

PCAB

ADMINISTRATIVE SERVICES 2/3/2026

ICE Action Plan & Protocols

Our campus is dedicated to ensuring a safe, inclusive environment where all students can focus on their education without fear. As part of our commitment to student safety, we have established clear **ICE Action Protocols**

Immigration Legal Services Coalition (ILSC)

Individuals may contact ILSC if they—or a family member or friend—have been detained or arrested by immigration enforcement.

•**ILSC Contact Information:**

•**Phone: (858) 751-7553**

•**Hours: 9:00 a.m. – 6:00 p.m.**



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Responding to ICE on campus Immigration and Customs Enforcement

1.

NOTIFY one of the following offices if you become aware that immigration enforcement is happening on campus:

SDCCD Chancellor's Office: (619) 388-6957, chancellor@sdccd.edu
SDCCD General Counsel: (619) 388-6589, lkostic@sdccd.edu
SDCCD Police: (619) 388-6405

2.

ENCOURAGE students to remain in their classroom or a private office of a trusted individual (if ICE is nearby).

3.

WITNESS

Stand by as a witness, if you feel comfortable doing so. You are legally entitled to use your cellphone to record enforcement activities as long as you do not directly interfere. Share video with your college information officer.

4.

RESPOND IF ASKED

"I am not authorized to speak with you, answer your questions, or provide access to any people or facilities per SDCCD policy. Only the District Chancellor and General Counsel have authority to assist you. You may contact the Chancellor or General Counsel at: 3375 Camino del Rio South, Suite 300 or 330 San Diego, CA 92108, (619) 388-6957 or (619) 388-6589."

- Do not give consent for them to enter facilities.
- Do not physically interfere with an officer and step aside if directed to.

STAY INFORMED

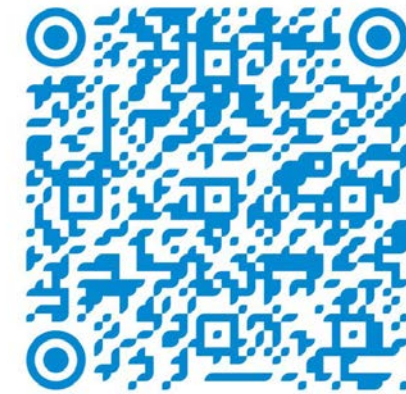
Find and share additional resources and current immigration enforcement guidance.



District Policies: Administrative Procedure 3415 – Non-Participation in Immigration Enforcement Activities; Immigration Status Security
This information is current as of July 1, 2025. Changes to laws and regulations may affect the instructions provided.

Safety

Mesa Emergency Management Website



Mesa Tech Hub

Location of the help desk is the 1st floor of the Student Services building.

The hours for the first two weeks of the semester are

Monday and Tuesday: 8am -2 pm

Wednesday and Thursday: 10am-4pm

Friday: 10am-12pm

After the initial two weeks, we will return to the existing non-peak hours:

Mon-Thurs: 10am-2pm

Friday: 10am-12pm

WE ARE HERE TO HELP!

MESA COLLEGE TECH HUB



CONNECTING CAMPUS THROUGH TECH

The Tech Hub is designed to provide convenient, walk-up technology services for our students, faculty, and classified professionals.

OUR SERVICES

- **Wi-Fi & Access:** Help connecting to SDCCD Wi-Fi.
- **Canvas & Tools:** Setup and troubleshooting for Canvas, Zoom, Pronto, and more.
- **Accounts & Login Help:** Password resets, Multi-Factor Authentication (MFA), SSO issues.
- **Email:** Microsoft Outlook.
- **General IT Support:** SDCCD devices, software, and digital resources.

