

Who You Gonna Call?

District Services

Departmental Reference & Contact Numbers

Accounting 644-7589

- Deposits
- Quick \$ requests, mileage claims, travel claims,
- Invoice payments
- Student payment plans
- Student sponsorships and financial aid disbursements

Chancellor & Governing Board Office 644-7569

- Chancellor communications
- Connection between colleges, community, and Governing Board
- Governing Board meetings, agenda, minutes and Board materials
- Board Policies and Administrative Procedures
- Government Relations & Public Information
644-7573

Budget & Fiscal Services 644-7578

- Budget development oversight and reporting
- Budget and expense transfers
- Budget calendar
- Operating Procedures
- Forms Depot

Employee & Labor Relations 644-7571

- Training and development
- Ergonomics and ADA requests/accommodations
- Leave requests
- Employment concerns/questions
- Compliance/implementation of labor contracts
- Safety and hazardous response plans

Employment & Benefit Services 644-7678

- Recruitment
- Employee personnel records
- Employee & Retiree Health Benefits
- Worker's Compensation
- Exiting the District

Facilities Planning/Electronic Maintenance 644-7807

- Facilities Planning
- Scheduled Maintenance plans
- *Prop R* coordination
- Colleges and District construction oversight

Information Systems 644-7547

- Help Desk
- IFAS/Colleague/Sigma/SIRSI/ImageNow/DARS/Blackboard
- Voicemail and phones
- Technology services, including wireless, network, PC support, internet

Payroll 644-7902

- Payroll disbursements, Direct Deposit
- Leave balance
- Payroll questions
- Timesheets

Public Safety/Parking Services 644-7654

- Parking questions
- Locked keys in car, dead battery
- Crime prevention
- Police – report accidents

Purchasing & Contracts 644-7585

- Procurement of supplies, equipment and services
- Procurement Cards
- Donations
- Contracts
- On-line office supply orders

Research, Planning & Institutional Effectiveness 644-7737

- Student outcomes
- Survey tools
- Institutional effectiveness

Warehouse 644-7700

- Receiving & Deliveries
- Disposal of surplus property