



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.

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) 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.

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), 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.

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. 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 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
<u>OFFICE OF THE PRESIDENT</u>	Dr. Torence Powell, Superintendent/President		1500		Kathy Yang	256-7162
• Diversity, Equity, and Inclusion	Dr. Patricia van Leuwaarde Moonsammy, Dir	256-7166	1531		Bethany Cravea	256-7193
• Human Resources, Training & Develop.	Charo Albarrán, VP	256-7105	1544B	Title IX Coordination, Benefits, Career/Job Opportunities	Danielle Savage	256-7115
• Public Affairs & Communications	Denise Kaduri, Acting Director	256-7114	1531			256-7111
• Research, Planning & Institutional Dev	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
OFFICE OF ACADEMIC AFFAIRS	Dr. Priscilla Mora, Asst. Superintendent/VP	256-7153	1532	Scheduling & Room Assignments, Curric & Catalog, Teaching Loads & Contracts	Noemi Camargo J	256-7157
Library & Educational Resources	Dr. Priscilla Mora, Asst. Superintendent/VP	256-7153	1532			256-7157
LADS, Mathematics, Arts & Humanities, and Health Occupations	Robert Harris, Dean	256-7605	807	Those below including PAC Operations		
• Arts & Humanities				ARTH, DART, PHOT	M'Kormik Hamilton	256-7502
• Performing Arts Center Operations	Matt Cowell, Technical Director	256-7505	141B	ANTH, ETNS, FILM, HUMA, MUSI, PHIL	Yessenia Anguiano	256-7515
• Health Occupations	Robert Harris, Dean	256-7605	807	Civic Center Events, Community Partner Productions, PAC Rental & Mgmt	Yessenia Anguiano	256-7515
• Language and Developmental Studies	Robert Harris, Dean	256-7605	807	Nursing (ADN & LVN), Psychiatric Tech, Respiratory Care, EMT	Cindy M./Eva M.	256-7601
• Mathematics	Ana Clare Elizarrarás	256-7757	1030C	English, ESL, Modern Languages, Communications, Writing Success Center, Speech Lab, Writers Conference	Gina Stofan	256-7726
				Math Success Center, Math Tutoring Services	M'Kormik Hamilton	256-7502
Kinesiology, Admin. of Justice & Social Sciences	Gerald Dunlap, Dean	256-7655	609	Administration of Justice, Athletics, Corrections, Dance, Dispatch, Health, PE/Kinesiology,	Lauren Lee	256-7651
				Econ, History, Poli Sci, Psych, Sociology	Gina Stofan	256-7726
Career Educ. & Workforce Development	Dr. Douglas Marriott, Dean	256-7256	1001	Those listed below.	Eva Mijares	256-7258
• Career Education				Acct, Business & Entrepreneur, CFS & Ed, Computer Stu, Culinary & Tour Mgmt, DDGT, Hospitality, LGBT Ed Prog, Machine Tool Tech, Welding, WOEX	Vacant	256-7258
• Conti. Educ. & Community Partnerships	Shawntel Ridgle, Director	256-7252	3305	UVC Site Management, Evening Admin, Trips & Tours	Jennifer Dunlap	302-2454
• Economic Workforce Development				Early College Credit, Gainful Employment, Summer Bootcamps	Valerie Bible	256-7251
• Dual Enrollment & Educ. Partnerships	Cristine Tapia, Manager	256-7257	3305	Dual Enrollment/Early College Credit, CCAP Agreements, High School Articulation, CTE Pathways, CTE Grants		
• NVC Winery	Paul Gospodarczyk, Prog. Coordinator	256-7125	3200A	Viticulture & Winery Technology		256-7121
Science & Engineering	Chris Farmer, Dean	256-7787	2200	Distance Ed (DE), International Ed, Supp Instr & Other Tutoring, HSI Grant		
OFFICE OF STUDENT AFFAIRS	Dr. Alejandro Guerrero, Asst. Superin./VP	256-7365	1330		Martha Navarro	256-7363
Counseling Services & Student Success	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
Enrollment & Outreach Services	Jessica Erickson, Dean	256-7205	1331-1	Admissions & Records, Outreach Svcs, International Students	Mayra Estrada	256-7225
• Welcome Center			1333	Student Ambassadors	Help Desk	256-7215
• Financial Aid & Veterans Services	Mai Vo, Acting Director	256-7314	1130C	Financial Aid, Veterans, NVC Promise, Scholarships, Work Study Program	Maria Ortiz	256-7314
• Educ. Opportunity Prgms & Srv. (EOPS)	Mary Salceda-Nunez, Coord./Counselor		1132	EOPS, CARE, CalWORKs, ASPIRE	Brianna Fritz	256-7326
Learning Communities	Dr. Alejandro Guerrero, ASVPSA	256-7365	1330	Those listed below:	Martha Navarro	256-7363
• Kasaysayan	Nicollette Morales, Coordinator				kasaysayanNVC@gmail.com	
• NVC Pride	Greg Miraglia	256-7710	1104	LGBT Education, Pride Center & Pride Learning Community	lgbtq@napavalley.edu	
• Puente	Hope Scott / Eric Martinez, Co-Coordinators		8411	Puente/Dream Center	emartinez@napavalley.edu	
• Umoja Program	Jeannette McClendon, Coord./Counselor		865		Verestine Henderson	256-7491
HSI Initiatives, STEM Resources & Dream Center	Luis Alcázar, Dean	256-7285	1804A	MESA/STEM Center, HSI-STEM Grant Cultivamos con Cariño, Caminos Al Éxito Grant, Dream Center	Vanessa Corona	256-7282
Student Support Programs	Ramon Salceda, Dean	256-7395	1330	Those listed below.	Maria Vazquez	256-7393
• Disability Support Programs & Services				DSPS, Alternate Media	Michael E/Kamilah T.	256-7345
• TRIO Programs: ETS TRIO and SSS TRIO				Educational Talent Search (ETS) TRIO, Student Support Services (SSS) TRIO	Maria Vazquez	256-7393
• Testing Center				Placement Tools, proctoring services, accommodations for academic exams	Daniella Macias	256-7437
Student Affairs, Student Life & Engagement	Robin Darcangelo, Dean	256-7156	1330B	Student Discipline, Student Housing and those below	Maria Ramos Tamayo	256-7362
• Basic Needs Center	Julie Hernandez, Student Affairs Specialist			Food Basket, CalFresh		
• Student Health Center	Melissa Datu, Director/NP	256-7782	2250	Medical and Mental Health Services	Jordan Drolette	256-7780
• Student Life/ASNVC	Omar Peña, Student Affairs Specialist	256-7341	1342B	Student Government, Inter-Club Council	Heather Richter	256-7340
OFFICE OF ADMINISTRATIVE SERVICES	Jim Reeves, Asst. Superintendent/VP	256-7175	1542	hose listed below.	Solange Kada	256-7186
• Business & Finance/Cashier Office	Wendy Nucho, Controller	256-7187	1542	Purchasing/Accounts Payable	Solange Kada	256-7186
• Enterprise and Auxiliary Services (DAS)	Carollee Cattolica, Director	256-7161	861	District Aux. Svcs (DAS) Foun, VWT Foundation, Bookstore, & vending machine	Famela Recinto	256-7113
• College Police Department	Amber Wade, Chief	256-7771	2250A	Officers, Dispatcher	Jazmin De La Cruz	256-7780
• Institutional Technology	Daniel Vega, Acting Director	256-7542	1543		I.T Help Desk	256-7550
• Facilities Services	Vacant, Director	256-7565	4100		Brooke Jackson	256-7580

