

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



RSVP TODAY FOR
ALICE TRAINING
Active Shooter Training & Preparedness



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:

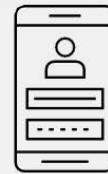
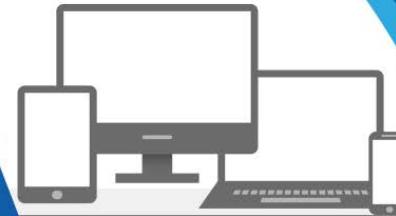
Mon-Thurs: 10am-2pm

Friday: 10am-12pm



San Diego Community College District

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>



WORK ORDERS

Maintenance Request Form

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



New Maintenance Request

Request

* Request type	Facilities Request
* Request	
* Building	Choose building...
* Location	Select a building first
* 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

CUISINES
CULINARY & CATERING

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 Resources
Current Status / Phase	Phase 1	Programming & Design	Design & Construction	Construction Completion	Move In	
Construction Type	New Construction & Design	Ph 1: Fall 2025/Spring 2026	Winter 2027	Summer 2028	Fall 2029	
Green Square Footage	83,000 SF	Ph 2: Fall 2025/Spring 2026	Fall 2027	Summer 2028	Fall 2029	
Design of State Architect	SDCCD					
Construction Method	SDCCD					
Contract Start Date	September 12, 2022					
Contract Completion Date	TBD					
Project Resources		Project Insight				
Funded By	Measure HH	The project is in the Programming/Pre-Design phase. The design team, user groups, and stakeholders are actively engaged in workshops and meetings.				
Project Team	SDCCD	<ul style="list-style-type: none">• 8/20/23: Issuance of Notice of Interest (NOI)• 9/12/23: Board Approval• 9/13/23: Project Kick-off Meeting• Fall 2023: Programming Phase• Spring 2024: New Parking Structure• Fall 2024: Performing Arts Center / Administration Building				
Landscape Architect	SDCCD					
Structural Engineer	SDCCD					
Electrical Engineer	SDCCD					
Civil Engineer	SDCCD					
Mechanical Engineer	SDCCD					
SDCCD Project Manager	SDCCD					
Construction Manager	SDCCD					
SDM Investor	SDCCD					
Contractor	SDCCD					
Site Details		Project Site Plan				
Campus	Existing Campus	The site plan shows the proposed building footprint and surrounding campus areas.				
Coordinates	32°46'30.89" N 117°10'37.70" W					

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

