PCAB Update

Administrative Services

BARC AND CHPC TIMELINE

SAN DIEGO MESA COLLEGE

BARC Program Review Timeline
Spring 2024

Program Review Requests Due: **February 5, 2024**

Resource Committee Review Begins: **February 6, 2024**

Joel will have resources requests ready for BARC to review by: **February 8, 2024**

BARC 1st Review Meeting - Begin Scoring: **February 8, 2024**
- Norm resource requests

BARC 2nd Review Meeting - Scoring: **February 26, 2024**
- Comprehensive Review

PIEC Presentation for Review: **February 27, 2024**

PCAB First Reading: **March 5, 2024**

PCAB Second Reading: **March 19, 2024**

RAIN PROCEDURES

The Facilities office will create a work order for roof repairs to be made with proper documentation attached.

Due to a high number of calls at once, we do ask that faculty and staff members place a receptacle under the leak until members of our crew arrive.

Direct reports of water leaks to the Facilities office will help us make repairs faster and more effectively while mitigating damage to campus buildings and equipment.

Please be on the lookout for water leaks and report them directly to Facilities Services by calling **(619) 388 - 2814.** For all other requests, please continue to use
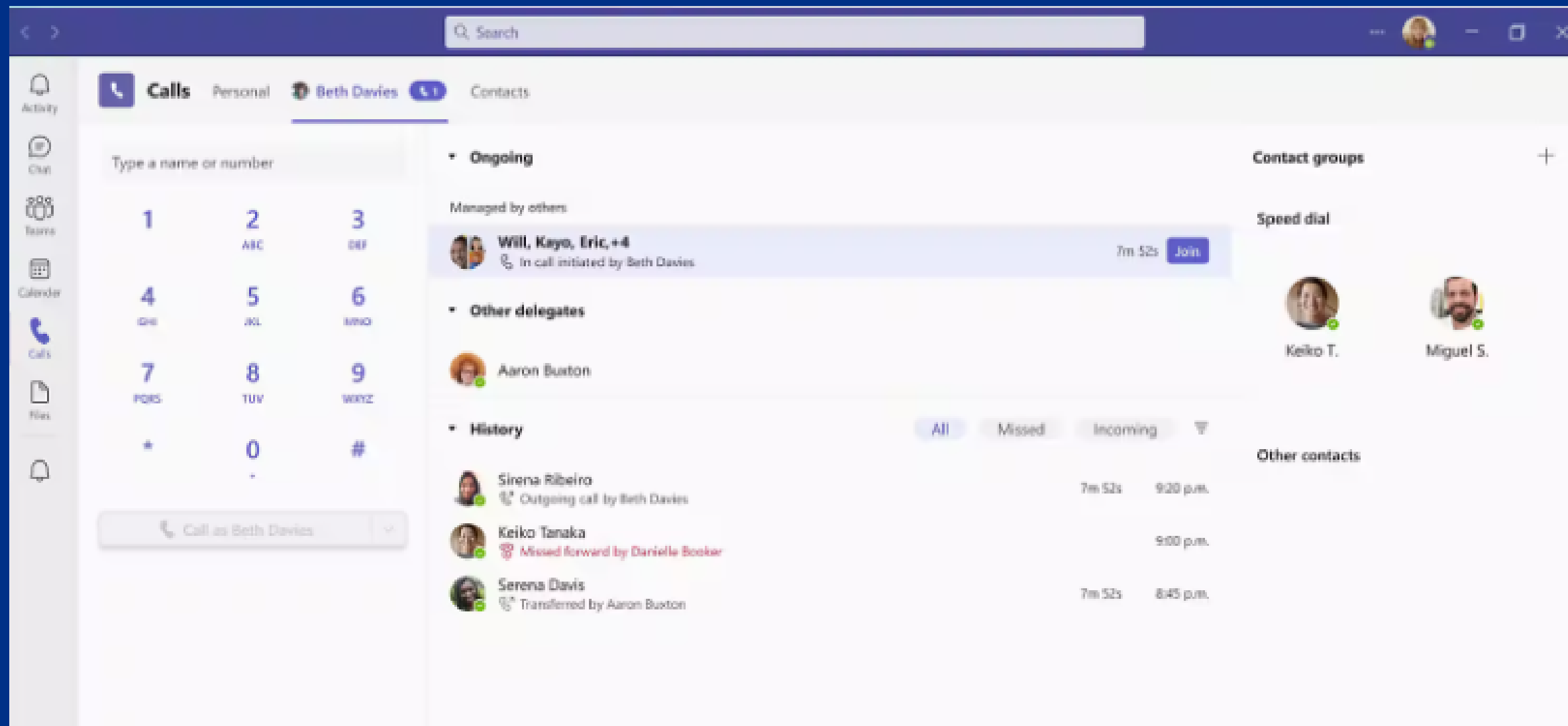
FACILITIES WORK ORDER SYSTEM

ADMINISTRATIVE SERVICES DIRECTORY

Business Services

The Business Services Office oversees budget, requisitions, travel, revolving, cash reimbursement, and invoice payments. They also provie training on purchasing, travel, and budget related requests.

