

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	Stacey Nikac	909-382-4091	snikac@sbccd.cc.ca.us
Human Resources	Susann BeDell	909-382-4042	sbedell@sbccd.cc.ca.us
Fiscal Services	Kelly Goodrich	909-382-4022	kgoodric@sbccd.cc.ca.us
Accounting, Student Refunds	Nancy Green	909-382-4026	ngreen@sbccd.cc.ca.us
Accounts Payable –			
▪ A-G/Tuition	Rhonda Prater	909-382-4024	srsmith@sbccd.cc.ca.us
▪ H-Q/Staples, Travel	Margarita Aguirre	909-382-4071	maguirre@sbccd.cc.ca.us
▪ R-Z/Utilities	Martha Camacho-Kelly	909-382-4025	moming@sbccd.cc.ca.us
Address Change	Maria Torres	909-382-4043	mtorres@sbccd.cc.ca.us
Benefits – HR			
▪ SBVC	Julia Sanchez	909-382-4016	jsanchez@sbccd.cc.ca.us
▪ District/CHC	Karla Trujillo	909-382-4044	ktrujillo@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 Diggie	909-382-4085	vdiggie@sbccd.cc.ca.us
Courier Service	John Grow	909-382-4094	jgrow@sbccd.cc.ca.us
Direct Deposit –			
▪ Academic	Colleen Gamboa	909-382-4061	cgamboa@sbccd.cc.ca.us
▪ Classified	April Addington	909-382-4062	aaddington@sbccd.cc.ca.us
Facilities Use – ATTC/PDC	Yecenia Cortez	909-382-4001	ycortez@sbccd.cc.ca.us
Health & Safety	Whitney Fields	909-382-4070	wfields@sbccd.cc.ca.us
Payroll			
▪ Academic	Colleen Gamboa	909-382-4061	cgamboa@sbccd.cc.ca.us
▪ Classified	April Addington	909-382-4062	aaddington@sbccd.cc.ca.us
Printing/Graphics	Rosie Parra	909-384-4313	rparra@sbccd.cc.ca.us
Purchasing	June Flores	909-382-4088	jflores@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 — Julia Sanchez, 909-382-4016, located on campus at the AD/SS, Room, #206;
- CHC/District, TESS and ATTC/PDC— Karla Trujillo, 909-382-4044, 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 can I report Safety issues?

Environmental Health & Safety information and reporting forms can be found online at www.sbccd.org/ehs.

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://employeeelfservice.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://employeeelfservice.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 in 'Employees' button, then "My Leave".

SBVC:

<http://www.valleycollege.edu/webadvisor>

CHC:

<http://www.craftonhills.edu/webadvisor>

Can you help me to log into WebAdvisor?

Log-in assistance can be found by going to <http://stac.sbccd.org> or calling the Help Desk at 909-384-4357 (HELP).



SBCCD Suggestion Box

www.sbccd.org/Suggestions



SBCCD Compliance Hotline

800-403-0436 (English)

800-216-1288 (Spanish)

www.sbccd.org/Compliance