NEED HELP?
STOP BY THE TECH HUB IN THE
STUDENT SERVICES LOBBY, FIRST
FLOOR (I-400)

SCAN THE QR CODE FOR
HOURS OF OPERATION



619-388-7000



<https://help.sdccd.edu>

SCAN HERE



WORK ORDERS

Maintenance Request Form

- Alt Contact = Dean/Manager
- Receive Notifications = Jacqueline Collins



New Maintenance Request

Request

* Request type

* Request

* Building

* Location

* Contact Name

* Phone Number

Phone Number Must Only Be Numbers

* E-Mail Address

Alt Contact Name

Alt Phone Number

Alt E-Mail Address

* Repeat Call?

* Is This Equipment?

* Description

[A Formatting guide](#) [Show preview](#)

Attachments

36-Hour Pilot Schedule



Student Accounting: Mon-Thurs 8:30-5:30,
Friday 8:30-12:30pm

Business Office Support: Mon-Thurs 8:00-4:30, Friday 8:00-12pm

Business Services: Mon-Thurs 8:00-4:30,
Friday 8:00-12pm

Print and Mail: Mon-Thurs 7:00-6:30, Friday
7:00-3:30pm

Classroom Technology: Mon-Thurs 7:00-6:30, Friday 7:00-4:00pm

Employee Office Technology: Mon-Thurs 7:00-6:30, Friday 7:00-1:00pm

Food Service Hours of Operation



SAN DIEGO
MESA COLLEGE
SPRING 2026 FOODSERVICE
HOURS OF OPERATION

TERRACE CAFÉ

Monday - Thursday
8:00am - 5:00pm

JAVA JIVE & M-STOP C STORE

Monday - Thursday
7:30am - 2:30pm

MAIN CAFE

YOLK & FOLK and CHAR HOUSE GRILL

Monday - Thursday
Yolk & Folk Breakfast: 7:30am - 10:00am
Char House Lunch: 11:00am - 6:00pm

MOSAIC BOWLS

Monday - Thursday
10:00am - 2:00pm

RUSTICA PIZZA

Monday - Thursday
10:00am - 2:00pm

*ALL SERVICES ARE CLOSED ON FRIDAY



2026 Payroll Calendar

For hourly NANCE employees, adjuncts, and overload positions paid on the 10th of the month, the employee time entry deadline has changed. Employees must now enter time **two (2) days prior to the last day of the month.**

Hourly & Adjunct Employee Payroll Schedule

Employee Deadline to enter time	Manager Deadline to approve time @ 2:00pm	Paydate	Pay Period #
Wednesday, December 17, 2025	Friday, December 19, 2025	Friday, January 9, 2026	1
Wednesday, January 28, 2026	Friday, January 30, 2026	Tuesday, February 10, 2026	2
Wednesday, February 25, 2026	Friday, February 27, 2026	Tuesday, March 10, 2026	3
Friday, March 27, 2026	Tuesday, March 31, 2026	Friday, April 10, 2026	4
Tuesday, April 28, 2026	Thursday, April 30, 2026	Friday, May 8, 2026	5
Wednesday, May 27, 2026	Friday, May 29, 2026	Wednesday, June 10, 2026	6
Friday, June 26, 2026	Tuesday, June 30, 2026	Friday, July 10, 2026	7
Wednesday, July 29, 2026	Friday, July 31, 2026	Monday, August 10, 2026	8
Thursday, August 27, 2026	Monday, August 31, 2026	Thursday, September 10, 2026	9
Monday, September 28, 2026	Wednesday, September 30, 2026	Friday, October 9, 2026	10
Wednesday, October 28, 2026	Friday, October 30, 2026	Tuesday, November 10, 2026	11
Friday, November 20, 2026	Monday, November 30, 2026	Thursday, December 10, 2026	12
Thursday, December 17, 2026	Monday, December 21, 2026	Friday, January 8, 2027	13

