



## GETTING HELP WITH DIFFICULTIES YOU ENCOUNTER AT NVC

At Napa Valley College, we hope that our established procedures work effectively and that your college experience is going smoothly. If not, we want to help you with difficulties you encounter. The information below will assist you in finding solutions.

### If you have problems with,

### Follow this procedure

#### **A class, instructor, or library service:**

Talk to the instructor first. If the issue is not resolved, contact the division dean or support staff (see list on reverse) to find out who the program coordinator is. **It is important to go through this step because these people can usually help you most quickly with problems you are having.** Then, if the matter is still not settled to your satisfaction, contact the Office of Academic Affairs at (707) 256-7150, Room 1532.

#### **A campus office or service or any counselor:**

If your problem cannot be solved by the person helping you, ask to speak to the supervisor. If that does not resolve the issue, see the next line supervising administrator/dean. If the matter is still not settled to your satisfaction, contact the Office of the Assistant Superintendent/Vice President of Student Affairs at (707) 256-7363 or 256-7362, Room 1330 or at [NVCStudentAffairs@napavalley.edu](mailto:NVCStudentAffairs@napavalley.edu).

#### **Your educational program, academic progress, or personal issues:**

Our counselors can help you deal with workload dilemmas, personal difficulties, and other issues that may interfere with your academic success at NVC. Refer to the General Counseling Center webpage ([www.napavalley.edu/counseling](http://www.napavalley.edu/counseling)) for information on weekly drop-in hours or how to schedule an appointment. For further assistance, call (707) 256-7221 or email [NVCCounseling@napavalley.edu](mailto:NVCCounseling@napavalley.edu).

#### **A crime on campus or questions about your personal safety:**

NVC Police will take reports of crimes and can advise you if you have concerns about your safety. Their office is located in Building 2250, (707) 256-7777.

#### **Grievances:**

Refer to the Student Complaint and Grievance Policy and Procedures document available online on the Student Affairs webpage ([www.napavalley.edu/studentaffairs](http://www.napavalley.edu/studentaffairs)), or request a hardcopy document from the Office of the Assistant Superintendent/Vice President of Student Affairs (707) 256-7363 or 256-7362, or [NVCStudentAffairs@napavalley.edu](mailto:NVCStudentAffairs@napavalley.edu).

#### **Discrimination and/or sexual harassment:**

Go to the Office of Human Resources webpage (<https://www.napavalley.edu/about/human-resources/title-ix.html>) or go to Room 1544, to get information on the college's policies and processes regarding discrimination and sexual harassment. Phone number: (707) 256-7100.

#### **Library Cafe**

The Library Café, which is in Building 1700, Rm 1743, is operated by Enterprise and Auxiliary Services (DAS). You may contact the manager at (707) 256-7431 or at [Enterprise.Services@napavalley.edu](mailto:Enterprise.Services@napavalley.edu). Their office is located in Room 861.

#### **Any other issues:**

Call (707) 256-7363 or 256-7362 or contact the Office the Student Affairs via email [NVCStudentAffairs@napavalley.edu](mailto:NVCStudentAffairs@napavalley.edu) or go to Room 1330 to inquire about the correct process to follow.

Division	Dean/Coordinator/Manager	Phone	Office	Programs/Area of Supervision	Exec/Adm. Asst.	Phone
<b>OFFICE OF THE PRESIDENT</b>	<b>Dr. Torence Powell, Superintendent/President</b>		<b>1500</b>		Kathy Yang	256-7162
• <a href="#">Diversity, Equity, and Inclusion</a>	Dr. Patricia van Leuwaarde Moonsammy, Dir	256-7166	1531		Bethany Cravea	256-7193
• <a href="#">Human Resources, Training &amp; Develop.</a>	Charo Albarrán, VP	256-7105	1544B	Title IX Coordination, Benefits, Career/Job Opportunities	Danielle Savage	256-7115
• <a href="#">Public Affairs &amp; Communications</a>	Rodd Aubrey, Director	256-7114	1531			256-7111
• <a href="#">Research, Planning &amp; Institutional Dev</a>	Dr. Robyn Wornall, Dean	256-7192	1545		Bethany Cravea	256-7193

