

Paradise Valley Community College 2007-08

EMPLOYEE QUICK REFERENCE GUIDE

For EMPLOYEE Questions About.....

APB (Automated Planning and Budgeting System)	Sandy McDill	77352
Academic Advising	Greg Silcox	77063 77060
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	Mary Lou Mosley	76607
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	Bob Bendotti	76602
Active Retirement Program	Kurt Conover	76601

ADA/504 Coordinator Concerns or Grievances	Paul Dale	76603
Adjunct Faculty		
a. AF Support Coordinator	Pat Marchok	76589
b. AF Initiative	Michaelle Shadburne	76778
c. Contracts	Alicann Lunceford	76611
d. Handbook	Pat Boehnlein	76613
e. New Hire Packet	Laurel Smith	77354
f. Teaching Hour Limits	Bob Bendotti	76602
g. Orientation	Michaelle Shadburne	76778
h. Other Policies	Bob Bendotti	76602
i. AFA College Rep	Phillip Jalowiec	(602) 953-9400
j. Professional Growth	Pat Marchok	76589
Admissions Policies		
a. For International Students	Stella Napoles Shirley Green	77029 76614
Advisement	Greg Silcox	77063
Agribusiness & Equine Science Charter School (AAEC)	<i>Moved to the Q Building (Formerly the Maricopa County Library) 17811 N. 32nd Street</i> (602) 569-1101	
Air Conditioning/Heating	Mike Crimi	77890
All Employee Meetings	Michaelle 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) Nancy Kolakowsky (Co-chair)	76743 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	Margaret Kilman Tory Niemann Sandy McDill	77120 77122 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	Donna Jones	77771
b. Student Life & & Athletic Events	Ryan Martin	77242
Campus Wellness	Mike Ho	77273
Capital Equipment		
a. General	Kurt Conover	76601
b. Technology	Paul Golisch	77789
c. Occupational	Mary Lou Mosley	77607
Capital Development Planning		
a. General	Kurt Conover	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. Instructional TV Coord.	John Chavez	77222
d. Online Coordinator	Jim Patterson	76749
e. O/E Online Coordinator	Bethanne Newman	76746

Center for the Performing Arts		
a. Scheduling	Richard Schultz	40601
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
Class Rosters	Charlene Cheatham	77021
Classroom Scheduling <i>(Including Classroom building hallways)</i>	Alicann Lunceford	76611
 <i><u>Note:</u> Refer to "Room Reservations" to schedule all other college facilities</i>		
College Calendar of Events	Institutional Advancement	77774
College Publications	Rod Fensom	76606
a. Brochures		
b. College Catalog	Mary Lou Mosley	76607
c. Class Schedule	Mary Lou Mosley	76607
d. Use of MCCCDC/ College Logos	Rod Fensom	76606
e. All Other PVCC Publications	Rod Fensom	76606
f. Student Handbook	Heather Kruse	77246
College Safety	Scott Meek	77902
a. Complaints		
b. Parking		
c. Tickets		
d. Reserving Campus Vehicles		77900
may reserve online @ pvc.maricopa.edu/safety/		
e. Emergency Situations	College Safety Office	77911

Collegial Support Partnership Program (CSPP)	Marilyn Cristiano	76567
Committees (College)	Bob Bendotti	76602
Complaints (Employee)	See Respective Policy Group Manual for Process	
Computer	Help Desk	77780
a. Web Technician	Doug Nelson	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	Paul Dale	76603
	Loretta Mondragon	77787
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	Mick Fitchett	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	David Matus	77872
Disability Resource Center	Esther Schon	77174
Disability Insurance	Laurel Smith	77102
Discrimination		
Employee	Kurt Conover	76601
Display Case - "E" Building	Mary Lou Mosley	76607