Contract Employee Payroll Schedule

Employee Deadline to Enter Time	Manager Deadline to Approve Time	Paydate	Pay Period #
Tuesday, January 20, 2026	Wednesday, January 21, 2026	Friday, January 30, 2026	1
Tuesday, February 17, 2026	Wednesday, February 18, 2026	Friday, February 27, 2026	2
Wednesday, March 18, 2026	Thursday, March 19, 2026	Monday, March 30, 2026	3
Monday, April 20, 2026	Tuesday, April 21, 2026	Thursday, April 30, 2026	4
Tuesday, May 19, 2026	Wednesday, May 20, 2026	Friday, May 29, 2026	5
Wednesday, June 17, 2026	Thursday, June 18, 2026	Tuesday, June 30, 2026	6
Tuesday, July 21, 2026	Wednesday, July 22, 2026	Friday, July 31, 2026	7
Wednesday, August 19, 2026	Thursday, August 20, 2026	Monday, August 31, 2026	8
Friday, September 18, 2026	Monday, September 21, 2026	Wednesday, September 30, 2026	9
Tuesday, October 20, 2026	Wednesday, October 21, 2026	Friday, October 30, 2026	10
Friday, November 13, 2026	Monday, November 16, 2026	Monday, November 30, 2026	11
Friday, December 4, 2026	Monday, December 7, 2026	Wednesday, December 16, 2026	12

Measure HH Communication



- Project Profiles
 - Project profiles will be updated monthly and made available to the public via the SDCCD website.
- Newsletters
 - Newsletters will continue to be distributed on a monthly basis.
- Project Video & Media Updates
 - Scan the QR code to view videos highlighting stakeholder and student engagement across all Mesa College Bond Projects.

SDCCD MEASURE HH BOND PROGRAM PROJECT PROFILE - MESA COLLEGE PERFORMING ARTS CENTER / ADMINISTRATION & PARKING STRUCTURE - HH-M-002-012

Project Overview		Project Schedule				Project Features	
Current Status / Phase	Design / Construction / Opening	Programming / Planning	Design / Schematic Approval	Construction Completion	ME & Move in	Project Features	
Construction Type	New Construction & Demolition	Ph 1: Fall 2025 / Spring 2026	Winter 2027	Summer 2031	Fall 2031	The Mesa College Performing Arts Center / Administration and Parking Structure Project includes approximately 14,000 sq ft of Performing Arts Center Administration new construction, site preparation, utility upgrades, and renovation of existing infrastructure. The new facility will be built into the existing building of the Mesa College Performing Arts Center, creating a cohesive and accessible facility experience from the lower parking area to the upper campus. Designed to enhance the performing arts and promote collaboration among theater, music, and dance programs, the facility will feature a ground-level stage theater with ground-level access, fully integrated support spaces, and upper-level instructional labs and administrative offices opening to an active plaza.	
Gross Square Footage	\$1,000,000					A fully multi-story parking structure, also built into the building, is planned adjacent to the campus to increase parking capacity and support campus events. The project includes landscaping, irrigation, accessible pathways and parking, curb and gutter improvements, and signage, aligning with the campus's long-term Master Plan.	
Division of State Architect	Yes					Project Site Plan	
Construction Method	Progressive Design Build						
Contract Start Date	September 11, 2025						
Contract Completion Date	TBD						
Project Knowledge							
Funded By	Mesa College						
Project Team							
Landscape Architect	SDCCD Landscape Architecture						
Structural Engineer	California Engineers						
Electrical Engineer	SDCCD Engineers						
Civil Engineer	California Engineers						
Mechanical Engineer	SDCCD Engineers						
SDCCD Project Manager	David Martinez (SDCCD)						
Construction Manager	Steve Carroll						
ESA Inspector	TBD						
Contractor	PCA 1404						
Site Detail							
Campus	Mesa College						
Coordinates	32°58'38"N 117°10'17"W						

EXISTING CAMPUS

SDCCD MEASURE HH BOND PROGRAM PROJECT PROFILE - MESA COLLEGE PERFORMING ARTS CENTER / ADMINISTRATION & PARKING STRUCTURE - HH-M-002-012 PROJECT PROFILE

