



Watsonville Center

318 Union St., Watsonville, CA 95076
(831) 477-5100

Faculty and Staff Information Fall 2009

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HOURS OF OPERATION

| | | |
|----------------------------|-------------------------------------|----------------------------------|
| Admissions & Records | Monday - Thursday 8am - 6pm | Friday 9am-1pm |
| Bookstore | Monday - Thursday 9 am - 6:30 pm | Friday CLOSED |
| Student Resource Center | Monday - Thursday 8am - 6pm | Friday 9am-1pm |
| Integrated Learning Center | Monday - Thursday 8am – 8pm | Friday 8am-4pm |
| Open Access Computer Lab | Monday - Thursday 8am – 8pm | Fri 8am-4pm Sat 9am-1pm |

ADMIN STAFF

| NAME | ROLE | EXT |
|-------------|-----------------|--------------|
| Rachel Mayo | Dean | (477) - 5110 |
| Olga Díaz | Admin Assistant | (477) - 5153 |

Mail

Mail delivery options:

1. Receive mail at Watsonville Center **AND** Aptos campus. All outside and campus mail, including class rosters, will be delivered **ONLY** to the Aptos mailbox.
2. Receive your mail **ONLY** at Watsonville Center. All outside and campus mail will be forwarded to Watsonville. [Please notify Olga Díaz and your Division office to select this option.]

Department Staff

All extensions need a (477) prefix when dialed from an outside line.

| Department / Person | Position | Extension | Room | |
|--|--|---|-------------|------|
| Administration | General Information - Administration | | 4401 | |
| Díaz, Olga | Administrative Assistant | 5153 | 4402 | |
| Mayo, Rachel | Dean of Education Centers | 5110 | 4401 | |
| Admissions & Records | General Information | 5101 | 4100 | |
| García, Sonia | Admissions & Records Assistant | 5104 | 4100 | |
| Neely, Martha | Admissions & Records Assistant | 5102 | 4100 | |
| Rocha, Cecilia | Admissions & Records Assistant | 5126 | 4100 | |
| Torres, Luz Delia | Admissions & Records Technician | 5132 | 4100 | |
| Computer Technology Center (CTC Watsonville) | General lab information | 5103 | 4510 | |
| | Help Desk | 5160 | | |
| | Chavarría, Diane | Computer Lab LIA | 5160; 5125 | 4510 |
| | Mendes, Pearl | Sat. lab instructor/ weekend assistance | 5103 | 4510 |
| | Nogueira, Marcelo | Computer Lab Coordinator | 5160; 5144 | 4511 |
| | | | | |
| Digital Bridge Academy | Information | 5164 | 4212 | |
| Alarcon, Antonio | Program coordinator | 5149 | 4203 | |
| Navarro, Diego | Program director, instructor | 5166 | 4203 | |
| Integrated Learning Center | General information; tutoring | 5155; 5156 | 4410 | |
| Ancheta, Shirley | English/ESL LIA | 5129 | 4415 | |
| Arnold, Tanya | English/ESL LIA | 5157 | 4415 | |
| Gonzalez, Jose | English/ESL LIA | 5128 | 4415 | |
| Learning Assistance Coordinators | | 5152 | 4419 | |
| Pérez, Johnny | Math LIA | 5121 | 4415 | |
| | | | | |
| Student Resource Center | Appts. for counseling, financial aid, health | 5134 | 4320 | |
| Acosta, Eva | Counselor (academic & guidance) | 5108 | 4324 | |
| Amezcuca, Leticia | Program Specialist, Financial Aid | 4151 / 5134 | 4322 | |
| Chavez, Carlos | Counselor (academic & guidance) | 5143 | 4325 | |
| Mansfield, Kim | Counselor (academic & guidance) | 5143 | 4325 | |
| Márquez, Sonia | Program Specialist, Financial Aid | 5133 / 5134 | 4322 | |
| Muzsala, Susanne | Counselor (Basic Skills) | 5135 | 4321 | |
| Puente, Rudy | Counselor (Puente) | 5143 | 4325 | |
| Tostado, Francisco | Financial Aid Advisor | 5135 | 4323 | |
| Zanetti-Chavez, Marian | Counselor (academic & guidance) | 5108 | 4322 | |
| SERVICES / AREA * | STAFF PERSON / HOURS | Extension | Room | |
| Bookstore | Lani Roberts (a.m.) & Stephanie Meineke (pm) | 5109 | 4310 | |
| Deli / Food service | Mon-Fri 9 am to 2 pm; Mon-Th 5-8 pm | 5106 | 4112 | |
| Health Services | To be announced | 5138 | 4326 | |
| Learning Skills | Sheryl Kern-Jones, Thurs 1-5pm | 5137 | 4321 | |
| Maintenance - custodial | (eve) Felipe Rigor and Daniel Saldaña | Leave msg. in mailbox | | |
| Psychological counselor (for all types of personal counseling) | To be announced | 5138 | 4326 | |
| Sheriff's security officer | Monday – Thursday 5:30-10:30 pm | 5111 or 212-8466 | 4210 | |

