra Storey, Dean  
Alison Mona, Administrative Assistant IV ext. 2789, S-300  
Thomas Hartzell, Sr. Clerical Asst. ext. 2789, S-300  
Molly Broene Program Support Technician ext. 5003,S-321

**Allied Health**

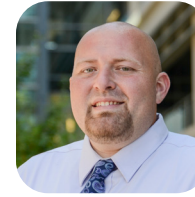
Amanda Johnston, Chair  
Connie Renda, Asst. Chair  
Dental Assisting  
Health Information Management  
Health Information Technology  
Medical Assisting  
Neurodiagnostic Technology  
Phlebotomy  
Physical Therapist Assistant  
Radiologic Technology  
Veterinary Technology

**American Sign Language**

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

**Consumer/Nutrition Studies**

Ida Cross, Chair  
Child Development  
Child Development Center  
Nutrition



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

Ryan Shumaker, Ed.D., Dean/  
Athletic Director  
Simone Sherrard, Administrative Assistant IV  
Rachel Schwarz, Administrative Assistant IV ext. 2737; ES-203

**Exercise Science**

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

**Dance, Health Education, Fitness Certification Intercollegiate Athletics**

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

# Student Services



## Office of the Vice President, Student Services

Larry T. Maxey II, M.A.  
Vice President,  
Student Services,  
Room 14-401,  
ext. 2678

Trina Larson, Ph.D.,  
Administrative  
Assistant V, Room  
14-401, ext. 2678

Charlie Lieu, College  
Technical Analyst,  
Room 14-408,  
ext. 2527



## Office of the Dean of Student Affairs

Victoria Kerba Miller,  
Dean, Room 14-  
408, ext. 2699

Zulma Heraldez,  
Senior Secretary,  
Room 14-408,  
ext. 2699

Courtney Lee, Senior  
Student Services  
Assistant, Room 14-  
408, ext. 2699

Claudia Perkins, Site  
Compliance, 504,  
Student Conduct  
Officer, Room 14-  
408, ext. 2699

### Assessment

Jennifer Park,  
Outreach/  
Assessment  
Supervisor, Room  
14-101, ext. 2632

Amy Bettinger,  
Student Services  
Technician, Room  
14-201, ext. 5816

### Associated Students

Zora Williams, AS  
President, Room  
14-409, ext. 2903

Mahro Hashimi, AS  
Vice President,  
Room 14-409,  
ext. 2903

### Financial Aid

Saúl Quiroz, Financial  
Aid Director, Room  
14-107, ext. 2817

Pilar Ezeta-Rodriguez,  
Financial Aid  
Officer,  
Room 14-107, ext.  
2817

Guadalupe Bueno,  
Student Services  
Assistant, Room  
14-107, ext. 2817

Skyler Dennon,  
Senior Student  
Services Assistant,  
Room 14-107,  
ext. 2817

David Tran, Student  
Services Assistant,  
Room 14-107, ext.  
2817

Yuli Hernandez,  
Student Assistance  
Technician/  
Financial Aid, Room  
14-107, ext. 2817

Louis Flores-Arzola,  
Student Services  
Assistant

Julissa Samano,  
Student Assistance  
Technician/  
Financial Aid, Room  
14-107, ext. 2817

Susana Kennemer,  
Student Assistance  
Technician/  
Financial Aid, Room  
14-107, ext. 2817

Vacant  
Student Services  
Assistant, Room  
14-107, ext. 2817

Cecilia Valdez  
Student Assistance  
Technician/  
Financial Aid, Room  
14-107, ext. 2817

### Outreach and Community Relations

Jennifer Park,  
Outreach/  
Assessment Acting  
Coordinator, Room  
14-101, ext. 2632

Cesar Gaxiola,  
Student Services  
Technician, 14-101,  
ext. 5970

Jocelyn Werlinger,  
Acting Promise  
Student Services  
Technician, 14-201,  
ext. 2587