Erica "Patty" Lopez *Director of Administrative Services*	x 2771	A - 102
Rosa Mejia *Senior Accounting Technician*	x 2771	A - 102
Virginia "Virgie" Enriquez *Administrative Technician*	x 2771	A - 102

Business Support

The Business Support Office assits the campus in the hiring of NANCE, adjunct, interns and volunteers and questions about employment and payroll. Each of the technicians oversees certain departments.

Marco Chavez *Business Support Supervisor*	x 2746	A - 101
Bobby Vang *Administrative Technician*	x 2746	A - 101
Ellen Engels *Administrative Technician*	x 2764	A - 101
Tram Anh Dinh *Administrative Technician*	x 2746	A - 101

Student Accounting Office

The Student Accounting Office coordinates the collection of fees and provided related services to students. They process refunds for classess dropped on refund deadlines and handle distribution of financial aid checks for pick - up. They process monthly and semester bus and tolley passes and accept payments for financial holds, parking permits, deferments, third party transactions, financial aid repayments, and child care fees. They maintain records for scholarships, associated students, clubs, agencies and fiduciary trust accounts.

Lynn Dang *Accounting Supervisor*	x 2704	I4 - 106
Nathan Talo *Senior Accounting Technician*	x 2704	I4 - 106
Zod Schultz *Accounting Technician*	x 2704	I4 - 106
Alma Godinez *Accounting Technician*	x 2704	I4 - 106
Robert Booth *Senior Account Clerk*	x 2704	I4 - 106
Consuelo Porto y Taboada *Senior Account Clerk*	x 2704	I4 - 106
Minh Thu Duong *Senior Account Assistant*	x 2704	I4 - 106
Isabel Truong *Senior Account Clerk*	x 2704	I4 - 106
Albina Osokina *Project Assistant*	x 2704	I4 - 106

Print and Mail

The Print and Mail Office oversees black and white priniting, color printing, large format printing , and the mail system oversight.

David Fierro *Director of College Technology*	x 2764	MC - 215
Leanne Kunkee *Production Services Assistant*	x 2875	MC - 215
Rocio Sandoval *Digital Color Technician*	x 2415	MC - 215
Ruben Limon *Digital Color Assistant*	x 2868	MC - 215

Administrative Services is led by Vice President Legaspi and provides critical support and oversight for all business operations of campus. They serve as the hub of all business transactions, reporting and information and are comprised of all of the offices listed on this directory.

Lorenze Legaspi *Vice President*	x 2990	A - 102
Catherine Cannock *Administative Assistant V*	x 2990	A - 102

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Technology Planning

The Instructional computing Office oversee AV set ups, classroom AV maintenance, phone system oversight, instructional equipment and testing.

Michael Davis *Supervisor*	x 2510	MC - 215
Carlos Wales *Instructional Lab Technician - Media*	x 2656	MC - 215
Nhon Tran *Instructional Lab Technician - CS*	x 2602	MC - 215

Events and Operations

College Events and operations oversees special events, construction, safety, security, inventory, facility use, rental program, facility maintenance, planning, and operations. They also negotiate contracts.

Jacqueline Collins *Director College Events & Operations*	x 2554	LR 439
Giovanni Garcia *Events Coordinator*	x 5881	LR 439
Anabel Pullido *Project Analyst*	x 5881	LR 439
Mathew Fay *Safety Coordinator*	x 2763	MC - 219A1

Shipping and Receiving

The Shipping and Receiving Office oversess the campus supply inventory. They are the major hub for all deliveries and disbursements. They assist with purchasing and receiving for supplies and equipment and support major events.

Frank Fernandez *Shipping and Receiving Supervisor*	x 2555	MC - 124
Arthur James *Stockroom Clerk I*	x 2761	MC - 124
Mckinley Fitzpatrick *Project Analyst*	x 2761	MC - 124

FINAL VERSION WILL BE SHARED SOON

MS Teams Phone

SCAN ME

thank you so much

MESA2030
Facilities Planning Taskforce

- **2024 Spring Tasks**
  - Identify Community Networks
  - Clearly Articulate Facilities
  - In-reach and out-reach presentations
  - Awareness of Bond process and timelines

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