

Paradise Valley Community College 2008-09

EMPLOYEE QUICK REFERENCE GUIDE

For EMPLOYEE Questions About.....

APB (Automated Planning and Budgeting System)	Sandy McDill	77352
Academic Assessment Team	Paul Marsh (Co-chair) Nancy Kolakowsky (Co-chair)	76743 76646
Academic Divisions		
a. Behavioral Sciences	Kevin Arps (Chair)	77280
b. Business Information Technology	Patti Marsh (Chair)	76720
c. Communication/ Humanities	Marilyn Cristiano (Chair)	76585
d. Counseling	Jim Rubin (Chair)	76540
e. English	John Nelson (Chair)	76560
f. Fine & Performing Arts	Chris Scinto (Chair)	76595
g. Health & Ex. Science	Lori Anonsen (Chair)	77295
h. Library	Shelle Witten (Chair)	77203
i. Mathematics	Steve Nicoloff (Chair)	76676
j. Science	Hank Mancini (Chair)	76631
k. Social Sciences	Kurt Hill (Chair)	77280
Academic Grievance Process for Students	Denise DiGianfilippo	76693
a. Grades		
b. Faculty/Student Disagreements		
c. Course Policies		
<i><u>Note:</u> Please see "Student Complaints" (non-academic)" for questions relating to Discrimination, Sexual Harassment, Student Conduct and Student Discipline.</i>		
Academic Master Planning	Mary Lou Mosley	76607
Active Retirement Program	Jackie Askin	76601
ADA/504 Coordinator Concerns or Grievances	Jackie Askin	76601

Adjunct Faculty		
a. AF Support Coordinator	Pat Marchok	76589
b. AF Initiative	Michaëlle Shadburne	76778
c. Contracts	Alicann Lunceford	76611
d. Handbook	Pat Boehnlein	76613
e. New Hire Packet	Laurel Smith	77354
f. Teaching Hour Limits	Mary Lou Mosley	76607
g. Orientation	Michaëlle Shadburne	76778
h. Other Policies	Mary Lou Mosley	76607
i. AFA College Rep	Phillip Jalowiec	(602) 953-9400
j. Professional Growth	Pat Marchok	76589
Admissions Policies		
a. For International Students	Stella Napoles	77029
	Cheryl Lynn Moore	77027
Advising		
Academic	Corey Loucy	77060
		77063
Agribusiness & Equine Science Charter School (AAEC)		
	<i>Moved to the Q Building (Formerly the Maricopa County Library)</i>	
	17811 N. 32 nd Street	(602) 569-1101
Air Conditioning/Heating		
	Mike Crimi	77890
All Employee Meetings		
	Michaëlle Shadburne	76778
Athletics		
a. Athletic Director	Greg Silcox	76622
b. Academic Success Faculty	Kevin Arps	77287
Assessment		
a. Of Student Achievement	Paul Marsh (Co-chair)	76743
	Nancy Kolakowsky (Co-chair)	76646
b. Testing Center	Laurie Cigan	77052
c. Make-up Testing	Laurie Cigan	77052
Benefits (General Questions)		
	Laurel Smith	77102
a. Disability Insurance		
b. Family Med. Leave (FMLA)		
c. Health/Dental Insurance		
d. Personal Days		
e. Retirement Process		
f. Sick Leave		
g. TSAs		
h. Tuition Waivers		

Bookstore	Mark Rhodes Sandy McDill	77120 77352
Buildings and Grounds (See "Maintenance" Below)	Bob Metivier	76688
Budget Issues & Questions	Sandy McDill	77352
Business Cards	Art Coleman	77772
Calendar of Events		
a. Academic	Julie Hamel	77771
b. Student Life & & Athletic Events	Ryan Martin	77242
Campus Wellness	Helice Agria Donna Roach	77273 76548
Capital Equipment		
a. General	Jackie Askin	76601
b. Technology	Paul Golisch	77789
c. Occupational	Mary Lou Mosley	77607
Capital Development Planning		
a. General	Jackie Askin	76601
Career Services	Norma Chandler	77073
Creative Pathways Program	Laurel Smith	77102
Cashier's Office	Sandy McDill	77350
a. Tuition		77350
b. Refunds		77350
c. Debt Payment		77350
d. Payroll	Angela Puckett	77349
Catering Services	Aramark Management	77146
Center for Distance Learning/ choices @ PVC	Sheri Bakunowski	76754
a. GIL Coordinator	Sherry Adams	76563
b. Flex Express Coordinator	Sue VanBoven	76728
c. Hybrid Interim Co-Cordinators	Sue VanBoven Jim Patterson	76728 76749
d. O/E Online Coordinator	Bethanne Newman	76746
e. Online Coordinator	Jim Patterson	76749