Distance Learning (Center for)	Sheri Bakunowski	76754
Duplicating Services	IKON	77779
Email Accounts	Help Desk	77780
Emergency Situations	College Safety	77911
Employee and Organizational Learning (E&OL)	Michaelle Shadburne	76778
a. Adjunct Fac. Initiative	Michaelle Shadburne	76778
b. All Employee Meetings	Michaelle Shadburne	76778
c. Collegial Support Partnership Program	Marilyn Cristiano	76567
d. Faculty Development	Jim Rubin	76546
e. Learning Weeks	Michaelle Shadburne	76778
f. Staff Development	Rick Sheets	77183
g. Supplemental Support for Conferences/Workshops	Michaelle Shadburne	76778
h. Technology Training	Chrystle Hall	77784
Employee Email Distribution Lists	Alexis Sharif	76610
Employee Grievance Process	Kurt Conover	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	Kurt Conover	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	Kurt Conover	76601

Faculty College Committees		
a. Formation of...	Bob Bendotti	76602
b. Membership on...	Jeff Lace	77913
c. Change in Membership	Jeff Lace	77913
d. Termination of...	Bob Bendotti	76602

Faculty Development Committee	Jim Rubin	76546
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Faculty Offices		
a. Request for Change of...	Mary Lou Mosley	76607
b. Furniture for...	Kurt Conover	76601
c. Computers for...	Paul Golisch	77789
	Loretta Mondragon	77787
d. Phone for...	Help Desk @ IRTS	77780
e. Cleaning/Repair of...	Bob Metivier	76688

helpdesk.maricopa.edu

Faculty Professional Growth		
a. Conference Fees & MCCC Summer Projects	Tom Butler	76564
b. Sabbaticals & Salary Advancement	Patri Mays	76741
c. Travel	Jim Rubin	76546

Faculty Reassigned Time/Overload	Bob Bendotti Mary Lou Mosley	76602 76607
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Faculty Senate	Jeff Lace, <i>Senate President</i>	77913
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Faculty Staffing	Bob Bendotti Mary Lou Mosley	76602 76607
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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
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Field Trips	pvc.maricopa.edu/fieldtrip	
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Financial Aid	JoAnn Caufield	77103
a. Federal Work Study	Ken Clarke	77106
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)	Bob Bendotti	76602
b. Learning Support Services	Paul Dale	76603
c. Administrative Services	Kurt Conover	76601
Grants		
a. General Institutional	Kurt Conover	76601
b. MCCCDC Grants (Including Learning Grants)	Bob Bendotti	76602
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	

(If you are unsure use IRTS Helpdesk & they will forward the request to the appropriate area)

Hiring Process (All Employees)	Laurel Smith	77102
Honors Program	Sherry Adams	76563
	Rick Vaughn	76678
a. Presidential Scholarships	Jacque Battistone	77042
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
Instructional Technologist	Jennifer Strickland	76794
Instructional TV (ITV)	John Chavez	77200
iStart Smart		
a. General Information	Bob Bendotti	76602
b. Orientation	Amber West Martin	77172
c. AAA115-CPD115 Success Course	Jim Rubin	76546
d. iGoal	Paul Dale	76603
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	Michaelle Shadburne	76778
Learning Grants	Bob Bendotti	76602
Learning Support Center	Richard Morales	77186
a. Drop-In Tutoring for	Alison Livingston	77180
Math/Science		
b. Study Skills	Rick Sheets	77183
c. Writing Center	Alison Livingston	77180
d. Math Lab	Alison Livingston	77180
e. ESL Conversation	Richard Morales	77186
Groups		
f. Study Groups	Richard Morales	77186
g. Learning Resources	Alison Livingston	77180
Software, Videos, etc.)		
Library	Shelle Witten	77203
a. Accessing Databases		77215
b. Circulation/Reserves		77200
c. Collection Development		77201
d. Library Instruction	Cinthyia Ippoliti	77209
e. Reference		77215
f. Online Reference (Chat)		77203
M Theater		
a. Scheduling	Richard Schultz	40601
	Alicann Lunceford	76611
	<i>(Instruction Only)</i>	
b. Management/ Operations	Richard Schultz	40601
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)	Bob Bendotti	76602
Marketing/Public Relations	Rod Fensom	76606
Media Services		77220
a. Video Production	Cranston Forte	77224
b. Teleconferencing		77220
c. Technical Service & Scheduling		77220
Meeting Rooms (Reservations)		
a. A-122		76614
b. M Theater	Richard Schultz	40601
c. Center for the Performing Arts		40601
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 @ IRTS	77780
Mobile Computer Lab	Loretta Mondragon Jesse Munch	77787 77769
NAU @ PVCC	Kathy Yeager	(480) 423-6407
Name Badges	Michaelle Shadburne	76778
New Student Information System	Paul Golisch	77789
News/Media Relations	Rod Fensom	76606

