# WHO TO CONTACT AT THE NORTH CITY CAMPUS

The North City Staff is here to work with you to help ensure our students have a great educational experience and academic success!  Please stop by the North City office to meet us!  **(revised 08/18/20)**

| OFFICE HOURS: Monday-Thursday 7:30am-7:00pm & Friday 7:30am-5:00pm | | |
|---|---|---|
| **Administrative Office (619) 388-1800** | | **Counselors** |
| Michelle Gray — Campus Dean — mgray@sdccd.edu | | Cat Prindle, ABE/HS/GED — cprindle@sdccd.edu |
| Michelle Sussely-House — Sr. Office Manager — msussely@sdccd.edu | | Juanita Ledesma, BIT, VOC — jledesma@sdccd.edu |
| Masha Evpak — Admin Asst IV — mevpak@sdccd.edu | | Rosa Monzon, DSPS — rmonzon@sdccd.edu |
| Maria Macias — Sr. Student Service Asst. — mmacias@sdccd.edu | | Denise Munoz, BIT VOC — dmunoz@sdccd.edu |
| Betzua Garduno — Student Services Asst. — bgarduno@sdccd.edu | | Joyce Almario, BIT VOC — jalmario@sdccd.edu |
| Kiana Redulla — Student Services Asst. — kredulla001@sdccd.edu | | Kristi Rodstrom, CalWorks — krodstro@sdccd.edu |
| Lily Mino — Sr. Account Tech — lmino@sdccd.edu | | **Campus Police (619) 388-6405** |
| Cynthia Suarez — Admin Asst. III — csuarez@sdccd.edu | | |
| Karah Seaboldt — Admin Asst. III — kseabold@sdccd.edu | | |

### *Sr. Office Manager:*
Hello, my name is Michelle Sussely-House.  I am the Senior Office manager at the North City (NCC) and CE Mesa (CEMCC) campuses.  If you have any questions regarding requests for Room Keys, Alarm codes, Copier codes, Semester Access Codes, Mailbox in faculty workroom, Website password reset, or questions on any of the services listed below, please contact me.

Below are just a few of the daily tasks the staff are responsible for completing.  If you have questions or need information on an item that is not listed on this information document, please contact me.

### *Absences, out ill, emergency leave, etc..:*
If you are not able to teach your class, you must contact the North City Campus at (619) 388-1800 and speak to a staff person. If you are using email, notify  **Cynthia Suarez** and cc **Michelle Sussely-House**.  Note: Requesting a sub: you can recommend a sub, *you do not contact them (see directions for sub below)*.

### *Attendance issues:*
Please contact **Karah Seaboldt**; if she is not available, contact **Cynthia Suarez**, or **Michelle Sussely-House**

### *Certificates BIT:*
Please contact **Betzua Garduno** and **Kiana Redulla**

### *Copier Codes:*
Please contact **Lily Mino** if you have any issues with your copier code.

### *Facilities*
If you are experiencing any type of facilities difficulties with your classroom A/C, classroom furniture (blinds, doors, chairs, overhead projector screens, etc.) you can contact facilities directly by:
- Calling the general phone number (619) 388-6422
- E-mailing the **Facilities Service Call Center** fscc@sdccd.edu and copy **Michelle Sussely-House** on the email

### *Payroll:*
**Contract Payroll:** PeopleSoft Self Reporting time sheets, please contact **Michelle Sussely-House**.
**Adjunct Payroll**: PeopleSoft Self Reporting time sheets, contact  **Cynthia Suarez; and Michelle Sussely-House**.

### *Registrar Duties:*
Inquiries about student transcripts, student verifications (enrollment, attendance, etc…), please contact **Maria Macias** and **Michelle Sussely-House**.

## *Sub Information:*
**Request a Sub:** We encourage you to recommend a sub, however *you do not obtain the sub* . For all sub requests you must contact/**email Cynthia Suarez & Michelle Sussely-House**

### *Student Injury Packets or help:*
Student Injury packets or extra packets/forms for your room, please contact **Maria Macias**.

### *Technology (IT)*
If you are experiencing any type of technology difficulties with your audio/visual equipment, computer, etc., you can contact **IT Help desk** directly by:
- Calling the general phone number (619) 388-7000
- E-mailing the **IT Help Desk** ithelp@sdccd.edu and copy me on the e-mail

### *Tentative Offers and Payroll:*
Tentative offer, payroll, parking permits, general office, please contact **Cynthia Suarez** & **Michelle Sussely-House**

You can access the Faculty & Staff Handbook at http://employee.sdce.edu/sites/default/files/facultyhandbook.pdf .
There is also a wide range of information on Outlook in the Public Folders:  www.sdccd.edu , Employee Resources,
   Outlook, Pubic Folders (located at the bottom on the left side of your Outlook menu), Continuing Ed, Faculty Resources.

*Policy 3100 Incident Report:* https://cm.maxient.com/reportingform.php?SanDiegoCCD
*Policy 3100 Removal of Disruptive Student from class:* https://cm.maxient.com/reportingform.php?SanDiegoCCD&layout_id=1

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