



## 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, see the division chair or division dean (see list on reverse). **It is important to go through both of these steps 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.

**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.

**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) 256-7770.

**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 256-76, 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/HR/Pages/Title-IX.aspx>) 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 Cafe is operated by Enterprise and Auxiliary Services. You may contact them at (707) 256-7113, or in person in Room 861.

**Any other issues:**

Call (707) 256-7363 or 256-7362 or go to the Office of the Assistant Superintendent/Vice President of Student Affairs, Room 1330.

| Division                                      | Dean/Faculty Chair  | Phone           | Office      | Programs/Area of Supervision   | Exec./Adm. Asst.                           | Phone                        |
|---|---|-----------------|-------------|--|--|------------------------------|
| <b>OFFICE OF ACADEMIC AFFAIRS</b>             | <b>Sara Parker, Asst. Superintendent/VP</b>               | <b>256-7155</b> | 1532        | Scheduling & Room Assignments, Curriculum & Catalog, Teaching Loads & Contracts  | <b>Cristine Tapia/<br/>Dan'Yell Powell</b> | <b>256-7150<br/>256-7157</b> |
| Arts and Sciences                             | Bob Van Der Velde, Sr. Dean                               | 256-7768        | 141B        | Arts & Humanities, Sciences & Engineering, Mathematics, PAC Operations   | M'Kormik Hamilton                          | 256-7502                     |
| Arts & Humanities                             | Jennifer King, Faculty Chair                              | 256-7463        | 4107        | Theater, Music, Phil, Photo, Digital Art, Studio Art, Art History, Humanities, Film Stu, Academic Program Performances & Productions                 | Yessenia Anguiano                          | 256-7515                     |
| Mathematics                                   | Shawna Bynum, Faculty Chair                               | 256-7744        | 1030N       | Math, Math Success Center, Math Tutoring Services  | M'Kormik Hamilton                          | 256-7502                     |
| Science & Engineering                         | Dr. Joshua Hanson, Faculty Chair                          | 256-7265        | 1843        | Astro, Bio, Chem, Engi, Env Sci, Geog, Geol, Phys, Supp Instr & Tutoring   | M'Kormik Hamilton                          | 256-7502                     |
| Career Education and Academic Pathways        | Dr. Douglas Marriott, Sr. Dean                            | 256-7256        | 1001        | Career Ed, Economic Workforce Dev, Dual Enrollment, Adult Ed, Guided Pathways, Emerging Instructional Grants & Programs                              | Stacy Hitchcock                            | 256-7258                     |
| Career Education                              | Paul Gospodarczyk, Faculty Chair                          | 256-7256        | 3303        | Acct, Business Stu, Comp Stu, Child & Fam Stu & Ed, DDGT, Hospitality, Culinary & Tour Management, Machine Tool Tech, Welding, WOEX                  | Stacy Hitchcock                            | 256-7258                     |
| Economic Workforce Development                | Dr. Douglas Marriott, Sr. Dean                            | 256-7256        | 3303        | Contract Ed, Career Ed, Community Ed, CTE Grants, Small Business Dev   | Valerie Bible                              | 256-7251                     |
| Health and Safety                             | Robert Harris, Sr. Dean                                   | 256-7605        | 807         | Nursing (ADN & LVN), HEOC, Psych Tech, Resp Care, Sim Ctr, EMS, Paramedic  | Cindy Miller/<br>Eva Mjiares               | 256-7601<br>256-7602         |
| Kinesiology, Athletics & Dance                | Jerry Dunlap, Assoc. Dean                                 | 256-7655        | 609         | Athletics, PE/Kinesiology, Dance, Health   | Lauren Lee                                 | 256-7651                     |
| Criminal Justice Training                     | Damien Sandoval, Director                                 | 256-7705        | 1000        | Police Academy, In-Service & Corrections, Dispatch   | Brooke Jackson                             | 256-7701                     |
| Language Arts, Library, and Social Sciences   | María Villagómez, Sr. Dean                                | 256-7156        | 1735C       | Educational Resources (Distance Ed, International Ed, Puente, Speech Lab), Social Sciences, LADS, Library & Learning Resources                       | Julie Hernandez                            | 256-7417                     |
| Language and Developmental Studies            | Tia Madison, Faculty Chair                                | 256-7495        | 1769B       | Engl, Speech Commu, Mod Lang, ESL, Learn Serv, Lib, Writing Success Center   | Gina Stofan                                | 256-7726                     |
| Social Sciences                               | Naomi Chianese, Faculty Chair                             | 256-7741        | 1031B       | Anth, Econ, Hist, Poli Sci, Psych, Sociology   | Gina Stofan                                | 256-7726                     |
| Library & Learning Resources                  | María Villagomez, Director                                | 256-7442        | 1732G       | Library and Learning Resources Center  | Julie Hernandez                            | 256-7417                     |
| Centers and Community Education               | Shawntel Ridgle, Director                                 | 256-7463        | UVC         | NVC Cooking School, Community Education, Adelante, Non-credit Classes, NVC at ACHS, UVC Site Management, Evening Admin, Trips & Tours                | Jennifer Dunlap                            | 302-2454                     |