*** Additional services may be added during the semester. The Student Resource Center will maintain updated information.**

Classroom & Office use

Keys and locking policy

1. Key issued to instructors opens classrooms, labs, faculty workroom.
2. Small multimedia key opens computer cabinet in classroom.
3. Office key issued if instructor wants to do office hours in office rather than classroom.
4. Lock rooms, cabinets and shut down power (lights, projector, etc.) when finished.
5. Return keys at the end of the semester.

Office Hours & Storage

Office hours: Submit to Olga Díaz. May be done in office or classroom. Office assignments will be made once hours are received.

Time requirement: 17 minutes per week per unit.

For example: a 3 unit class requires a 50 minute office hour per week.

Storage space: Use space as needed in offices and classrooms.

- Remove materials at end of the semester.
- Any remaining materials will be discarded unless special arrangements are made.

Classroom Equipment/Protocols

Computer, ceiling projector & overhead projector. DVD/VCR in computer cabinet show via ceiling projector. Instructions are on inside door of computer cabinet.

1. Return desks & chairs to original setup if you move them, or ensure that your setup will accommodate all the original seats.
2. Erase the whiteboard; put away equipment.
3. Turn off computer, projector, lights, lock door.
4. No food/drink in classrooms.
5. Faculty workroom has backup equipment, slide projector & CD/cassette players.
Return all equipment to faculty workroom.
6. If you alter the settings on any computers, return them to the original settings or call x5160 to let our technical support staff know that they have been changed. **THIS WILL AVOID PROBLEMS FOR THE NEXT INSTRUCTOR WHO USES THE EQUIPMENT.**

Room / lab reservations for a class

Go to the Request Page on the Watsonville Center CTC link at

<http://www.cabrillo.edu/services/ctcwatsonville/RequestPage.htm>

- To use computers, students must open an account in the open lab (room 4510) BEFORE the class session.

Technical Support

Number to call: x5160

Staff: Marcelo Nogueira, Diane Chavarria.

Hours: M-Th 8am – 6pm; Fri 8am – 4pm; Saturdays 9am-1pm.

Evening technical support hours TBA

Service requests:

Submit online from any computer.

1. Go to college website and type <http://help> in URL window
2. Select “create new case” and click GO
3. Input information and from problem category select “Watsonville”
4. Click on the submit button

Absences and Class Changes

1. Notify director or assistant before 5pm of changes in any class location or time. If after 5pm call 477-5155 (Integrated Learning Ctr.)
2. Submit an absence form to your Division upon your return.

Three forms are required for class meetings off site:

- a. Field Trip/Excursion Request Form
- b. Field Trip/Excursion Attendance Log
- c. Field Trip/Excursion Release

ALL FORMS ARE AVAILABLE IN THE FACULTY WORKROOM

Grading available online now!