Center for the Performing Arts		
a. Scheduling	Chris Scinto	76686
b. Management/ Operations		
c. Box Office/Calendar of Events		77738
d. Back Stage/Technical Operations	Erik Reid	

The Children's Center

a. Director	Rosemary Hooper	77152
b. Teacher	Nancy McNeill	77153
c. Registrar	Ida Ramirez	77150

choices@pvc Distance Learning	Sheri Bakunowski	76754
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Class Rosters	Charlene Cheatham	77021
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Classroom Scheduling <i>(Including Classroom building hallways)</i>	Alicann Lunceford	76611
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Note: Refer to "Room Reservations" to schedule all other college facilities

College Calendar of Events	Institutional Advancement	77774
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College Publications	Joan Westlake	76606
a. Brochures		
b. College Catalog	Mary Lou Mosley	76607
c. Class Schedule	Mary Lou Mosley	76607
d. Use of MCCCDC/ College Logos	Joan Westlake	76606
e. All Other PVCC Publications	Joan Westlake	76606
f. Student Handbook	Richard Morales	77308

Collegial Support Partnership Program (CSPP)	Marilyn Cristiano	76567
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Committees (College)	Mary Lou Mosley	76607
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Complaints (Employee)	See Respective Policy Group Manual for Process	
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Computer	Help Desk	77780
a. Web Technician	Marc Varner	77804
b. Home Use of...	Help Desk	77780
c. Check out of...	Help Desk	77780
d. Repair of...	Help Desk	77780
e. For New Employees	Help Desk	77780
f. To Move a...	Help Desk	77780
g. Software	Help Desk	77780
h. Internet Access	Help Desk	77780
i. Telephone	Help Desk	77780
Computer Commons	Mary Lou Goff	76752
a. Main/Information	Check In Desk	76760
b. Scheduling	Mary Lou Goff	76752
c. Classroom Reservations	Julie Murphy	76763
d. Student Help Desk		76767
Continuing Education		
a. Non-credit Classes	Bob Duke	76800
b. Kids College	Bob Duke	76804
Copy Machine Service	IKON	77779
Curriculum		
a. Development of...	Mary Lou Mosley	76607
b. PVCC Curric. Com.	Marilyn Cristiano	76567
c. MCCCDCurric. Council	Marilyn Cristiano	76567
Custodians	Emergency – Day Time	77871
	Emergency – Evening	77900
	Requests – Help Desk	
Disability Resource Center	Esther Schon	77174
Disability Insurance	Laurel Smith	77102
Discrimination		
Employee	Jackie Askin	76601
Display Case - "E" Building	Christina McDonough	77259
Distance Learning (Center for)	Sheri Bakunowski	76754
Duplicating Services	IKON	77779
Email Accounts	Help Desk	77780
Emergency Situations	Public Safety	77911

Employee and Organizational Learning (E&OL)	Michaëlle Shadburne	76778
a. Adjunct Fac. Initiative	Michaëlle Shadburne	76778
b. All Employee Meetings	Michaëlle Shadburne	76778
c. Collegial Support Partnership Program	Marilyn Cristiano	76567
d. Faculty Development	Jim Rubin	76546
e. Learning Weeks	Michaëlle Shadburne	76778
f. Staff Development	Rick Sheets	77183
g. Supplemental Support for Conferences/Workshops	Michaëlle Shadburne	76778
h. Technology Training	Chrystle Hall	77784
Employee Email Distribution Lists	Alexis Sharif	76610
Employee Grievance Process	Jackie Askin	76601
Employee Hiring Process (For All Employees)	Laurel Smith	77102
Employee Injuries		
a. To Report Injury	College Safety	77900
b. To Ask Questions Re: Industrial Insurance	Laurel Smith	77102
Employee Policy Group Info.	Laurel Smith	77102
Employee Relations	Jackie Askin	76601
a. Grievance Process		
b. Sexual Harassment		
c. Discrimination		
Employee Travel (Non-Faculty) General Information	See Department Manager Sandy McDill	77352
FMLA (Family Med. Leave)	Laurel Smith	77102
Facilities Master Planning	Jackie Askin	76601
Faculty College Committees		
a. Formation of...	Mary Lou Mosley	76607
b. Membership on...	Sue VanBoven	76728
c. Change in Membership	Sue VanBoven	76728
Faculty Development Committee	Jim Rubin	76546