| <b>OFFICE OF STUDENT AFFAIRS</b>              | <b>Oscar De Haro, Asst. Superintendent/VP</b>             | <b>256-7365</b> | <b>1330</b> |  | <b>Martha Navarro</b>                      | <b>256-7363</b>              |
| College Police Department                     | Amber Wade, Chief   | 256-7771        | 2250A       | Officers, Dispatcher   | Jazmin De La Cruz                          | 256-7780                     |
| Counseling Services & Student Success         | Dr. Alejandro (Alex) Guerrero, Interim Sr. Dean           | 256-XXXX        | TBD         | General Coun, Articulation, Career Center, Human Services/Addiction Stu, Transfer Center, SSS TRIO Program, Student Success & Support Program (SSSP) | Renee Coffin                               | 256-7351                     |
| Disability Support Programs & Services (DSPS) | Oscar De Haro, Acting Dean                                | 256-7365        | 1330        | DSPS, Alternate Media, Learning Services, Testing and Tutoring Center  | Angie Pineda                               | 256-7345                     |
| Testing and Tutoring Center                   | Michele Villante, Manager                                 | 256-7445        | 1764        |  | Daniella Macias                            | 256-7437                     |
| Enrollment & Outreach Services                | Jessica Erickson, Dean                                    | 256-7205        | 1331-1      | Admissions & Records, Outreach Svcs, Welcome Ctr, International Stu, Stu Life  | Mayra Estrada                              | 256-7225                     |
| Student Life/ASNVC                            | Benjamin Quesada, Manager                                 | 256-7341        | 1342B       |  | Heather Richter                            | 256-7340                     |
| Welcome Center & Student Engagement           | Jolie SanClair, Sr. Manager                               | 256-7214        | 1331        | Student Ambassadors  | Help Desk                                  | 256-7215                     |
| Financial Aid/EOPS/CalWORKs/Vets              | Patti Morgan, Sr. Dean                                    | 256-7305        | 1132        | Financial Aid, Ed Talent Search, EOPS, CARE, CalWORKs, Veterans, Scholarships  | Maria Ortiz                                | 256-7314                     |
| MESA/STEM Services                            | Luis Alcázar, Assoc. Dean                                 | 256-7285        | 1804A       |  | Cynthia Hernandez                          | 256-7282                     |
| Student Affairs                               | Robin Darcangelo, Sr. Dean                                | 256-7364        | 1330B       | Student Discipline, Caminos al Éxito, Student Health Center  | Maria Ramos Tamayo                         | 256-7362                     |
| Caminos al Éxito Grant                        | Chris Farmer, Sr. Manager                                 | 256-7787        | 1843        |  | Blanca Gonzalez                            | 256-7785                     |
| Student Health Center                         | Nancy Tamarisk, Director                                  | 256-7782        | 2250        | Mental Health Services   | Jordan Drolette                            | 256-7780                     |
| UMOJA Program                                 | Jeannette McClendon, Coordinator                          | 256-7494        | 865         |  | Verestine Henderson                        | 256-7491                     |
| <b>ADMINISTRATIVE SERVICES</b>                | <b>James Reeves, Asst. Superintendent/VP</b>              | <b>256-7175</b> | <b>1542</b> | <b>Business &amp; Finance, Institutional Technology (IT), Facilities</b>   | <b>Solange Kada</b>                        | <b>256-7186</b>              |
| Business & Finance/Cashier Office             | Eresa Puch, Controller                                    | 256-7181        | 1542        |  | Solange Kada                               | 256-7186                     |
| Facilities and Custodial Services             | Matt Christensen, Sr. Director                            | 256-7565        | 4100        |  | Heidi Jacks                                | 256-7580                     |
| <b>OFFICE OF THE PRESIDENT</b>                | <b>Dr. Robert Frost, Interim Superintendent/President</b> |                 | <b>1500</b> |  | <b>Kathy Wright</b>                        | <b>256-7160</b>              |
| Enterprise and Auxiliary Services             | Carollee Cattolica, Director                              | 256-7161        | 861         | District Aux. Svcs (DAS) Foun, VWT Foundation, Bookstore, & vending machine  | Famela Recinto                             | 256-7113                     |
| Equity and Inclusivity                        | Dr. Patricia van Leuwaarde Moonsammy                      | 256-7166        | 1531        |  |  |                              |
| Human Resources, Training & Development       | Charo Albarrán, Assoc. Vice President                     | 256-7105        | 1544B       |  | Danielle Savage                            | 256-7115                     |
| Institutional Technology                      | Roger Clague, Interim Asst. Superin./VP                   | 256-7542        | 1543        |  | I.T Help Desk                              | 256-7550                     |
| Public Affairs & Communications               | Holly Dawson, Director                                    | 256-7112        | 1531        |  |  |                              |
| Research, Planning & Institutional Develop.   | Robyn Wornall, Dean                                       | 256-7192        | 1545        |  | Bethany Cravea                             | 256-7193                     |