Access your class roster online using WebAdvisor.

Opening and permanent rosters are no longer available in hard copy!

1. Go to www.cabrillo.edu
2. Click on "WebAdvisor Self-Service" and then the "Log In" tab.

3. Your User ID is your first initial, middle initial, and full last name.
4. Your temporary password is your birthdate (mmddyy), i.e. 060955 for June 9, 1955.

Phones & Email

Place initial request with your Instructional Division to be set up with a:

1. Voicemail extension for messages
2. Network login account (MUST HAVE to use college computers)

Please notify Watsonville admin staff if you:

1. Use a different email from the college, or
2. Do not use any form of email

To be included in the Faculty/Staff directory, go to <http://www.cabrillo.edu>

- Click on "Staff / Faculty Area" at the very top of the page
- Under Web Tools, click on "Salsa"
- Login in using your user ID and password for Salsa. (If you've forgotten your info, contact the IT Help Desk at x6392)
- Click on "Update your directory listing"
- Make any necessary changes and click "Save Changes" at the very bottom of the page
- Log out

Usage notes (phones):

- Dial "9" to get an outside line.
- Dial "911" or "9-911" from any phone.
- Use 4-digit extensions to call other Cabrillo numbers, including fax numbers.
- All Watsonville Center extensions need a **477** prefix when dialed from an outside line.
- Voicemail may be retrieved from your home phone. Call **477-3701** then enter your ID (your extension #) and password.
- All classrooms have a phone for security purposes and classroom assistance.
- To place a credit card call: dial 9-1-800-225-5288 and then your calling card number.

Copier & Duplication Services

Copier location: Faculty workroom.

Initial allocation: 500 per semester. (Back-to-back counts as 2 copies, though it does save paper.) An increase may be requested if necessary.

Large jobs: Please send to Duplications.

- May be submitted via hard copy or online.
- Online orders may be submitted vial email to daboscar@cabrillo.edu. Attach file and include specifications (back to back, color of paper, collate, deliver to, etc.)
- Hard copy forms in administrative office. Send through campus mail.
- 48 hours required to process job once it is received by Duplications.

Copier usage notes:

- Fill large paper tray (1 & 2) as needed.
- If using colored paper, remove after job.
- Notify director or assistant of problems ASAP. Leave note on machine if necessary.
- Load transparencies through manual feed.
- To save toner, use white paper to cover blacked-out sections on originals.

Toner should be changed by staff. It is toxic.

Student copier access: Two coin-operated copiers.

1. Student Center, outside of bookstore
2. Integrated Learning Center, room 4410

Only student employees are allowed to use the faculty copier, and only for job-related projects.

Parking Information

Cabrillo College permits are valid for all campus locations.
 The City of Watsonville will honor Cabrillo permits on City lots that allow permit parking (except for those lots that allow only “residential” permits).
 See map on page 8 (Spanish version on page 9) for City lots and time limits.

STAFF parking: Lot behind Center, areas closest to buildings

- Permits available from A&R office, director or assistant in Watsonville or Sheriff’s Dept. in Aptos
- Cost for staff permit: 1st one free, 2nd is \$2

Overflow parking FOR STAFF ONLY:
 After 5 p.m., in church lot behind ours, first row of spaces along the shared fence only.

STUDENT parking: Lot behind Center, areas farthest from buildings. Parking allowed where the old public library used to be unless restricted by construction.

Daily parking: \$2 daily pass available from vending machine in lot

Additional parking: See maps on pages 8 and 9.

- Posted time limits enforced

NO CABRILLO PARKING: Indicated on map. Please announce to students. (Hot Dog stand has cars towed immediately; fee is \$325 to retrieve towed vehicles.) Additional copies of map available in faculty workroom.

