



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

District Services Directory

**Departmental Reference
and
Contacts**

April 2021

District Services provides leadership in business services, human resources, research and planning, and communications for the District. Every employee is devoted to providing quality services supporting the essential programs and services that provide an excellent education for the students at Grossmont and Cuyamaca Colleges.

This directory provides a functional listing of the services that each department provides to employees and students at the Grossmont-Cuyamaca Community College District.

Business Hours

8:00 a.m. – 5:00 p.m., Monday-Friday (Fall and Spring semesters)

8:00 a.m. – 6 p.m., Monday-Thursday (Summer semester)

<p style="text-align: center;">Accounting Phone: (619) 644-7589 Email: district.accounting@gcccd.edu</p> <ul style="list-style-type: none"> • Accounts payable • Accounts receivable • Student payments/refunds • Third-party sponsorships • Construction project payment • Banking • Employee expense reports/travel reimbursement • Chancellor’s Office Tax Offset Program (COTOP) • Student payment plan • BankMobile-financial aid/refunds 	<p style="text-align: center;">Budget & Administrative Services Phone: (619) 644-7578 Email: sarah.aldous@gcccd.edu</p> <ul style="list-style-type: none"> • Annual audits • Annual budget including IAM (Income Allocation Model) • Business office for District Services: <ul style="list-style-type: none"> ○ Off-Campus/travel authorization, ○ Purchase requisition and expense report review ○ Workday support ○ Entry of expense and budget transfers • District funded capital projects and Prop V project accounting • Finance and budget related reporting to the State Chancellor’s Office • Grant and other restricted fund accounting, including review of new grant submissions, review of required grant reporting, review of grant invoice/drawdown requests • Professional enhancement fund request review and balances
<p style="text-align: center;">Chancellor and Governing Board Office Phone: (619) 644-7570 Email: gabriela.alvarez@gcccd.edu and michael.williamson@gcccd.edu</p> <ul style="list-style-type: none"> • Chancellor communications • Connection between colleges, community, and Governing Board • Governing Board meetings, agenda, minutes and Board materials • Board policies and administrative procedures 	

Human Resources

(619) 644-7572

stefanie.beason@gcccd.edu

jane.galarneau@gcccd.edu

- Compliance/implementation of labor contracts
- Equal employment opportunity inquiries
- Employee and labor relations
- Driver safety data sheet
- Employee and retiree health benefits
- Employment concerns/questions
- Ergonomics and ADA requests/accommodations
- Hiring
- Job opportunities
- Leaves of absence requests
- New employee onboarding
- Retirement/resignation requests
- Training and development
- Verifications of employment
- Worker's compensation

Districtwide Facilities

Phone: (619) 644-7761

Email: natalie.yturralde@gcccd.edu

- Facilities planning
- Scheduled maintenance plans
- Bond program coordination
- Colleges and District construction oversight
- Electrical maintenance, access control

Foundation for Grossmont & Cuyamaca Colleges

Phone: (619) 644-7109

Email: heyley.aubrey@gcccd.edu

- Foundation accounts
- Employee giving
- Scholarships

Accounting

Phone: (619) 644-7745

Email: laura.Gordon@gcccd.edu

Purchasing & Contracts

Phone: (619) 644-7843

Email: mayra.Chavez@gcccd.edu

Human Resources

Phone: (619) 644-3906

Email: shalia.matthews@gcccd.edu

Information Technology

Phone: (619) 644-7547

Email:

Cuyamaca College help desk:

c-helpdesk@gcccd.edu

Grossmont College help desk:

g-helpdesk@gcccd.edu

District Services help desk:

ISOPS@gcccd.edu

- Help Desk
- IFAS/Colleague/Sigma/SIRSI/ImageNow/DARS/Blackboard
- Voicemail and phones
- Technology services, including wireless, network, PC support, internet

<p>Marketing and Communications Phone: (619) 644-7842 Email: anne.krueger@gcccd.edu or della.elliott@gcccd.edu</p> <ul style="list-style-type: none"> • Media inquiries about the District • Press release and/or promotion of an upcoming event • Information or fact sheets about the District • Social media postings and policies • Questions about correct usage of the District and college logos 	<p>Payroll</p> <ul style="list-style-type: none"> • Help with payment election process in Workday • Time off balance • Workday time entry • Pension • W-2 tax documents • EDD wage reporting <p>Full Time Faculty: Email: mai.do@gcccd.edu Phone: (619) 644-7642</p> <p>Adjunct/Part-time Faculty or Non-Instructional Contract Employees: Email: jennine.smith@gcccd.edu Phone: (619) 644-7630</p> <p>Hourly and Student Employees: Email: iana.arabu@gcccd.edu Phone: (619) 644-7635</p> <p>Pension Questions: Email: david.stuckey@gcccd.edu Phone: (619) 644-7509</p>
<p>Public Safety/Campus and Parking Services Phone: (619) 644-7654 Email: district.parking@gcccd.edu</p> <ul style="list-style-type: none"> • Parking questions • Locked keys in car, dead battery • Crime prevention • Police – report accidents • Safety escort • Lost & Found • Parking enforcement • Special event & vendor permits • Clery Act 	<p>Purchasing & Contracts Phone: (619) 644-7580 Email: sandy.pennock@gcccd.edu</p> <ul style="list-style-type: none"> • Procurement of supplies, equipment and services • Procurement cards • Purchase requisitions and purchase orders • Process contracts • Online office supply orders

<p>Research, Planning & Institutional Effectiveness Phone: (619) 644-7743 Email: sam.ballard@gcccd.edu</p> <ul style="list-style-type: none"> • Student outcomes • Survey tools Institutional effectiveness 	<p>Student and Institutional Success Phone: (619) 644-7033 Email: amber.hughes@gcccd.edu Email: cynthia.nagura@gcccd.edu</p> <ul style="list-style-type: none"> • GCCCD Promise • East County Educational Alliance • GCCCD Consortium (Adult Education) • GCCCD Corporate College - Disability Support Services
<p style="text-align: center;">Warehouse Phone: (619) 644-7700 Grossmont College Site Phone: (619) 660-4246 Cuyamaca College Site Email: andrew.chavez@gcccd.edu</p> <ul style="list-style-type: none"> • Shipping/receiving • Disposal of surplus property • Deliveries • Fixed asset tracking 	