

Emergencies

In case of Emergency, **Dial 4491**, or **Call 909-384-4491**.
Give building and room number. After normal business hours, this line
will forward to the San Bernardino County Sheriff's Dispatch Center.

Chancellor's Office	Jackie Buus	909-382-4091	jfbuu@sbccd.cc.ca.us
Human Resources	Lorraine Norton	909-382-4042	lnorton@sbccd.cc.ca.us
Fiscal Services	Kelly Goodrich	909-382-4022	kgoodric@sbccd.cc.ca.us
Accounts Payable –			
▪ A-G/Travel	Rhonda Prater	909-382-4024	rprater@sbccd.cc.ca.us
▪ H-Q	Margarita Aguirre	909-382-4071	maguirre@sbccd.cc.ca.us
▪ R-W/Utilities	Martha Camacho-Kelly	909-382-4025	mdoming@sbccd.cc.ca.us
▪ X-Z/Staples	Angela Lujan	909-382-4015	alujan@sbccd.cc.ca.us
Address Change	Maria Torres	909-382-4043	mtorres@sbccd.cc.ca.us
Benefits –			
▪ SBVC	Tommi Ng	909-382-4044	tomming@sbccd.cc.ca.us
▪ CHC	Cheryl Burge	909-382-4016	cburge@sbccd.cc.ca.us
▪ District	Jeremiah McFarland	909-382-4080	jmcfarla@sbccd.cc.ca.us
Budget	Susan Ryckevic	909-382-4029	srych@sbccd.cc.ca.us
Computers/Email	Help Desk	877-241-1756	http://stac.sbccd.org
Contracts	Virginia Diggle	909-382-4085	vdiggle@sbccd.cc.ca.us
Courier Service	Kelly Goodrich	909-382-4022	kgoodric@sbccd.cc.ca.us
Direct Deposit –			
▪ Academic	Colleen Gamboa	909-382-4061	cgamboa@sbccd.cc.ca.us
▪ Classified	Diana Shirtcliff	909-382-4062	dshirtcl@sbccd.cc.ca.us
Facilities Use – ATTC/PDC	Mary Bender	909-382-4001	mbender@sbccd.cc.ca.us
Fingerprints	Jeremiah McFarland	909-382-4080	jmcfarla@sbccd.cc.ca.us
Payroll			
▪ Academic	Colleen Gamboa	909-382-4061	cgamboa@sbccd.cc.ca.us
▪ Classified	Diana Shirtcliff	909-382-4062	dshirtcl@sbccd.cc.ca.us
Printing/Graphics	Rosie Parra	909-382-4313	rparra@sbccd.cc.ca.us
Purchasing	Ben Gamboa	909-382-4089	bgamboa@sbccd.cc.ca.us
Public Information Office	Alisa Moore	909-382-4012	asmoores@sbccd.cc.ca.us
Unlawful Discrimination/ Sexual Harassment	Amalia Perez	909-382-4047	amperez@sbccd.cc.ca.us
Workroom/Supplies	Kelly Goodrich	909-382-4022	kgoodric@sbccd.cc.ca.us

FREQUENTLY ASKED QUESTIONS

Who can answer questions regarding benefits?

For benefit inquiries, call the HR Generalist assigned to your site:

- SBVC — Tommi Ng, 909-382-4044, located on campus at the Liberal Arts Building, #217;
- CHC — Cheryl Burge, 909-382-4016, located on campus in LADM #154; and
- District, DCS and ATTC/PDC— Jeremiah McFarland, 909-382-4080, located at the District office.

Where do I log-in for Safety training?

Log-in at the [Safe Colleges](http://www.sbccd.keenan.safecolleges.com/login) website (www.sbccd.keenan.safecolleges.com/login).

How do I change my address or my last name?

The [Name Address Change](#) form is located at www.SBCCD.org, under District Faculty and Staff Information/Forms. Click on Human Resources Forms and then look in the subsection, Employment Forms. For a name change, print the form and submit it to Human Resources along with a copy of your Social Security card showing the new name.

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) (<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 mailed by the end of January, if not sooner. To view and print a copy, visit the County website, [Best Net](https://employeeselfservice.sbcss.k12.ca.us/login.aspx) (<https://employeeselfservice.sbcss.k12.ca.us/login.aspx>).

How much leave time do I have?

Leave balances can be checked by logging onto [Campus Central](http://ccentral.sbccd.cc.ca.us/HomePage/index.php) (<http://ccentral.sbccd.cc.ca.us/HomePage/index.php>), opening the Employee Menu, and clicking on "My Leave".

Can you help me to log into Campus Central?

Log-in assistance can be found by calling the Help Desk at 909-384-4357 (HELP).



[SBCCD Suggestion Box](http://www.sbccd.org/Suggestions)
www.sbccd.org/Suggestions



[SBCCD Compliance Hotline](http://www.sbccd.org/Compliance)
800-403-0436 (English)
800-216-1288 (Spanish)
www.sbccd.org/Compliance