Nursing Program		
a. Nursing Program Chair	Rose Dermody	77192
b. Secretary	Pam Warren	77284
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
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 & MCCCD Summer Projects	Tom Butler	76564
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
Purchasing	Sandy McDill	77350
Receiving	Dave Vice	77370
Recycling	Bob Metivier	76688
Religious Holidays	Kurt Conover	76601
Retirement	Laurel Smith	77102
Risk Management	Sandy McDill	77352
Room Reservations		
a. Classrooms	Alicann Lunceford	76611
b. Kranitz Student Center (KSC)	Ronald Davis	77354
c. A-122		76614
d. M, J, G Conf. Rooms	Reservations List at Each Site	
Sabbaticals		
Faculty	Patri Mays	76741
Scholarships	JoAnn Caufield	77103
a. Internal		
Service Learning	Paula Vaughn	77241
Sexual Harassment		
a. Employee	Kurt Conover	76601
b. Student	Shirley Green	76614
Shipping and Receiving	Dave Vice	77370
Silver Sneakers Program	Donna Roach	76548
Social/Cultural Activities Grant	Heather Kruse	77246
Software Requests	Help Desk/IRTS	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
	Kurt Conover	76601
Student Complaints (Non-Academic)	Shirley Green	76614
a. Discrimination		
b. *Sexual Harassment		
c. **Student Discipline Code		
d. Student Complaints Involving Faculty / Staff		
e. Overrides for Tuition Refunds		
<p>Please refer students who have questions to the <u><i>MCCCD Sexual Harassment Policy for Students and Employees</i></u> in the PVCC Catalog, pg. 226 or to the MCCCD Website</p>		
<p>** Please refer students who have questions to the <u><i>Student Disciplinary Code</i></u> in the PVCC Catalog, pg. 240</p>		
Student Development	Amber West Martin	77170
a. New Student Orientation		
b. Multi-Cultural Services		
c. ACE/SUCCEED Program		
d. ESL Student Service Support		
Student Life Center	Heather Kruse	77240
a. Campus Wellness		
b. Emerging Leaders		
c. Student Clubs		
d. Student Leadership Council (SLC)		
e. Union Programming		
Student Conduct	Shirley Green	76614
Student Handbooks	Student Life	77240

Student Information System (SIS)	Shirley Green	76614
Student Insurance		
a. Student Accident Insurance Plan	Heather Kruse	77246
b. Student Accident & Sickness Insurance Plan	Heather Kruse	77246
Student Services (General Info)	Paul Dale Shirley Green	76603 76614
Student Records	Shirley Green Stella Napoles	76614 77029
Summer Projects for Faculty		
a. Funded by PVCC	Bob Bendotti Mary Lou Mosley	76602
b. Funded by MCCC	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. Instructional Technologist	Jennifer Strickland	76794
Teleconferencing (Audio & Video)	Cranston Forte	77224
Telephone (Repair, Move, New Employee) (Directory Changes)	Help Desk @ IRTS Art Coleman	77780 77772
Testing	Laurie Cigan	77052
Title IX	Kurt Conover	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	Laurel Smith	77102
	Division Secretaries	
a. Adjunct Faculty		
b. Employees		
c. Spouse/Dependents		
Tutoring Services	Rick Sheets	77180
Underprepared Student Initiative (USI)/Student Success Pilot Project (SSPP)	Fred Wieck	76544
	Bob Bendotti	76602
Web Page Technical Assistance	Doug Nelson	77804
	Sam Fraulino	77786
Veteran Services	Cheryl Lynn Moore	77045
Wellness Fest	Student Life Center	77240
Withdrawals for Class	Shirley Green	76614
Work Study Students	JoAnn Caufield	77103
Writing Center (Located in the LSC)	Rick Sheets	77180