### Student Health Services

Suzanne Khambata,  
RN, MSN, FNP, CS,  
Director, Room 14-  
209, ext. 2774

Calvin Wong, MD,  
Room 14-209, ext.  
2774

Laura Milligan, FNP,  
PNP, Room 14-209,  
ext. 2774

Derrick White,  
MFT, Counselor  
Coordinator Room  
14-409, ext. 2774

Mimi Vu, Senior  
Student Services  
Assistant, Room  
14-209, ext. 2774



## Office of the Dean of Student Development

Cynthia Rico, Ed.D.  
Acting Dean, Room  
14-401,

Angie Avila, ext. 2896  
Administrative  
Assistant IV

### Admissions

Ivonne Alvarez,  
Admissions and  
Records /VA  
Director, Room 14-  
102, ext. 2689

Karina Sandoval,  
Student Services  
Supervisor, Room  
14-102, ext. 2687

Jose Aranda, Student  
Services Technician,  
Room 14-102,  
Resid. ext. 2688,  
Int. ext. 2717

Francisco Blas, Acting  
Student Services  
Technician, Room  
14-102, Allied  
Health ext. 2684

Helena Hubbard,  
Senior Student  
Services Assistant,  
Room 14-102, ext.  
2682

Trung Huynh, Senior  
Student Services  
Technician, Room  
14-102, ext. 2688  
Int. ext 2717

Elizabeth Jones,  
Senior Student  
Service Assistant,  
Room 14-102,  
ext. 2682

Vacant, Senior  
Student Services  
Assistant, Room

14-102, ext. 2682

Micha Tannous,  
Senior Student  
Service Assistant,  
Room 14-102,  
ext. 2688

Austin Tran, Student  
Services Assistant

Victoria Vela, Senior  
Student Services  
Assistant, Room 14-  
102, ext. x2682

Mia Zedukas, Student  
Service Assistant,  
Room 14-102,  
ext. 2682

Lauren Beltran,  
Student Service  
Assistant, Room  
14-102,  
ext. 2682

Vacant, Student  
Services Assistant,  
Room 14-102, ext.  
2682

Rodd Brisson,  
Student Services  
Assistant, Room  
14-102, ext. 2682

### Counseling & Orientation

Cynthia Rico, Ed.D.,  
Chair, Room 14-  
303, ext. 2538

Andrew Tanjuaquio,  
Student Services  
Supervisor, Room  
14-303, ext. 2538

Gabriel Adona,  
Counselor, Room  
14-303, ext. 2538

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14-303, ext. 2538

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Student Services  
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ext. 2538

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Student Services  
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ext. 2538