Faculty Offices		
a. Request for Change of...	Mary Lou Mosley	76607
b. Furniture for...	Jackie Askin	76601
c. Computers for...	Paul Golisch	77789
	Rick Cote	77799
d. Phone for...	Help Desk @ IRTS	77780
e. Cleaning/Repair of...	Bob Metivier	76688
helpdesk.maricopa.edu		
Faculty Professional Growth		
a. Conference Fees & MCCCCD Summer Projects	Deb Adair	77179
b. Sabbaticals & Salary Advancement	Patri Mays	76741
c. Travel	Jim Rubin	76546
Faculty Reassigned Time/Overload	Mary Lou Mosley	76607
Faculty Senate	Sue VanBoven, <i>Senate President</i>	76728
Faculty Staffing	Mary Lou Mosley	76607
Faculty Travel		
a. General Information	Jim Rubin	76546
b. Travel Forms	Sandy McDill (Fiscal Office)	77352
c. Reimbursement	Sandy McDill	77352
d. Adjunct	Pat Marchok	76589
FERPA	Shirley Green	76614
Field Trips	pvc.maricopa.edu/fieldtrip	
Financial Aid	Ken Clarke	77106
a. Federal Work Study		
b. Internal Scholarships		
Fine Arts (Performances)		
a. Center for Performing Arts Box Office		77738
Fiscal Office	Sandy McDill	77352
a. Purchasing		
b. Accounts Payable		
c. Travel (Forms, etc.)		
d. Pro Card		
First Year Experience (FYE)	Renee Cornell	76566

Fitness Center	Terri Warner	77272
FlexExpress Courses	Sue VanBoven	76728
Food Services		
a. Suggestions/Concerns	Sandy McDill	77352
b. Catering	Aramark Management	77146
Forms		
a. Grade Change	Division Office or A&R	
b. Field Trip	Division Office	
c. Incomplete Grades	Division Office or A&R	
d. Student Grievance	Division Office	
General College Staffing		
a. Instruction (Non-Faculty)	Mary Lou Mosley	76607
b. Learning Support Services	Shirley Green	76614
c. Administrative Services	Jackie Askin	76601
Grants		
a. General Institutional	Jackie Askin	76601
b. MCCCDC Grants (Including Learning Grants)	Mary Lou Mosley	76607
Guided Independent Learning (GIL)	Sherry Adams	76563
Help Desk Systems	http://helpdesk.maricopa.edu/desk	
a. IRTS/ Technology Svcs	All Technology & Telephone	77780
b. Facilities & Maintenance	Facilities & Maintenance	77871
		76688
c. Media Services	Media Equipment Repair	77220
d. Institutional Advancement-IA	Requests	77771
e. Computer Commons	Internal Use only	
f. PV North	Computer/Media Issues	77780
g. District Wide Services	District Only Account-cfs, domain	
<i>(If you are unsure use IRTS Helpdesk & they will forward the request to the appropriate area.)</i>		
Hiring Process (All Employees)	Laurel Smith	77102
Honors Program	Sherry Adams	76563
	Rick Vaughn	76678
a. Presidential Scholarships	Chris Hunt	77245
b. Admissions to the...		

Housing Guides	Student Life	77240
Incomplete Grades	Shirley Green	76614
Information Desk		77411
Institutional Advancement	Julia Devous	77771
International Education	Michele Marion	77296
International Students	Cheryl Lynn Moore	77027
Instructional Technology		
a. Coordinator, Technology Development & Training	Chrystle Hall	77784
b. Instructional & Multi-Media Developer	Sam Fraulino	77786
iStart Smart		
a. General Information	Jim Rubin	76546
b. Orientation	Heather Kruse	77246
c. AAA115-CPD115 Success Course	Jim Rubin	76546
d. iGoal	Heather Kruse	77246
Kids College	Bob Duke	76804
Kiosks/Locked Bulletin Boards	Student Life Center	77240
Kranitz Student Center (Scheduling)	Ronald Davis	77354
a. PVCC Events		
b. External Users		
c. Rentals		
Learning Communities	Renee Cornell	76566
Learning Connections	Michaëlle Shadburne	76778
Learning Grants	Mary Lou Mosley	76607

