



**DISTRICT SUPPORT OPERATIONS HELP SHEET**  
In case of **Emergency**, dial **911**. Give building and room number.

<b>Chancellor’s Office</b>	Heather Ford	909-388-6903	hford@sbccd.edu
<b>Educational &amp; Student Support Services</b>	Daniella Esparza	909-381-8438	desparza@sbccd.edu
<b>Fiscal, Administrative &amp; Media</b>	Kelly Goodrich	909-388-6909	kgoodric@sbccd.edu
<b>Government Relations &amp; Strategic Communications</b>	Heather Ford	909-388-6903	hford@sbccd.edu
<b>Human Resources, Payroll &amp; Police Services</b>	Brooke Quinones	909-381-8433	brquinones@sbccd.edu
<b>Reception</b>	Zoraida Gutierrez	909-388-6951	zogutierrez@sbccd.edu
<b>Accounts Payable</b>			
▪ A-E, #s (i.e., 4Imprint), & Mileage	Linda Rivera	909-388-5175	sbccdapd@sbccd.edu
▪ F-Q	Wyvon Smith	909-388-6926	sbccdapd@sbccd.edu
▪ R-Z	Rose McCord	909-388-6929	sbccdapd@sbccd.edu
▪ Cash Advances, Expense Reports, & Tuition	Wanda Walker	909-388-6927	sbccdapd@sbccd.edu
<b>Budget</b>	Noemi Elizalde	909-388-6918	nelizalde@sbccd.edu
<b>Computers/Email</b>	Help Desk	909-384-4357	<a href="https://support.sbccd.org/">https://support.sbccd.org/</a>
<b>Contracts &amp; Liability Insurance</b>	Virginia Diggie	909-388-6912	vdiggie@sbccd.edu
<b>Courier Service</b>	Hassan Mirza	909-388-6958	hmirza@sbccd.edu
<b>Facilities Use &amp; Mail Room/Supplies   DSO</b>	Zoraida Gutierrez	909-388-6951	zogutierrez@sbccd.edu
<b>Health &amp; Welfare Benefits</b>	Marcela Navarro	909-388-6945	mnavarro@sbccd.edu
<b>Human Resources Coordinator &amp; Generalists</b>			
▪ All Sites	Maria Torres	909-388-6952	mtorres@sbccd.edu
▪ CHC	Jackline Martinez	909-388-6940	jacmartinez@sbccd.edu
▪ DSO	Gustavo Chavez	909-388-6949	guchavez@sbccd.edu
▪ SBVC	Erica Mosley	909-384-6984	emosley@sbccd.edu
▪ SBVC	Christine Ayala	909-388-6947	cayala@sbccd.edu
<b>Payroll</b>			
▪ Academic	Nancy Green	909-388-6922	ngreen@sbccd.edu
▪ Classified	Jeanette Perez	909-388-6924	jeperez@sbccd.edu
<b>Printing/Graphics</b>	Print Shop	909-384-4313	printshop@sbccd.edu
<b>Purchasing</b>	Cynthia Jimenez	909-388-6914	cjimenez@sbccd.edu
<b>Safety &amp; Risk Management</b>	Dave Stevenson	909-388-6935	d Stevenson@sbccd.edu
<b>Student Refunds</b>	Kristin Raisch	909-388-6920	kraisch@sbccd.edu
<b>Unlawful Discrimination/Sexual Harassment</b>	Aysia Brown	909-381-8436	aybrown@sbccd.edu
<b>Workers Compensation</b>	Stacy Holloway	909-388-6946	sholloway@sbccd.edu

**Compliance Hotline**

800-403-0436 (English) • 800-216-1288 (Spanish)

<https://sbccd.edu/district-services/human-resources/compliance-hotline/index.php>

This form is intended for internal use only. Updates can be directed to [kgoodric@sbccd.edu](mailto:kgoodric@sbccd.edu). | July 2024



## DISTRICT SUPPORT OPERATIONS HELP SHEET

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

### Who can answer questions regarding benefits?

For answers to benefit questions, contact Marcella Navarro at 909-388-6945. For answers to other Human Resources questions, contact the Generalist assigned to your area:

- SBVC – Erica Mosley, 909-384-6984 or Christine Ayala, 909-388-6947, located at the SBVC and DSO
- CHC – Jackline Martinez, 909-388-6940, located at the CHC and DSO
- DSO – Gustavo Chavez, 909-388-6949, 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 your site's HR Generalist 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 Name/Address 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 31<sup>st</sup>. 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?

Log into the Employee Wiki. Click on 'Human Resources', then 'Payroll.' Click the 'Access My Leave Balances.'

### 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).

## Compliance Hotline

800-403-0436 (English) • 800-216-1288 (Spanish)

<https://sbccd.edu/district-services/human-resources/compliance-hotline/index.php>

This form is intended for internal use only. Updates can be directed to [kgoodric@sbccd.edu](mailto:kgoodric@sbccd.edu). | July 2024