Kristy Carson,  
Counselor, Room  
14-303, ext. 2538

Nicholas DeMeo,  
Counselor, Room

14-303, ext. 2538

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14-303, ext. 2538

Andrew Malinis  
Counselor, Room  
14303, ext. 2538

Adam Erlenbusch,  
Counselor, Room  
14-303, ext. 2538

Shirley Flor,  
Counselor, Room  
14-303, ext. 2538

Patricia Guevarra,  
Counselor, Room  
14-303, ext. 2538

Terrence Hale,  
Counselor, Room  
14-303, ext. 2538

Anne Hedekin,  
Counselor, Room  
14-303, ext. 2538

Ramiro Hernandez,  
Counselor, Room  
14-303, ext. 2538

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

Guillermo Marrujo,  
Counselor, Room  
14-303, ext. 2538

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

Laura Mathis,  
Counselor, Room  
14-303, ext. 2538

David Navarro,  
Counselor, Room  
14-303, ext. 2538

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

Jordan Nash  
Counselor, Room  
14303, ext. 2538

Valerie Pallares-  
Herrera, Counselor,  
14-303, ext. 2538

Kari Parker,  
Counselor, Room  
14-303, ext. 2538

Kirsten Pogue-Cely,  
Counselor, Room



14-303, ext. 2538  
 Anthony Reuss, Counselor, Room 14-303, ext. 2538  
 Patricia Rodriguez, Counselor, Room 14-303, ext. 2538  
 Raul Rodriguez, Counselor, Room 14-303, ext. 2538  
 Abimaliel Rosario, Student Services Technician, 14-303, ext. 2538  
 Raquel Sojourner Worlds, Counselor, Room 14-303, ext. 2538  
 Judy Sundayo, Counselor, Room 14-303, ext. 2538  
 Michael Temple, Counselor, Room 14-303, ext. 2538  
 Emilia Renner, Student Services Technician, Room 14-303, ext. 2538  
 Charles Shimazaki, Administrative Assistant III, 14-303, ext. 2538  
**Transfer, Career, Evaluations**  
 Olivia Picolla, Student Services Supervisor, Room 14-306, ext. 2778  
 Celine Ahearn, Student Services Technician, Room 14-306, ext. 5040  
 Kristy Carson, Career Counselor/Coordinator, Room 14-306, ext. 2535  
 Anne Hedekin, Counselor, Transfer Center Coordinator, Room 14-306, ext. 5050  
 Darcey Flores, Senior Student Services Assistant, Transfer, Room 14-306, ext.

2994  
 Ayana Woods, Student Services Assistant, Evaluations, Room 14-306, ext. 2594  
 Raquel Sojourner, Career Counselor/Coordinator, Room 14-306, ext. 5921  
 Sadie Wager, Student Assistant Technician, Career, Room 14-306, ext. 5975  
 Vincent Villareal Student Services Assistant, Career, Room 14-306, ext. 2596

**Veterans & Records**

Jose Antonio Hueso, Student Services Supervisor, Room 14-102, ext. 2805  
 Jordan Agricola, Administrative Technician, Room 14-102, ext. 2805  
 Laura Arellano Rodriguez, Student Services Technician, Room 14-102, ext. 2805  
 Helen Dinh, Student Services Assistant, Room 14-102, ext. 2805  
 Adrian Tanjuaquio, Student Services Technician, Room 14-102, ext. 2805  
 Ashtan Farmer, Student Services Assistant, Room 14-102, ext. 2805  
 Dustin Zeuske, Senior Student Services Assistant, Room 14-102, ext. 2805

**Veterans Success Center**  
 Jose Antonio Hueso, Student Services Supervisor, Room 14-102, ext. 2805  
 Jordan Agricola, Administrative Technician, Room 14-102, ext. 2805



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

Leticia Diaz, Dean, Room 14-401, ext. 5940  
 Flordaliza Abuayo, Administrative Assistant IV, Room 14-401, ext. 5940

**The Stand - Pamela T. Luster Resource Center**

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

**AVANZA/Peer Navigators/CRUISE**

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

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

**CalWORKS**

Grace Aumoelologo, Adjunct Counselor/Coordinator, Room 14-410, ext. 2709

**DSPS**

Erika Higginbotham, Counselor/Coordinator, Room 14-405, ext. 2780  
 Isaac Arguelles-Ibarra, DSPS Counselor, Room 14-405, ext. 2780  
 Rebekah Corrales, DSPS Counselor, Room 14-405, ext. 2780  
 Allison Crakes, Instructional Assistant, 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, Senior Student Services Assistant, Room 14-405, ext. 2780

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

Autumn Woodruff, Senior Student Services Assistant, Room 14-405, ext. 2780

Elizabeth Wilke, Counselor, Room 14-405, ext. 2780

**EOPS and Special Programs CARE/Borderless Scholars /**

**Rising Scholars/NextUp/FAST Scholars**

**STAR TRIO**

Karla Trutna, Director, Room 14-309, ext. 2468

Nellie Dougherty, EOPS Chair, Room 14-309, ext. 2706

Chris Kalck, STAR TRIO Counselor Coordinator, Room 14-308, ext. 2481

Angel Aguilar Garcia, DRC and Borderless Scholars Counselor Coordinator, Room 14-309, ext. 2706

Karen Geida, CARE and Rising Scholars Counselor Coordinator, Room 14-309, ext. 2706

Nicole Judd, Senior EOPS Student Services Technician, Room 14-309, ext. 2706

Thuan Le, STAR TRIO Student Technician, 14-308, ext. 2481

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

Marlene Gracia, EOPS/NextUp/FAST Scholars Student Services Technician, Room K101, ext. 2706

Yolanda Granados Nicacio, EOPS/Borderless Scholars Sr. Student Services Assistant, Room 14-204, ext. 2706