Learning Support Center	Rick Sheets	77183
a. Drop-In Tutoring for Math/Science	Alison Livingston	77181
b. Study Skills	Rick Sheets	77183
c. Writing Center	Alison Livingston	77181
d. Math Lab	Alison Livingston	77181
e. ESL Conversation Groups	Sandra Beeman	77184
f. Study Groups	Sandra Beeman	77184
g. Learning Resources (Software, Videos, etc.)	Alison Livingston	77181
Library	Shelle Witten	77203
a. Accessing Databases		77215
b. Circulation/Reserves		77200
c. Collection Development		76692
d. Library Instruction	Cinthya Ippoliti	76692
e. Reference		77215
f. Online Reference (Chat)		77203
M Theater		
a. Scheduling	Chris Scinto	76686
	Alicann Lunceford <i>(Instruction Only)</i>	76611
b. Management/Operations	Chris Scinto	76686
c. Box Office/Calendar of Events		77738
d. Back Stage/Technical Operations	Erik Reid	40602
e. Instruction	Chris Scinto, Chair - F&PA	76686
Mailroom	IKON	76636
Maintenance	Bob Metivier	76688
a. AC/Heating	Mike Crimi	77890
b. Furnishings	Bob Metivier	76688
c. Lighting	Bob Metivier	76688
d. Cleaning	Bob Metivier	76688
e. Repairs	Bob Metivier	76688

helpdesk.maricopa.edu

Make-up Testing	Laurie Cigan	77052
Maricopa Faculty Intern Program (MFI)	Mary Lou Mosley	76607
Marketing/Public Relations	Joan Westlake	76606

Media Services		
a. Scheduling	Rick Cote	77220
b. Teleconferencing		77220
Meeting Rooms (Reservations)		
a. A-122		76614
b. M Theater	Chris Scinto	76686
c. Center for the Performing Arts	Chris Scinto	76686
d. Classrooms	Alicann Lunceford	76611
e. Kranitz Student Center (KSC)	Ronald Davis	77354
f. M, J, G Conference Rooms	(Reservation List at Each Site)	
MEMO System	Help Desk	77780
Mobile Computer Lab	Jesse Munch Rick Cote	77769 77799
NAU @ PVCC	Kathy Yeager	(480) 423-6407
Name Badges	Michaelle Shadburne	76778
New Student Information System	Jo Ann Caufield	76574
News/Media Relations	Joan Westlake	76606
Nursing Program		
a. Nursing Program Chair	Rose Dermody	77192
b. Secretary	Pam Warren	77284
c. Advising	Beth Guerra	77069
Occupational Programs	Mary Lou Mosley	76607
One Year Only (OYO) Contracts One Semester Only	Laurel Smith	77102
Online Courses	Jim Patterson	76749
Open Entry Online (OE Online)	Bethanne Newman	76746
Out of Class Assessment	Ellen Hedlund mailto:ehedlund@cox.net	

Payroll	Angela Puckett	77349
a. Check Disbursement		
b. Forms		
Peak Leadership Institute	Student Life	77240
Phi Theta Kappa (PTK)	Stephen J. Nicoloff	76676
Planning & Budget Review Committee	Sandy McDill	77352
Phone Assistance	Help Desk @ IRTS	77780
a. Installation		
b. MEMO System		
c. Service		
Posting (Campus Locked Bulletin Boards & Kiosks)	Student Life	77240
Professional Growth		
a. MAT Employees	Cindy Nieves	77207
b. PSA	Lori Espinoza	77204
Professional Growth (Faculty)		
a. Conference Fees & MCCCCD Summer Projects	Deb Adair	77179
b. Sabbaticals & Salary Advancement	Patri Mays	76741
c. Travel	Jim Rubin	76546
Professional Services Contracts	Sandy McDill	77352
Prop 300 Questions	Stella Napoles	77029
Prop 301	Mary Lou Mosley	76607
Property Control	Dave Vice	77370
Public Safety	Scott Meek	77902
a. Complaints		
b. Parking		
c. Tickets		
d. Reserving Campus Vehicles	may reserve online @ pvc.maricopa.edu/safety/	77900
e. Emergency Situations	College Safety Office	77911