Services Available from Departments

| | |
|--|---|
| <p style="text-align: center;">Admissions & Records (room 4100 & lobby, ext. 5101)</p> <ul style="list-style-type: none"> • Applications for admission • Registration assistance and questions • Drop box in lobby for payments • Information & forms available in lobby • Job announcement binder for the college, Watsonville City and Santa Cruz County • Parking permits • Phones for Hawk Talk registration • Transcript requests; Verifications of Enrollment • TTY machine for hearing impaired | <p style="text-align: center;">Student Resource Center (room 4320, ext. 5134)</p> <ul style="list-style-type: none"> • Cabrillo counselors & representatives from 4-yrs • Transfer information & admission agreements • College and career information • Financial aid information • Health information & basic supplies (aspirin, etc.) • Assessment information; practice tests • Bus passes; Student Activity cards • Learning Skills Specialist • Disabled Student Services • Computers for registration, applications, research • Housing & job boards |
| <p style="text-align: center;">Integrated Learning Center (room 4410, ext. 5155)</p> <ul style="list-style-type: none"> • Tutoring in math, English, ESL and other subjects • Course reserve materials; telecourse videos • Labs for English, reading, Spanish, ESL • Check out and return library materials; library cards • Coin-op copy machine • Computer & printing access • Library 10 assistance; reference collection • Math 254 and CABT computer lab lessons • Quiet study room & small group study rooms • Test proctoring | <p style="text-align: center;">Administration (Dean of Education Centers & Assistant) (office 4401, ext. 5110 and office 4402, ext. 5153)</p> <ul style="list-style-type: none"> • Assistance with general information & problems • Class roster printouts for instructors • Classroom equipment or building issues • Copier & building alarm codes • Custodial requests • Instructor absences/class cancellations • Keys & office assignments • Ordering classroom & office supplies • Reservations for classrooms & labs |
| <p style="text-align: center;">Computer Technology Center, Watsonville (Computer Lab room 4510, ext. 5103)</p> <ul style="list-style-type: none"> • Computer, scanning and printing access (including color printing); sale of disks & CDs • Student accounts for computer & printing access • Electronic classroom for instructor use • Labs for Math 254, CABT & Cisco classes <p style="text-align: center;">Technical support (x5160)</p> | <p style="text-align: center;">Bookstore (room 4310, ext. 5109)</p> <ul style="list-style-type: none"> • Textbooks for classes; dictionaries; reference • Buyback period at end of semester • Classroom supplies – pencils, notebooks, scantrons, computer supplies, etc. • Copy machine outside in student center • Greeting cards, stationery items, snacks, drinks • Cabrillo College memorabilia & clothing |

Evening & Weekend Assistance

| | |
|-------------------------------|--|
| Technical Support: | x 5160 |
| Security: | 212-8466 Mon-Thurs 5-10 pm; 212-8464 Sat. |
| General questions: | x 5155 Mon-Thurs 5-8 pm; x 5103 Sat. 9 am-1 pm |
| Urgent administrative issues: | 454-8799 or 419-0811 |

Emergency Resources & Procedures

1. 911 calls may be placed on any classroom or office phone.
2. Student and staff accident victims who require emergency treatment may go to **Watsonville Community Hospital, Santa Cruz Medical Clinic** or **Doctors on Duty**. (See addresses below.) Fill out an incident report and notify Health Services at the earliest opportunity.
3. First Aid kits are located on each floor. An Infectious Material Clean Up kit is located in the Student Resource Center, room 4320, in the Health Services office.
4. An Automatic Electric Defibrillator for heart attack victims is on the first floor of the 3-story building, outside room 4320.
5. Emergency first aid procedures addressing several situations are posted in all classrooms and most common areas.

6. For power outages, emergency lighting stays on in the corridors and stairways.
7. For building evacuations, instructors must ensure that all of their students are out and must stay with any disabled student who is unable to leave.
 - An evacuchair to carry students down stairs is kept in the faculty workroom.
 - Once everyone has been evacuated, instructors should go to the area between the student and staff parking lot for news and instructions.
 - Maps which show emergency exit routes and the location of first aid kits are posted in all classrooms and most common areas.