Nathan Klein, Counselor, Room 14-309, ext. 2706

**Pride Center**

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



# Administrative Services



## Administrative Services

**Lorenze A. Legaspi**, Vice President, A-102

## Administrative Services

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

## Support Staff

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

## Events and Operations

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

### **Jacqueline Collins**,

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

### **Giovanni Garcia**,

Events Logistics Lead  
MS 301A, ext. 5881

### **Matt Fay**,

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

## Stockroom

MC-124, ext. 2761

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

**Frank Fernandez**, Stockroom Supervisor

**Vacant**, Stock Clerk

**Arthur James**, Stock Clerk

## Business Office Support

A-101, ext. 2746

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

**Marco Chavez**, Business Office Support Supervisor

**Ellen Engels**, Administrative Technician

**Tram Anh Dinh**, Administrative Technician

**Bobby Vang**, Administrative Technician

## Business Services

A-102, ext. 2771

Fax 619-388-2833

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

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

**Erica (Patty) Garcia**, Director, Administrative Services

**Rosa Mejia**, Sr. Accounting Technician

**Virginia Enriquez**, Administrative Technician

## College Technology Services

MC-215, ext. 2880

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

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

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

MC 215, ext. 2515

**Kevin Branson**, Supervisor (Computing)

MC 215, ext. 2861

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

MC 215, ext. 2510

**Tarina Jaghori**, Instructional Lab Tech

**Bao To**, Network Specialist

**Nhon Tran**, Instructional Lab Tech

**Carlos Wales**, Instructional Lab Tech

**Vacant**, Network Specialist

**Karmikael Garcia**, Instructional Lab Tech

**Vacant**, Instructional Lab Tech

## Administrative Computing/IT Help

G-203, ext 7000

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

**Tony Lo**, District Network Specialist

**Alex Napoles**, District Network Specialist

## Printing And Mail Services

MC-215, ext. 2764

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

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

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

**Rocio Sandoval**, Digital Color Technician

**Ruben Limon**, Digital Color Technician

**Leanne Kunkee**, Digital Color Assistant

**Vacant**, Digital Color Assistant

**Vacant**, Production Services Assistant

## Student Accounting

I4-106, ext. 2704

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

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

**Lynn Dang**, Accounting Supervisor

**Robert Booth**, Sr. Account Clerk

**Zod Schultz**, Accounting Technician

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

**Nathan Talo**, Sr. Accounting Technician

**Alma Godinez**, Accounting Technician

**Isabel Truong**, Sr. Account Clerk

**Minh Thu Duong**, Sr Account Clerk

# Administrative

## San Diego Mesa College Administrative Personnel

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Carlee Gosser  
Director Child Development  
Center



# College Governance

## President's Cabinet

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

## Academic Senate Executive Committee

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

## Classified Senate Executive Officers

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

# College Governance

## Committees

### Academic Senate Committees

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

### Ad Hoc Committees

Contract Faculty Position Priorities  
Distance Education  
Facilities Master Plan

