

## District Services Often Called Areas

Location	Phone No.
<b>Chancellor's Office</b>	
Bev Bailey, Executive Assistant and Board Member Liaison	(925) 485-5207
Mary Hargiss	(925) 485-5218
Reception/Lobby, Reserve Conference Rooms at DO - Ora Bigelow	(925) 485-5208
<b>Business Services</b>	
Lorenzo Legaspi, Vice Chancellor	(925) 485-5203
Pushpa Swamy	(925) 485-5201
<b>Budget</b>	
Judy Hutchinson, Budget Officer	(925) 485-5282
<b>Fiscal Services</b>	
Karen Esteller, Supervisor	(925) 485-5224
Accounts Payable, A-L - Nicole Winter	(925) 485-5221
Accounts Payable, M-Z - Mary George	(925) 485-5220
Accounts Payable, Measure B - Dee Sanchez	(925) 485-5289
Financial Aid, Accounts Receivable - Pedro Ruiz De Castilla	(925) 485-5223
Conference Claims, Journal Entries - Susan Affleck	(925) 485-5222
<b>Maintenance and Operations</b>	
Tim Nelson, Director	(510) 723-6648
Julie Polizzi	(510) 723-7205
Cindy Silva	(510) 723-7206
<b>Policies and Procedures</b>	
John Nahlen, Director	(925) 485-5231
Vacant, Interim Assistant Controller	(925) 485-5232
Laura Cerda, Accountant I	(925) 485-5248
Tim Koehler, Accountant II - Measure B	(925) 485-5503
<b>Purchasing and Warehouse</b>	
Andrew Howe, Manager	(925) 485-5233
Order Status, Order Assistance, Project Research - Annie Harris	(925) 485-5205
Returns, Exchanges, Office Phones, Pagers - Annie Harris	(925) 485-5205
Order Status, Fixed Assets, Surplus, Cell Phones - Linda Wilson	(925) 485-5230
Measure B Orders and Order Status - David Bui	(925) 485-5229
<b>Warehouse</b>	
Kevan Cabral and Scott Rivera	(510) 723-7270
Pick Up and Delivery - Tuesdays and Thursdays for LPC/DO	
Fixed Assets Tagging, Surplus	
Delivery Log - UPS, FedEx, Etc.	
<b>Educational Services and Planning</b>	
Robert Carlson, Vice Chancellor	(925) 485-5204
Audrey Ching	(925) 485-5217
Laura Weaver, Dean	(925) 485-5212
<b>Economic Development/Contract Education</b>	
Julia Dozier, Director	(925) 485-5234
<b>Facilities Planning and Management</b>	
Jeff Kingston, Vice Chancellor	(925) 485-5244
Maintenance Requests at DO - Estella Sanchez	(925) 485-5278

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Location	Phone No.
<b>Foundation</b>	
Erna DeNu, Staff Assistant	(925) 485-5214
<b>Human Resource Services</b>	
<b>Information and questions</b> - Denise Marriott	(925) 485-5236
Judy Hansen	(925) 485-5506
<b>Job Hotline</b> (recording)	(925) 485-5200
<b>Administration</b>	
Contract negotiations, labor relations, policy development, legal issues	
Judy Hansen	(925) 485-5506
Mary Anne Gularte, Director	(925) 485-5235
<b>Employee Benefits/Workers' Compensation</b>	
Insurance, Retirement Programs, TDAs, FMLA, Leave Issues	
Alice Noriega, Manager	(925) 485-5209
Medical, Other Insurance, Workers' Compensation - Rosalyn Tucker	(925) 485-5504
Medical, Other Insurance, Workers' Compensation - Deborah Lavietes	(925) 485-5505
<b>Employee Development</b>	
Supervisory and Leadership Development, Human Resource Development Training	
Judy Hansen	(925) 485-5506
Mary Anne Gularte, Director	(925) 485-5235
<b>Employment and Employee Relations</b>	
Lydia Penaflor, Supervisor	(925) 485-5240
Employment Process for Classified, Confidential/Supervisory, Professional Specialists,	
Student Assistants - Lydia Penaflor	(925) 485-5238
Employment Process for Faculty and Administrators	
Performance Management; Step Placement, Leave Issues - Lydia Penaflor	(925) 485-5240
Fingerprinting, Immigration/Visas, I-9s, Research and Analysis - Carolyn Scott	(925) 485-5292
Recruitment, Employment Verification, TB Screening - Denise Marriott	(925) 485-5236
<b>Payroll Services</b>	
Lori Lewis, Manager	(925) 485-5228
Rosa Osborn, Supervisor/HR and Payroll Analyst	(925) 485-5507
Paycheck Inquiries, Classified - Jeanette Mo	(925) 485-5227
W-4, Time Sheets	
Paycheck Inquiries, Faculty, Students, Professional Specialists - Michelle Tong	(925) 485-5226
W-4, Time Sheets	
<b>I.T.S.</b>	
Jeannine Methe, C.T.O., DO	(925) 485-5213
Jeannine Methe, C.T.O., CC	(510) 723-6698
ITS Help Desk	(510) 723-6966
District ITS Operations - Theresa Hirstein	(510) 723-6623
District ITS Manager, Network Systems and Services - Ken Agustin	(510) 723-6622
<b>Public Information and Marketing</b>	
Jennifer Aries, District Director	(925) 485-5215
Submit Press Releases, Media Inquiries	
Patty Russell	(925) 485-5216

**Updated March 2008**