

WHO TO CONTACT AT THE CESAR CHAVEZ CAMPUS

We are here to work with you and our students so they have a great educational experience!

Cesar Chavez Campus email: SDCECesarChavez@sdccd.edu

Administrative & Student Services Staff		Counselors
Cassandra Storey	Campus Dean cstorey@sdccd.edu	Karl Cameron Career Counselor kcameron@sdccd.edu
Diana Romero	Sr. Office Manager dromero@sdccd.edu	Marisa Gonzalez HSDP/HSE/CHDV mgonzale@sdccd.edu
Molly Broene	Assistant to the Dean mbroene@sdccd.edu	Olivia Flores PMCP/SMBS/CISCO/ESL oflores@sdccd.edu
Albera Warsi	Account Tech awarsi@sdccd.edu	Sheyla Castillo HSE (Spanish)/CLTH scastill@sdccd.edu
Anthony Ortiz	Student Services Asst. aortiz001@sdccd.edu	Stephen Flores BIT/HLTH sflores@sdccd.edu
Cindy Gutierrez	Sr. Clerical Asst. cgutierr@sdccd.edu	Aimee Serrano CalWORKS Coordinator aserrano@sdccd.edu
Erick Ruiz-Cadena	Sr. Clerical Asst. eruizcadena@sdccd.edu	Zuri Williams Job Developer zwilliams@sdccd.edu
Leroy Williams	Sr. Student Service Asst. lewillia@sdccd.edu	Meredith Ross DSPS Counselor mross001@sdccd.edu
Linda Galicia	Sr. Student Service Asst. lgalicia@sdccd.edu	
Philemon Bakit	Student Services Tech. pbakit@sdccd.edu	
Campus Police (619) 388-6405		

Sr. Office Manager:

Hello, my name is Diana Romero. I am the Senior Office Manager at Cesar Chavez Campus

Absences, Payroll:

If you are not able to teach your class, send an email to **Erick Ruiz-Cadena**, cc your dean and **Diana Romero**. Please contact **Erick Ruiz-Cadena** if you have any question regarding Payroll.

Attendanc/Census Dates/Rosters:

If you have any questions regarding attendance, rosters, or census date information, please contact **Cindy Gutierrez**, cc **Diana Romero**.

Schedule Preparation:

If you have any questions with your availability forms,TAO (tentative offer assignments), class assignment, please contact **Erick Ruiz-Cadena**, cc **Diana Romero**

Registrar:

Inquiries about student transcripts, student verifications (enrollment, attendance, etc...), please contact **Leroy Williams**, cc **Diana Romero**.

Technology (IT)

If you are experiencing any type of technology difficulties with your District borrowed laptop or District email, 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

Access the Faculty & Staff Handbook here: [SDCE Faculty Staff Handbook 2020-2021](#)

There is also a wide range of information on Outlook in the Public Folders. To access follow these steps:

- ☐ Open Outlook Web
- ☐ Right click on Favorites (found on left-hand side)
- ☐ Select Add public folder to Favorites
- ☐ Locate the desired Public Folder and select it (Continuing Ed → Faculty Resources)
- ☐ Click on the star next to Add to Favorites, towards the top of your screen

Return to your Inbox. The Public Folder should be displayed beneath Favorites