### Campus-Wide Search Committees

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

### Campus-Wide Committees

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

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

### Committees with Associated Student Membership

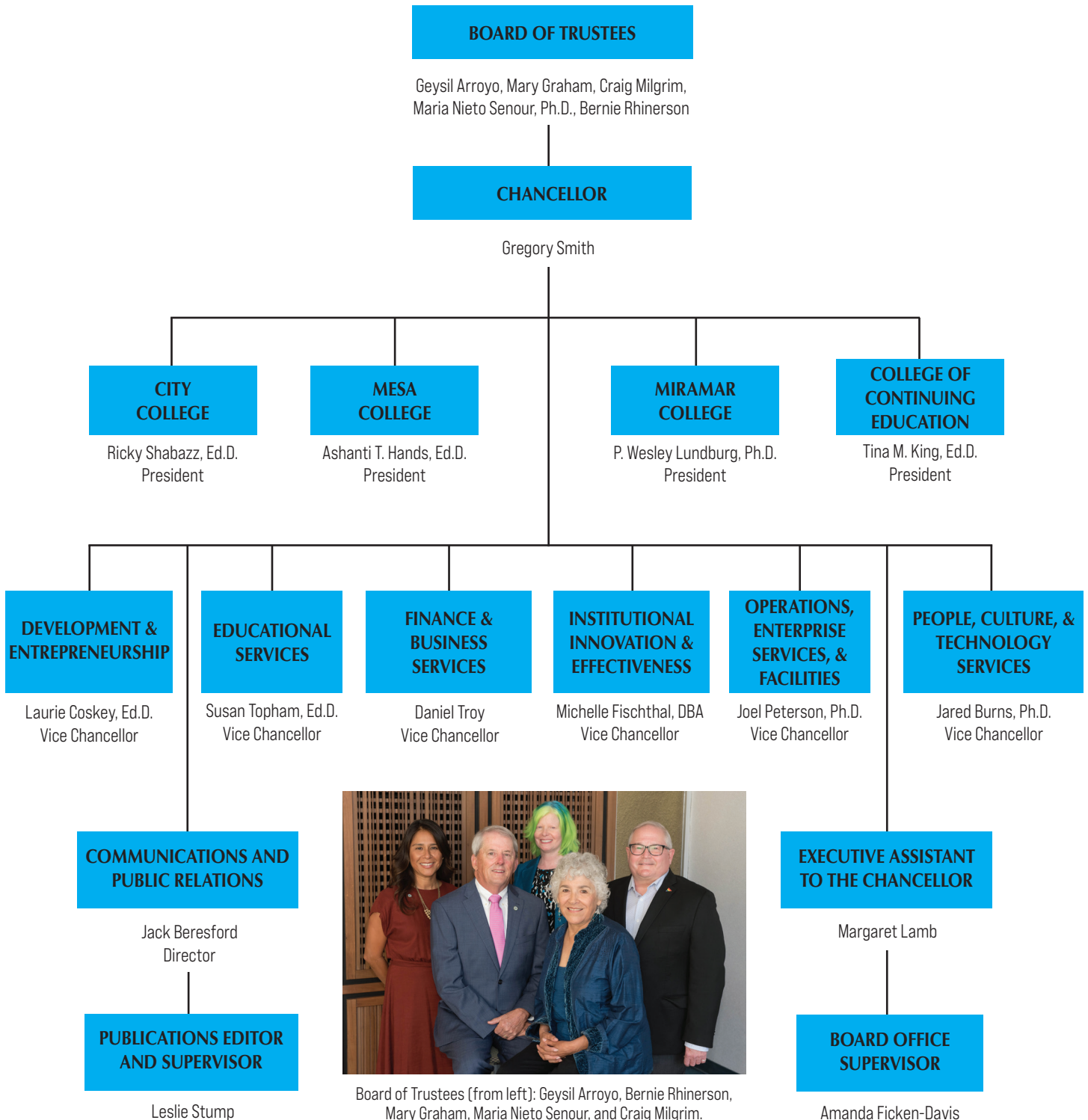
Canyon Day  
Commencement  
Construction Oversight Committee  
Festival of Colors  
Mesa College Foundation  
Mesa College Marketing Advisory Committee  
Mesa Pathways Committee  
Mesa Student Services Council  
Planning and Institutional Effectiveness Committee  
President's Cabinet  
Scholarship  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

### District-Wide Committees

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

# College Governance

## San Diego Community College District Administration





# Student Services

## Student Services Center

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

## Access to and Review of Student Records

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

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

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

## Admissions & Records

I4-102, ext. 2682

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

## Assessment

I4-201, ext. 2718

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

## Attendance and Accounting

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

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

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

unexcused absences.

