

District Support Operations (DSO) Help Sheet

In case of **Emergency**, dial **911**. Give building and room number.

Chancellor's Office	Stacey Nikac	909-388-6902	snikac@sbccd.edu
	Heather Ford	909-388-6903	hford@sbccd.edu
Executive Vice Chancellor's Office	Kelly Goodrich	909-388-6909	kgoodric@sbccd.edu
Accounting, Student Refunds	Kristin Raisch	909-388-6920	kraisch@sbccd.edu
Accounts Payable			sbccdapd@sbccd.edu
▪ A-E, #s (i.e. 4Imprint)	Margarita Aguirre	909-388-6925	
▪ F-O	Wyvon Smith	909-388-6926	
▪ P-Z	Rose McCord	909-388-6929	
▪ Employee Expenses (cash advance, expense reports, tuition/mileage reimbursement)	Wanda Walker	909-388-6927	
Benefits	Janae Jacoby	909-388-6942	jjacoby@sbccd.edu
Budget	Susan Ryckevic	909-388-6917	srych@sbccd.edu
Computers/Email	Help Desk	909-384-4357	https://support.sbccd.org/
Contracts & Liability Insurance	Virginia Diggle	909-388-6912	vdiggle@sbccd.edu
Courier Service	Hassan Mirza	909-388-6958	hmirza@sbccd.edu
Environmental Health & Safety	Melissa Nano	909-388-6935	mnano@sbccd.edu
Facilities Use	Krystal Trussell	909-388-6951	ktrussell@sbccd.edu
Human Resources	Brooke Quinones	909-381-8433	brquinones@sbccd.edu
▪ CHC	Marcela Navarro	909-388-6945	mnavarro@sbccd.edu
▪ SBVC	Stacy Holloway	909-388-6946	sholloway@sbccd.edu
	Christine Ayala	909-388-6947	cayala@sbccd.edu
▪ DSO	Karen Thomas	909-388-6948	kthomas@sbccd.edu
Payroll - Academic	Nancy Green	909-388-6922	ngreen@sbccd.edu
Payroll - Classified	Arliss Malone	909-388-6923	amalone@sbccd.edu
Printing/Graphics	Print Shop	909-384-4313	printshop@sbccd.edu
Purchasing	Angela Davis	909-388-6914	andavis@sbccd.edu
Unlawful Discrimination/ Sexual Harassment	Tiffany Guevara	909-388-6941	tguevara@sbccd.edu
Mailroom/Supplies	Krystal Trussell	909-388-6951	ktrussell@sbccd.edu

Compliance

800-403-0436 (English) ♦ 800-216-1288 (Spanish)
<https://sbccd.edu/district-services/human-resources/compliance-hotline/index.php>

Suggestions

http://sitecore.sbccd.org/About_the_District/Feedback-Suggestion_Box/form

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Who can answer questions regarding benefits?

For answers to benefit questions, contact Janae Jacoby at 909-388-6942. For answers to other Human Resources questions, contact the generalist assigned to your area:

- SBVC – Stacy Holloway, 909-388-6946 or Christine Ayala, 909-388-6947, located at the SBVC and DSO
- CHC – Marcela Navarro, 909-388-6945, located at the CHC and DSO
- DSO –Karen Thomas, 909-388-6948, located at DSO

Where do I log-in for Safety training?

All employees, including substitutes, hourly, adjunct faculty and professional experts can log into Keenan SafeColleges at <https://sbccd-keenan.safecolleges.com/login>. Please contact Melissa Nano at mnano@sbccd.edu for further assistance with logging in.

How can I report Safety issues?

Safety & Risk Management information and reporting forms can be found online at <https://sbccd.edu/hazard-reporting>.

How do I change my address or my last name?

The Employee Change of Address/Name Change form is located on the SBCCD Wiki under Human Resources (<https://wiki.sbccd.edu/human-resources/documents/classified-forms/address-and-name-change-form.pdf>).

Where can I get answers to questions about my retirement?

Check your paystub. If you are CalPERS, call 888-225-7377. If you are with CalSTRS, call 800-228-5453. If you are part-time and participate in APPLE, call Mid-America at 800-634-1178.

How do I get a copy of my pay stub?

Login to the County website, Best Net (<https://employeeselfservice.sbcss.k12.ca.us/login.aspx>). You can view or print your pay stubs.

When do W-2's go out? How can I get a copy?

W-2's are furnished to all employees by January 31st. To view/print a copy, visit the County site, Best Net (<https://employeeselfservice.sbcss.k12.ca.us/login.aspx>).

How much leave time do I have?

LEAVE	
SICK	VAC
104350	31935

Leave balances can be found in the upper left corner of your pay stub, or you can log into WebAdvisor at either college.

Click the 'Employees' button, then 'My Leave'.
 SBVC: <https://valleycollege.edu/webadvisor>
 CHC: <https://craftonhills.edu/webadvisor>

Can you help me to log into WebAdvisor?

Log-in assistance can be found by going to <https://support.sbccd.org/> or calling the Help Desk at 909-384-4357 (HELP).

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