Division	Dean/Coordinator/Manager	Phone	Office	Programs/Area of Supervision	Exec./Adm. Asst.	Phone
<b>OFFICE OF ACADEMIC AFFAIRS</b>	<b>Dr. Priscilla Mora, Asst. Superintendent/VP</b>	<b>256-7155</b>	<b>1532</b>	<b>Scheduling &amp; Room Assignments, Curric &amp; Catalog, Teaching Loads &amp; Contracts</b>	<b>Noemi Camargo J</b>	<b>256-7157</b>
<b>Library &amp; Educational Resources</b>	Dr. Priscilla Mora, Asst. Superintendent/VP	256-7155	1532			256-7157
<b>LADS, Mathematics, Arts &amp; Humanities, and Health Occupations</b>	<b>Robert Harris, Dean</b>	<b>256-7605</b>	<b>807</b>	<b>Those below including PAC Operations</b>		
<ul style="list-style-type: none"> <li><a href="#">Arts &amp; Humanities</a></li> <li><a href="#">Performing Arts Center Operations</a></li> <li><a href="#">Health Occupations</a></li> <li><a href="#">Language and Developmental Studies</a></li> <li><a href="#">Mathematics</a></li> </ul>	Matt Cowell, Technical Director Robert Harris, Dean Robert Harris, Dean Ana Clare Elizarrarás	256-7505 256-7605 256-7605 256-7757	141B 807 807 1030C	ANTH, ARTH, DART, ETNS, FILM, HUMA, MUSI, PHIL, PHOT Civic Center Events, Community Partner Productions, PAC Rental & Mgmt Nursing (AND & LVN), Psychiatric Tech, Respiratory Care, EMT English, ESL, Modern Languages, Communications, Writing Success Center, Speech Lab, Writers Conference Math Success Center, Math Tutoring Services	Yessenia Anguiano Yessenia Anguiano Cindy M./Eva M. Gina Stofan M'Kormik Hamilton	256-7515 256-7515 256-7601 256-7726 256-7502
<b>Kinesiology, Admin. of Justice &amp; Social Sciences</b>	Gerald Dunlap, Dean	256-7655	609	Administration of Justice, Athletics, Corrections, Dance, Dispatch, Health, PE/Kinesiology, Econ, History, Poli Sci, Psych, Sociology	Lauren Lee Gina Stofan	256-7651 256-7726
<b>Career Educ. &amp; Workforce Development</b>	Dr. Douglas Marriott, Dean	256-7256	1001	Those listed below.	Eva Mijares	256-7258
<ul style="list-style-type: none"> <li><a href="#">Career Education</a></li> <li><a href="#">Conti. Educ. &amp; Community Partnerships</a></li> <li><a href="#">Economic Workforce Development</a></li> <li><a href="#">Dual Enrollment &amp; Ed Partnerships</a></li> <li><a href="#">NVC Winery</a></li> </ul>	Shawntel Ridgle, Director Cristine Tapia, Manager Paul Gospodarczyk, Prog. Coordinator	256-7252 256-7257 256-7125	3305 3305 3200A	Acct, Business & Entrepreneur, CFS & Ed, Computer Stu, Culinary & Tour Mgmt, DDGT, Hospitality, LGBT Ed Prog, Machine Tool Tech, Welding, WOEX UVC Site Management, Evening Admin, Trips & Tours Early College Credit, Gainful Employment, Summer Bootcamps High School, Articulation, Pathways, Career Ed Partnerships, CTE Grants Viticulture & Winery Technology	Vacant Jennifer Dunlap Valerie Bible	256-7258 302-2454 256-7251 256-7121
<b>Science &amp; Engineering</b>	Chris Farmer, Dean	<b>256-7787</b>	<b>2200</b>	Distance Ed (DE), International Ed, Supp Instr & Other Tutoring, HSI Grants		
<b>OFFICE OF STUDENT AFFAIRS</b>	<b>Dr. Alejandro Guerrero, Asst. Superin./VP</b>	<b>256-7365</b>	<b>1330</b>	<b>Dream Center</b>	<b>Martha Navarro</b>	<b>256-7363</b>
<b>Counseling Services &amp; Student Success</b>	Dr. Alejandro Guerrero, ASVPSA	256-7365	1330	General Coun, Articulation, Career Center, Human Services/Addiction Stu, Transfer Center, Student Success & Support Program (SSSP) Credit & Non-Credit	Renee Coffin	256-7351