Doctors on Duty

1505 Main St., Watsonville
(831) 722-1444

Santa Cruz Medical Clinic

550 Green Valley Road, Watsonville
(831) 458-5865

Watsonville Community Hospital

75 Nielson Drive, Watsonville
(831) 724-4741

For Non-emergency police response:

- Watsonville Police: 471-1151
- Cabrillo Sheriff's office: x 6313 8:00–5:00
- Sheriff's cell (Watsonville) 212-8466
Monday-Thursday 5 pm-10 pm
- Sheriff's cell (Aptos): 212-8464
7 days/week 7:00 am – 12:00 pm

PARKING INFORMATION FOR STUDENTS:

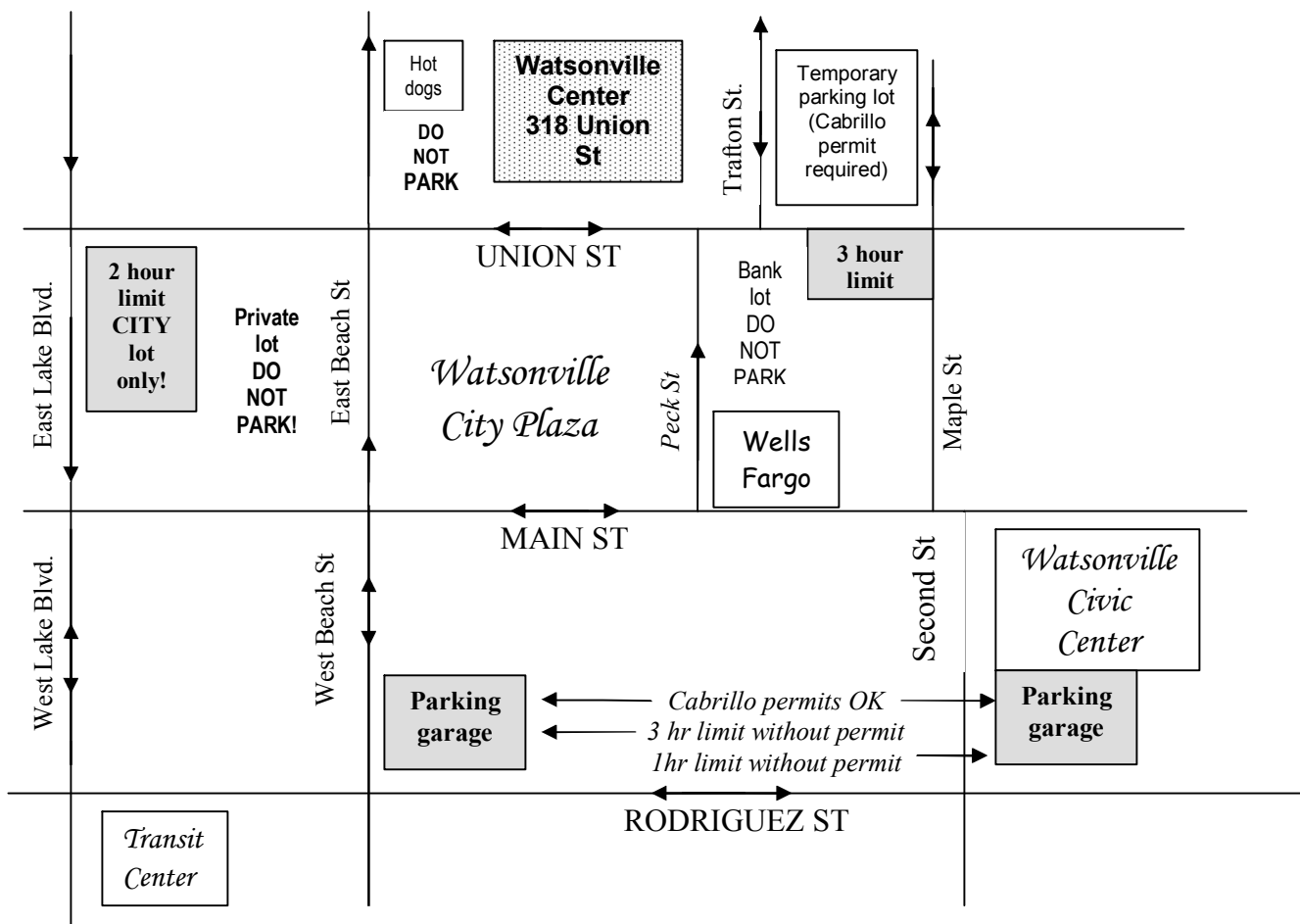
Watsonville Center parking:

- Students may park in the back lot of the Watsonville Center and in the lot where the old public library used to be with a valid permit.
- Daily permits are available for \$2 from the vending machine (Quarters only-change available in the Admissions & Records office.)
- The two lots adjacent to the buildings are staff parking at all times.

ADDITIONAL PARKING – please observe posted signs!

- City of Watsonville parking lots (see shaded areas on map below)
- Cabrillo parking permits valid in parking GARAGES for unlimited time. 3 hour time limit without permit in the Rodriguez Garage and 1 hr limit in the new Civic Center.
- Street parking in front of Cabrillo is 1 hr limit enforced until **6 p.m.** City lots are 2 and 3 hour limits enforced until **8 p.m.**

Students may request an escort from the security officer on duty. Call 212-8466.



INFORMACION DE ESTACIONAMIENTO PARA ESTUDIANTES:

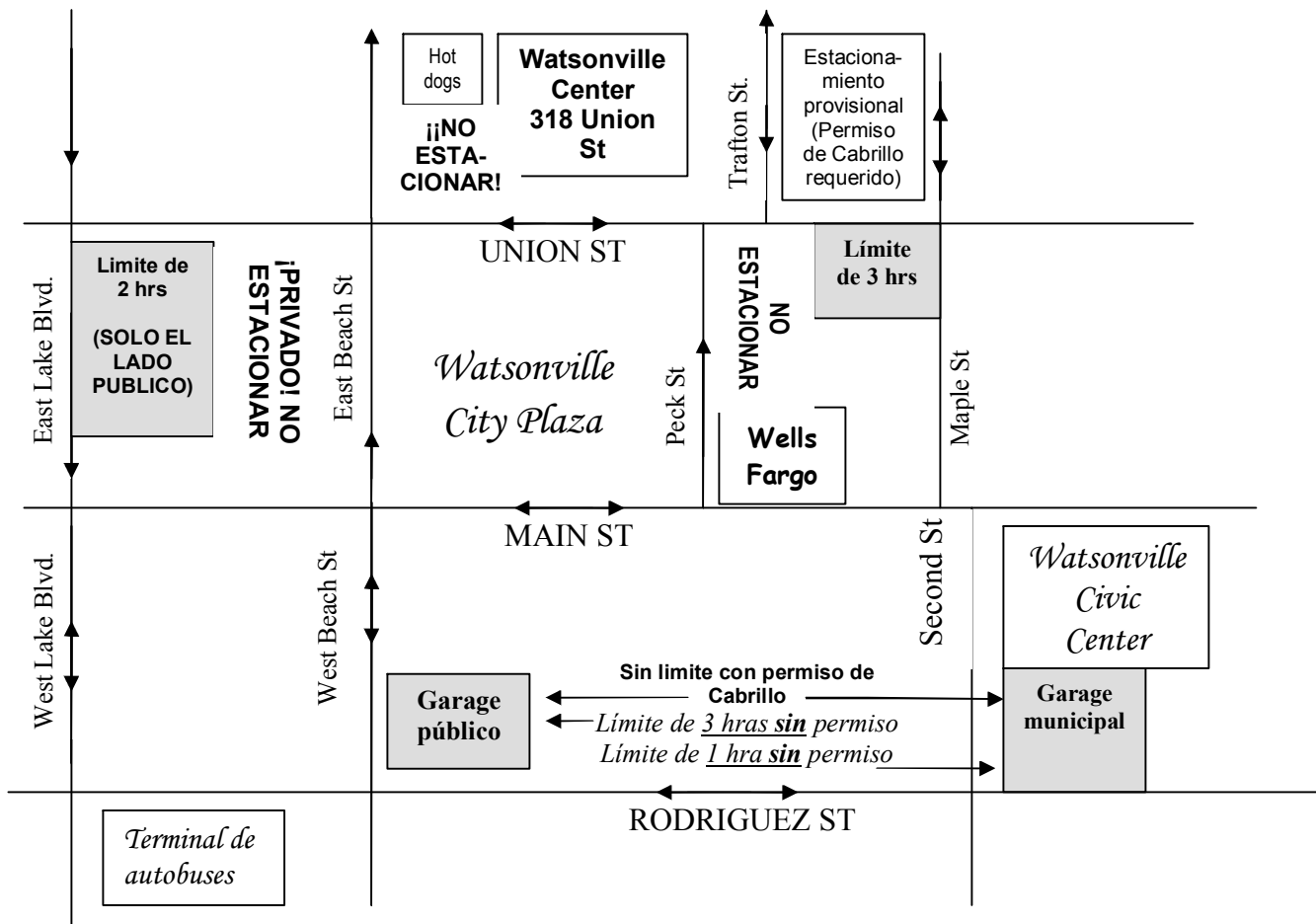
Estacionamiento para el Centro de Watsonville:

- Los estudiantes con un permiso válido de estacionamiento pueden estacionarse detrás del Centro solamente en el lote designado para estudiantes ó en el lote donde estaba la biblioteca pública.
- Los permisos por un día se venden por \$2 en la máquina que está en el estacionamiento (la máquina sólo acepta monedas de 25¢ - puede conseguir cambio en la oficina de Registración y Archivos).
- Las dos áreas adyacentes a los edificios son para los empleados solamente.

ESTACIONAMIENTO ADICIONAL – ¡Observen los límites de tiempo anunciados!

- Los lotes de estacionamiento de la ciudad de Watsonville (ver las áreas grises en el mapa).
- Los permisos de Cabrillo son válidos en los GARAGES de estacionamiento de la ciudad por tiempo ilimitado. Hay un límite de 3 horas si no tiene un permiso de Cabrillo en el lote de la calle Rodriguez, y 1 hora límite en el nuevo Centro Cívico.
- Se puede estacionar en la calle ó en los lotes de la ciudad, siempre y cuando observen los límites de tiempo anunciados. Los estacionamientos de la calle son libres después de las **6 p.m.** y los lotes después de las **8 p.m.**

Los estudiantes pueden pedir acompañamiento a su carro por un oficial de seguridad llamando al 212-8466.



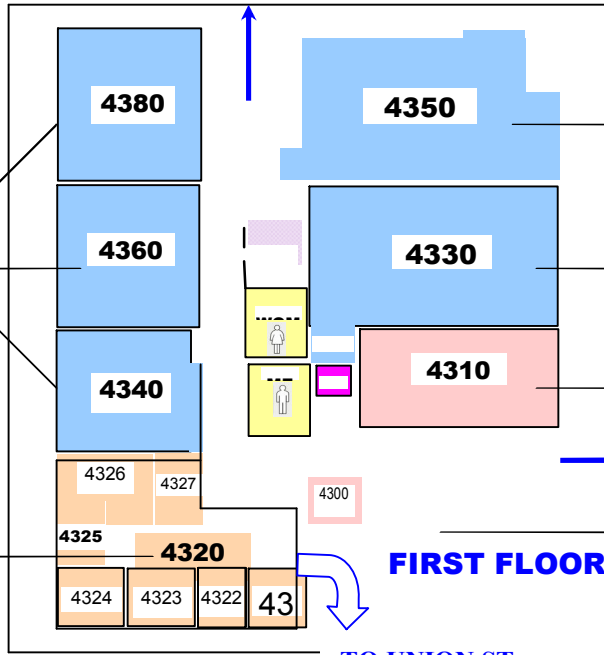
TO PARKING LOT

WATSONVILLE CENTER
New (3-story) building

Lecture classrooms
Multimedia – 40 students

Student Resource Center

- Counseling, EOPS
- Financial Aid
- Scholarships
- Transfer, career info
- Health services
- Learning skills
- Computer access for on-line resources



Tiered lecture hall
Multimedia - 60 students
Films, forums, community events

Multi-purpose room
Dance, music, events

Bookstore

Student Center & Senate office

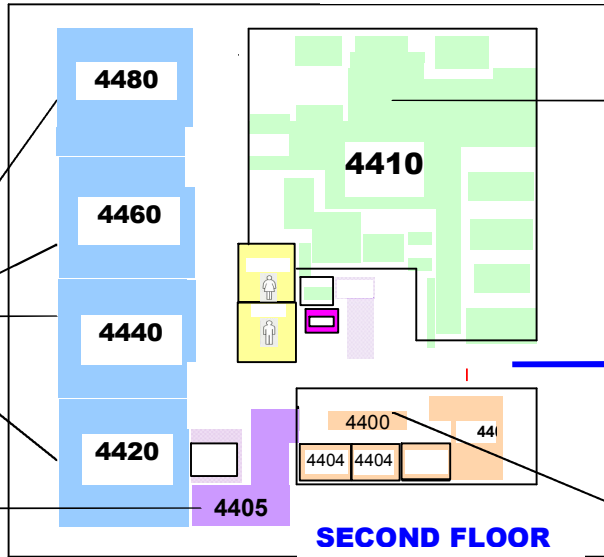
FIRST FLOOR

Integrated Learning Center

- Tutoring
- English, reading labs
- Reserve material
- Library reference, checkout
- Computer access
- Monitored testing
- Study rooms
- VHS/DVD collections

Lecture classrooms
Multimedia – 40 students

Faculty workroom



TO BRIDGE

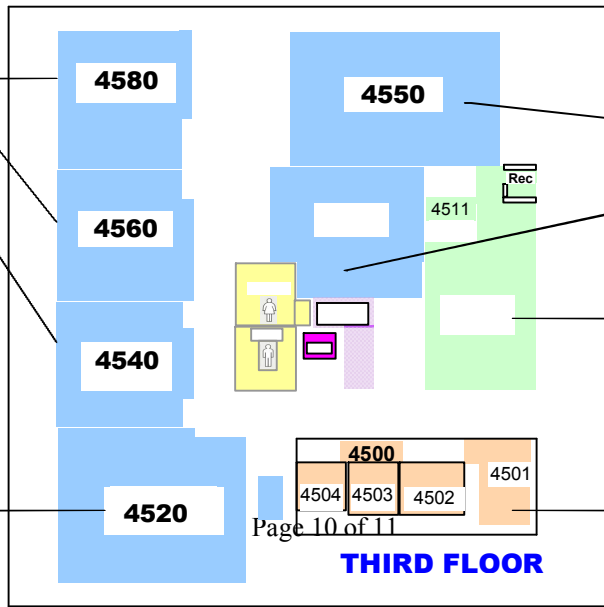
Faculty & Admin offices

SECOND FLOOR

Lecture classrooms
Multimedia – 40 students

Science lab; lecture

- Physics
- Chemistry
- Biology
- Anthropology
- Geology
- Medical Assisting



Instructional computer labs
Computerized assessment

Open-access computer lab
Keyboarding, 10-key

Faculty offices

THIRD FLOOR

WATSONVILLE CENTER
Historic (2-story) building

TO PARKING LOT