Purchasing	Sandy McDill	77350
Receiving	Dave Vice	77370
Recycling	Bob Metivier	76688
Religious Holidays	Jackie Askin	76601
Retirement	Laurel Smith	77102
Risk Management	Sandy McDill	77352
Room Reservations		
a. Classrooms	Alicann Lunceford	76611
b. Kranitz Student Center (KSC)	Ronald Davis – email: facilitiesuse@pvmail.maricopa.edu	77354 76614
c. A-122		
d. M, J, G Conf. Rooms	Reservations List at Each Site	
Sabbaticals		
Faculty	Patri Mays	76741
Scholarships	Ken Clarke	77106
a. Internal		
Service Learning	Paula Vaughn	77241
Sexual Harassment		
a. Employee	Jackie Askin	76601
b. Student	Dean’s Office	76614
Shipping and Receiving	Dave Vice	77370
Silver Sneakers Program	Donna Roach	76548
Social/Cultural Activities Grant	Heather Kruse	77246
Software Requests	Help Desk	77780
Special Services Contracts		
a. General Information	Sandy McDill	77352
b. Approval of...	Respective V.P.	
c. Issuance of...		
- Faculty	Alicann Lunceford	76611
- Non-Faculty	Sandy McDill	77352
Staff Development	Rick Sheets	77183

Strategic Planning	Laurie Pemberton	77915
Student Complaints (Non-Academic)	Bill Hart	77668
a. Discrimination		
b. *Sexual Harassment		
c. **Student Discipline Code		
d. Student Complaints Involving Faculty / Staff		
e. Overrides for Tuition Refunds		

Please refer students who have questions to the *MCCCD Sexual Harassment Policy for Students and Employees* in the PVCC Catalog, pg. 234 or to the MCCCD Website

** Please refer students who have questions to the *Student Disciplinary Code* in the PVCC Catalog, pg. 247

Student Development	Heather Kruse	77240
a. New Student Orientation		
b. Multi-Cultural Services		
c. ACE/SUCCEED Program		
d. ESL Student Service Support		
Student Life Center	Richard Morales	77308
a. Campus Wellness		
b. Emerging Leaders		
c. Student Clubs		
d. Student Leadership Council (SLC)		
e. Union Programming		
Student Conduct	Bill Hart	77668
Student Handbooks	Student Life	77240
Student Information System (SIS)	Shirley Green	77668
Student Insurance		
a. Student Accident Insurance Plan	Student Life Center	77240
b. Student Accident & Sickness Insurance Plan	Student Life Center	77240

Student Services (General Info)	Information	77411
Student Records	Shirley Green Stella Napoles	76614 77029
Summer Projects for Faculty		
a. Funded by PVCC	Mary Lou Mosley	76607
b. Funded by MCCCCD	Tom Butler	76564
Summer School	Mary Lou Mosley	76607
Switchboard	Pat Kramer	76500
Teacher Connections Program	Debbie Voll	76659
Teacher Development Center	Harriet Betts	76562
Technology Coordinating Committee (TCT)	Paul Golisch Mary Lou Mosley	77789 76607
Technology Training (For all Employees)		
a. Technology Trainer	Chrystle Hall	77784
b. Administrative	Vanessa Swaney	77811
Teleconferencing (Audio & Video)	Cranston Forte	77224
Telephone (Repair, Move, New Employee)	Help Desk	77780
Testing	Laurie Cigan	77052
Title IX	Jackie Askin	76601
Transcripts	Stella Napoles	77029
Transportation	Scott Meek	77902
a. Reserving Campus Vehicles	(may reserve online @) www.pvc.maricopa.edu/safety/	77900
b. Emergency Situations	College Safety Office	77911
Travel		
a. Non-Faculty	See Department Manager	
b. Faculty	Jim Rubin	76546
c. General Info and Forms	Sandy McDill	77352

Tuition Waivers

- a. Adjunct Faculty
- b. Employees
- c. Spouse/Dependents

<http://www.pvc.maricopa.edu/fiscal/forms.html>

Tutoring Services	Rick Sheets	77180
Underprepared Student Initiative (USI)/Student Success Pilot Project (SSPP)	Fred Wieck Mary Lou Mosley	76544 76607
Web Page Technical Assistance	Marc Varner Sam Fraulino	77804 77786
Veteran Services	Cheryl Lynn Moore	77045
Wellness Fest	Student Life Center	77240
Withdrawals for Class	Shirley Green	76614
Work Study Students	Ken Clarke	77106
Writing Center (Located in the LSC)	Rick Sheets	77180