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

For more information regarding class

# Student Services

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

## **AVANZA Engagement Center**

14-203, ext. 2757

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

## **Counseling**

14-303, ext. 2672

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

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

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

- Petitions
- Holds
- Prerequisite Clearance
- Transfer Agreements

## **Disability Support Programs and Services (DSPS)**

14-405, ext. 2780

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

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

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

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

## **Service Animals - Procedure 3105.2**

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

## **EOPS and Special Programs**

To learn about program services and to apply visit: [sdmesa.edu/EOPS](http://sdmesa.edu/EOPS)

## **EOPS**

14-309, ext. 2706

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

## **CARE**

14-309, ext. 2706

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

## **NextUp**

K-101, ext. 5895

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

# Student Services

## **FAST (Fostering Academic Success and Transitions) Scholars**

K-101, ext. 5895

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

## **Borderless Scholars and Dreamer Resource Center**

I4-204, ext. 5116

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

## **Rising Scholars**

I4-309, ext. 2706

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

## **STAR TRIO**

I4-308, ext. 2481

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

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

## **CalWORKs**

I4-410, ext. 2709

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

## **Career Center**

I4-306, ext. 2777

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

## **Evaluations**

I4-306, ext. 2680

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

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

## **Farmers Market**

K105/106, ext. 5726

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

## **Financial Aid**

I4-107, ext. 2817

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

## **Student Affairs**

I4-408, ext. 2699

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



# Student Services

## **Outreach/Community Affairs**

14-101, ext. 2230

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

## **Pride Center**

D-102, ext. 5096

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

## **Registration and Services**

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

Grades are available to students by using MySDCCD or

*unofficialtranscript.sdccd.edu*

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

## **Student Complaint Process**

### **Academic-Related Complaints**

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

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

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

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

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

### **Unlawful Harassment or Discrimination Complaints**

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

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

### **Non-Academic and Miscellaneous Complaints**

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

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

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

### **Student Cheating and Plagiarism**

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

# Student Services

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

## Student Disciplinary Procedures

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

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

## Student Success & Equity

14-401, ext. 5940

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

## Student Health Services

14-209, ext. 2774

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

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

## Student Rights and Responsibilities

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

## Student Rights

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

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

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

presentations on campus;

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

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

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

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

## Transfer Center

14-306, ext. 2473

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

# Student Services

a four year institution.

## **Veteran Services Office**

I4-102 ext: 2805

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

## **Veterans Success Center**

K103/104 ext 2805

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





# Instruction

## Academic Computing Labs

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

## Adjunct Instructor Assignments

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

## Curriculum Approval Procedures

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

## Disruptive Student Behavior

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

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

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

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

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

## Prevention

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

## Recommended Actions

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

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

## Employees' Rights

Article IV—Employee Rights (Employee Handbook)

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

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

## Faculty Rights and Responsibilities

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

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

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



# Instruction

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

- Instructors have the right and responsibility to participate in departmental, college and district committees.
  - Instructors have the responsibility to adhere to departmental, college and district policies and procedures.
  - While instructors are, first and foremost, teachers, they are also employees whose salaries are paid by all Californians. Instructors have the responsibility to conduct themselves as conscientious employees. And, instructors have a right to the respect and fair treatment that are due any worker.
  - Instructors have the right to engage in all Constitutionally protected activities, including participating in the political process.
  - Instructors have the right to pursue subsidiary interests, so long as these interests do not compromise the ability to fulfill their professional responsibilities.
  - Instructors have the responsibility not to exploit students in any way, including, but not limited to, sexually or financially.
  - Instructors have the right to be free from acts or threats of harassment, intimidation, insult, mockery, physical aggression, and or assault.
  - Instructors have the responsibility not to discriminate against or harass students, colleagues, classified professionals or administrators.
  - Instructors have the responsibility to avoid engaging in disorderly, lewd, indecent or obscene conduct or habitual profanity or vulgarity.
  - Instructors have the right to expect that both formal and informal mechanisms be in place for mediation or arbitration of conflicts between faculty and all members of the campus community.
- ### Field Trips
- SDCCD form 3120.2, Request/ Authorization to conduct Off-Campus Student Activity must be completed and submitted to the appropriate Dean at least two class sessions in advance of the activity. If overnight or outside California, prior Board approval is required. See Policy 3120 for further detail.

