

SOUTHWESTERN COLLEGE

CONTACT LIST FOR EMPLOYMENT

MAIN PHONE NUMBER: (619) 421-6700

<u>INFORMATION</u>	<u>ROOM</u>	<u>CONTACT</u>	<u>EMAIL</u>	<u>PHONE NUMBER</u>
BENEFITS	1600	SHELLEY CARBAJAL/ DIANA HASKINS	scarbajal@swccd.edu dhaskins@swccd.edu	(619) 421-6700 ext. 5174 (619) 421-6700 ext. 5225
BLACKBOARD	L103A	LARRY LAMBERT You will need to be assigned classes in the system in order to access BlackBoard. Contact your Supervisor if you don't have access.	llambert@swccd.edu	(619) 421-6700 ext. 5677
BOOKSTORE	630		bookstore@swccd.edu	(619) 482-6416
EMPLOYEE ID CARDS	1670/600	HR will enter you into the system with an id#. When you receive an email from Teri/Efren in HR, you will need to return to HR (1670) to pick up a temporary id authorization form. Bring that authorization form to the Student Center (600) to be issued a permanent Employee ID Card.		
EMPLOYMENT PAPERWORK (HR)	1670	MARIBEL VIDAL	mvidal@swccd.edu	(619) 482-6395
EMPLOYMENT (HR)	1670	TERI ASHABRANER (ACAD) EFREN BARRERA (ACAD) CYNTHIA CARRENO (CLASSIFIED)	tashabraner@swccd.edu ebarrera@swccd.edu ccarreno@swccd.edu	(619) 482-6332 (619) 421-6700 ext. 5813 (619) 421-6700 ext. 5424
FLEX/HURDLE CREDIT	L238	STAFF DEVELOPMENT	staffdevelopment@swccd.edu	(619) 421-6700 ext. 5678
PARKING PERMITS	105D	COLLEGE POLICE	swcparking@swccd.edu	(619) 216-6611
PAYCHECKS (PAYROLL) SICK LEAVE (PAYROLL)	1660	(A-K) YOLANDA CISNERO (ACAD) (L-Z) DAVID STUCKEY (ACAD) (A-K) JESSICA URVINA (CLAS) (L-Z) VERONICA ABITIA-RUBIO (CLAS)	ycisnero@swccd.edu vabitia@swccd.edu jurvina@swccd.edu varitia@swccd.edu	(619) 421-6700 ext. 5477 (619) 421-6700 ext. 5566 (619) 421-6700 ext. 5219 (619) 421-6700 ext. 5221
SAFETY TRAINING	1651	RISK MANAGEMENT	SWCRiskManagement@swccd.edu	(619) 482-6408
TENURE REVIEW	104C	JESSICA WHITSETT	jwhitsett@swccd.edu	(619) 216-6706
TRANSCRIPTS	1670	Mail official transcripts and completed forms in this packet to:	mvidal@swccd.edu	Human Resources Office Southwestern College 900 Otay Lakes Road Chula Vista, CA 91910
TB TESTS	601F	NURSING OFFICE		(619) 421-6700 ext. 5350
WEBADVISOR	1670	Note: HR will send you an email with an id#. If you haven't received the email, you may have missing personnel paperwork in Human Resources. Contact Maribel Vidal to inquire about your status.		
WORKERS COMPENSATION	1650	RUBY AYALA	rayala@swccd.edu	(619) 216-6630