

## Districtwide Support Operations (DSO) Help Sheet

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

Chancellor's Office	Stacey Nikac	909-388-6902	snikac@sbccd.edu
	Heather Ford	909-388-6903	hford@sbccd.edu
Executive Vice Chancellor's Office	Kelly Goodrich	909-388-6909	kgoodric@sbccd.edu
Accounting, Student Refunds	Kristin Raisch	909-388-6920	kraisch@sbccd.edu
Accounts Payable			sbccdap@sbccd.edu
▪ A-E	Margarita Aguirre	909-388-6925	maguirre@sbccd.edu
▪ F-M	Wyvon Smith	909-388-6926	wsmith@sbccd.edu
▪ N-S	Rose McCord	909-388-6929	rmccord@sbccd.edu
▪ T-Z & #s (i.e. 4Imprint)	Wanda Walker	909-388-6927	wwalker@sbccd.edu
Benefits	Janae Jacoby	909-388-6942	jjacoby@sbccd.edu
Budget	Susan Ryckevic	909-388-6917	srych@sbccd.edu
Computers/Email	Help Desk	909-384-4357	<a href="https://support.sbccd.org/">https://support.sbccd.org/</a>
Contracts	Virginia Diggle	909-388-6912	vdiggle@sbccd.edu
Courier Service	Hassan Mirza	909-388-6958	hmirza@sbccd.edu
Environmental Health & Safety	Michael Nguyen	909-388-6935	mnguyen@sbccd.edu
Facilities Use	Erika Menge	909-388-6910	emenge@sbccd.edu
Human Resources	Brooke Quinones	909-381-8433	brquinones@sbccd.edu
▪ CHC	Karen Thomas	909-388-6948	kthomas@sbccd.edu
▪ SBVC	Stacy Holloway	909-388-6946	sholloway@sbccd.edu
	Brandy Perez	909-388-6947	brperez@sbccd.edu
▪ DSO	Melanie Gonzales	909-388-6944	mgonzales@sbccd.edu
	Marcela Navarro	909-388-6945	mnavarro@sbccd.edu
Payroll - Academic	Nancy Green	909-388-6922	ngreen@sbccd.edu
Payroll - Classified	Arliss Malone	909-388-6923	amalone@sbccd.edu
Printing/Graphics	Print Shop	909-384-4313	printshop@sbccd.edu
Purchasing	Angela Davis	909-388-6914	andavis@sbccd.edu
Unlawful Discrimination/ Sexual Harassment	Tiffany Guevara	909-388-6941	tguevara@sbccd.edu
Mailroom/Supplies	Erika Menge	909-388-6910	emenge@sbccd.edu

### Compliance

<http://www.sbccd.org/Compliance.aspx>  
800-403-0436 (English) ♦ 800-216-1288 (Spanish)

### Suggestions

<http://www.sbccd.org/suggestions>

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### Who can answer questions regarding benefits?

For answers to benefit questions, contact Janae Jacoby at 909-388-6942. For answers to other Human Resources questions, contact the generalist assigned to your area:

- › SBVC – Stacy Holloway, 909-388-6946 or Brandy Perez, 909-388-6947, located at the SBVC and DSO
- › CHC – Karen Thomas, 909-388-6948, located at the CHC and DSO
- › DSO – Melanie Gonzales, 909-388-6944 or Marcela Navarro, 909-388-6945, 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 Michael Nguyen at [mnguyen@sbccd.edu](mailto:mnguyen@sbccd.edu) 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/ehs>.

### How do I change my address or my last name?

The Employee Change of Address/Name Change form is located on the SBCCD Wiki under Human Resources (<https://wiki.sbccd.org/hr>).

### 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://employeeeselfservice.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. To view/print a copy, visit the County site, Best Net (<https://employeeeselfservice.sbcss.k12.ca.us/login.aspx>).

### How much leave time do I have?

Leave balances can be checked by logging into WebAdvisor at either college. Click the 'Employees' button, then 'My Leave'.

SBVC: <https://valleycollege.edu/webadvisor>  
CHC: <https://craftonhills.edu/webadvisor>

### 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).

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