## Final Examinations

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

## Grades Submission

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

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

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

## Grant Proposals

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

# Instruction

## Guest Speakers

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

## Honors

K-108, ext 2341

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

## Language Center

2nd floor, library, ext. 2515

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

## Learning Resources and Academic Support

The four-story Learning Resource Center (LRC)

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

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

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

## Library

LRC, Floors 1 & 3, ext 2696/2695

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

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

The library's resources and facilities include:

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

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

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

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

## Mesa Tutoring and Computing Centers (MT2C)

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

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

## Permission Numbers

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

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

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

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

## Professional Learning - The LOFT

LRC, 4th floor, ext. 5000

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

## Program Review

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

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

# Instruction

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

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

## Scholarships for Classified Professionals

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

## STEM Center

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

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

calculators available to check out, and much more!

## Syllabus

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

## Tutoring Services

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

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

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

## Work-Based Learning

BT-104, ext. 2701

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

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

[sdmesa.edu/wbl](http://sdmesa.edu/wbl)





# Administrative Services

## Address/Contact Details/Emergency Contact Changes

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

## Bookstore/Campus Store (MC114)

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

## Cafeteria Services

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

## Classification

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

## College Police Business Office (Q-100)

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

## Consensual Relationships

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

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

## Facilities Services, (L200)

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

## Keys/Alarm Codes

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

## Lactation Room (Pods)

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

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

## Leaves

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

## Mail Services

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

All US Mail must be received in the mailroom

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

## Mesa College Foundation

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

To reach the Mesa College Foundation, call Krista Stellmacher at ext. 2285, or at [kstellmacher@sdccd.edu](mailto:kstellmacher@sdccd.edu).

## Parking (Faculty/Staff Permits)

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

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

## Pay Rate

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

## Pay Cycle and Time Cards

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

## Phone

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



# Administrative Services

## Printing Services

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

## Prohibition of Discrimination and Harassment in The Academic Setting

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

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

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

[sdccd.edu/docs/District/policies/District%20](http://sdccd.edu/docs/District/policies/District%20)

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

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

## Property Damage, Instructor or Student

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

## Revolving Cash

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

## Smoking Policy

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

## Stockroom (Supplies)

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

## Student Accounting

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

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

## Substitutes

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

## Travel and Mileage

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

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

## Tuition Reimbursement for Classified Professionals

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

## Voice Mail

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

# General Information

## Who Is Responsible: Index Of Responsibilities

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

# General Information

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

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

# District and Campus Crisis Response Procedures

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



# Campus Map

## SAN DIEGO MESA COLLEGE

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



Scan to download  
the Campus Map



MESA COLLEGE IS A SMOKE-FREE CAMPUS



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

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



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

**\* Student Services**

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

**\*\* Mesa Commons**

- Catereria
- Campus Store (Bookstore)
- 72Fifty Culinary Outlook
- Printing and Mail Services
- Stockroom
- Technology Services

- FA** Fine Arts, Art Gallery
- I400** Student Services Center and Classrooms \*
- K1** The Stand, VSC, NextUP, Honors and Classrooms
- L1** Exercise Science L100
- L2** Facilities L200
- LRC** Learning Resource Center (Library)
- MET** Met High School (K200)
- MC** Mesa Commons \*\*
- MCQ** Mesa Commons Quad
- MS** Math and Science Complex
- P1** Classrooms P100
- P2** Storage P200
- P3** Animal Health Technology P300
- PS** Parking Structure
- Q** Mesa College Police Offices Q100
- S** Allied Health Education S100, S200, S300
- SB** Social and Behavioral Sciences Building
- Z** Mesa College Design Center

- A1** President, V.P. Instruction, V.P. Administrative Services, Business Office Support (101-105)
- A1** Foundation/Resource Dev., Office of Communications
- B** Inst. Effectiveness and Research (108-111)
- BT** Center for Business and Technology
- C1-CT** Classrooms C100 and Apolliad Theatre CT
- C2** Classrooms C200
- CDC** Child Development Center
- CE** Continuing Education Building
- CP** Central Plant
- D1** PRIDE Center, Classrooms D100
- D2** Classrooms D200
- D3** Classrooms D300
- DS** Merrill Douglas Stadium
- ES** Exercise Science
- EV** English Village
- G** Humanities & Multicultural Studies
- GYM** Main Gym



SAN DIEGO  
MESA COLLEGE