



To: DL for Mesa Faculty (contract); DL for Mesa Faculty (adjunct)
CC: DL for Mesa Schools Deans
From: Tim McGrath, Vice President, Instruction
Date: 8/16/2011
Re: Classroom Keys/Access

Dear Faculty,

Welcome back for the fall semester.

I wanted to send out some general information to hopefully alleviate some of the early semester problems.

Please be proactive in assuring you have keys to your classrooms. This means that you need to complete a Key Request Form, have it signed by your Dean and submit it to Campus Police every time you are assigned to teach in a new classroom. The Key Request Form can be obtained at your Dean's office or at the Campus Police.

Occasionally, in spite of following the preceding directions, you may find yourself locked out. **During the first two weeks of the semester only**, you can get assistance from **Facilities Service Call Center** by calling **619/388-6422**, or after hours from **College Police Dispatch** **619/388-6405**.

After the first two weeks of the semester, you will need to obtain access from your dean or the president's office at 619/388-2721. Please do your best to prevent this from happening.

In the evenings you can get assistance from **Brandon Terrell**, the **Evening Dean's Assistant** by calling **619/388-2463** or on this cell phone: **619/921-0908**.

Some of the rooms that lack technology are automatically opened each day, and left open until after the last class. Let your dean know if you find yourself locked out of one of these rooms.

I hope that this information helps.