<b>Enrollment &amp; Outreach Services</b>	Jessica Erickson, Dean	256-7205	1331-1	Admissions & Records, Outreach Svcs, International Students	Mayra Estrada	256-7225
<ul style="list-style-type: none"> <li><a href="#">Welcome Center</a></li> <li><a href="#">Financial Aid &amp; Veterans Services</a></li> <li><a href="#">Educ. Opportunity Prgrms &amp; Srvcs. (EOPS)</a></li> </ul>	Mary Salceda-Nunez, Coord./Counselor	256-7265	1333 1132 1132	Student Ambassadors Financial Aid, Veterans, NVC Promise, Scholarships, Work Study Program EOPS, CARE, CalWORKs, ASPIRE	Help Desk Maria Ortiz Brianna Fritz	256-7215 256-7314 256-7326
<b>Learning Communities</b>	Dr. Alejandro Guerrero, ASVPSA	256-7365	1330	Puente, Umoja, LGBTQIA+/Kasaysayan	Martha Navarro	256-7363
<ul style="list-style-type: none"> <li><a href="#">Kasaysayan</a></li> <li><a href="#">NVC Pride</a></li> <li><a href="#">Puente</a></li> <li><a href="#">Umoja Program</a></li> </ul>	Nicollette Morales, Coordinator Greg Miraglia Hope Scott / Eric Martinez, Co-Coordinators Jeannette McClendon, Coord./Counselor	256-7365	8411 865	Puente/Dream Center	kasaysayanNVC@gmail.com NVCPride@napavalley.edu	256-7685 256-7491
<b>MESA/STEM Programs</b>	Rene Rubio, Acting Dean	256-7285	1804A		Vanessa Corona	256-7282
<b>Student Support Programs</b>	Ramon Salceda, Dean	256-7395	1330	Those listed below.	Maria Vasquez	256-7393
<ul style="list-style-type: none"> <li><a href="#">Disability Support Programs &amp; Services</a></li> <li>TRIO Programs: <a href="#">ETS TRIO</a> and <a href="#">SSS TRIO</a></li> <li><a href="#">Testing Center</a></li> </ul>				DSPS, Alternate Media Educational Talent Search (ETS), Student Support Services (SSS) TRIO Placement Tools, proctoring services, accommodations for academic exams	Michael Epstein Maria Vasquez Daniella Macias	256-7345 256-7393 256-7437
<b>Student Affairs, Student Life &amp; Engagement</b>	Robin Darcangelo, Dean	256-7156	1330B	Student Discipline, Student Housing and those below	Maria Ramos Tamayo	256-7362
<ul style="list-style-type: none"> <li><a href="#">Basic Needs Center</a></li> <li><a href="#">Student Health Center</a></li> <li><a href="#">Student Life/ASNVC</a></li> </ul>	Julie Hernandez, Student Affairs Specialist Melissa Datu, Director/NP Omar Peña, Acting Coordinator	256-7782 256-7341	2250 1342B	Food Basket, CalFresh Mental Health Services Student Government, Inter-Club Council	Jordan Drolette Heather Richter	256-7780 256-7340
<b>OFFICE OF ADMINISTRATIVE SERVICES</b>	<b>Jim Reeves, Asst. Superintendent/VP</b>	<b>256-7175</b>	<b>1542</b>	<b>Those listed below.</b>	<b>Solange Kada</b>	<b>256-7186</b>
<ul style="list-style-type: none"> <li><a href="#">Business &amp; Finance/Cashier Office</a></li> <li><a href="#">Enterprise and Auxiliary Services (DAS)</a></li> <li><a href="#">College Police Department</a></li> <li><a href="#">Institutional Technology</a></li> <li><a href="#">Facilities Services</a></li> </ul>	Wendy Nucho, Controller Carollee Cattolica, Director Amber Wade, Chief Daniel Vega, Acting Director Miguel Vargas, Director	256-7187 256-7161 256-7771 256-7542 256-7565	1542 861 2250A 1543 4100	Purchasing/Accounts Payable District Aux. Svcs (DAS) Foun, VWT Foundation, Bookstore, & vending machine Officers, Dispatcher	Solange Kada Fanela Recinto Jazmin De La Cruz I.T Help Desk Brooke Jackson	256-7186 256-7113 256-7780 256-7550 256-7580