

Clovis Community College – Function Directory (Fall 2024)

Function	Person/Office	Contact Info
Marketing, flyers, website updates, social media, photography.	Stephanie Babb Director of Marketing & Communications Public Information Office	stephanie.babb@cloviscollege.edu Herndon Campus, Building B, Room 303. Marketing Request Form
Manage operations and safety of the chemistry laboratories	Tyler Johns Science Laboratory Coordinator Physical & Computational Sciences and Distance Education Department	tyler.johns@cloviscollege.edu AC2-242 Ext. 5446
Supports CCC's Social Sciences Division and Dean, Dr. Ruben Diaz	Katrina Sheets Instructional Administrative Assistant Social Sciences Division	katrina.sheets@cloviscollege.edu AC2-235 (241) Ext. 5092
Oversight of all aspects of Intercollegiate Athletics	James Sewell Director of Athletics	james.sewell@cloviscollege.edu Ext. 5045 AC2-221 https://gocloviscrush.com/landing/index
Student fee account questions, student fee refunds, student financial aid check creation and reissue, payroll check pickup, oversight of electronic timekeeping system for student workers and temporary classified professionals.	Kimberly Duong Business Office Manager Business Office	kimberly.duong@cloviscollege.edu Business Office AC3-250 ext 5319
Managing institutional data, tracking student success metrics, developing data dashboards, assisting with surveys and qualitative	Office of Institutional Research	ryan.feyk-miney@cloviscollege.edu Herndon Campus, Building A, Suite 204, Office D

<p>research, providing ad hoc support for faculty and committee led data analyses, and enabling a culture of inquiry and data literacy at our college.</p>	<p>Ryan Feyk-Miney Director Michelle Johnson Senior Research and Planning Analyst Kaye Reynolds Research and Planning Analyst</p>	<p>Request Research or Data</p>
<p>Supports Curriculum Committee. Fields questions about curriculum review/approval processes and management, college catalog, and class schedule creation, coding, etc.</p>	<p>Margee Loya Curriculum Analyst</p>	<p>margee.loya@cloviscollege.edu Herndon Campus, Building A, 204F; (559) 324-6429 or ext. 6429</p>
<p>All items below support the CPCDE Division, however I can try to answer questions for other divisions if that IAA is out. Class Schedule Development, Absence Reporting, Adjunct Faculty Hiring, Faculty Assignments, Signature Flow for Division Documents, Travel and Conference Questions, Field Trip Questions, Purchase Order Entries after Deans Approval, Syllabus Requests, COR Requests, Faculty Schedule Card Collecting, etc.</p>	<p>Vicki Cockrell Instructional Administrative Assistant Physical & Computational Sciences and Distance Education Division</p>	<p>vicki.cockrell@cloviscollege.edu (559) 325-5356 AC1-278</p>
<p>Natural and Health Sciences Division Administrative Support</p>	<p>Erin Kent Instructional Administrative Assistant</p>	<p>erin.kent@cloviscollege.edu (559) 325-5445 AC3-250</p>
<p>Supports the VP of Administrative Services. Is responsible for Facility Requests for Herndon Campus and all “outside” facility usage for both campuses. Processes Volunteer Applications after they are completed and signed. Keeps all Certificate of Insurance</p>	<p>Cathy Ostos Executive Assistant Administrative Services</p>	<p>cathy.ostos@cloviscollege.edu (559) 324-6421 Office is located at the Herndon Campus, Building A, Room 204E</p>

<p>Liability forms on file. Oversees Shred it, Coca-Cola machines and Snack Machines at both campuses. Orders name badges for all employees. Manages all keys for Herndon Campus. Sends out COVID notification letters when applicable.</p>		
<p>MESA (Math Engineering Science Achievement) Program supports students with STEM majors (science, technology, engineering, math) who are planning to transfer. Services include STEM tutoring; Academic Excellence Workshops; free textbook, graphing calculator, and iPad loans; MESA academic counselor; STEM Crush Club; and STEM conferences and university visitation field trips. Also point of contact for the Pre-Professional Health Club for students who are pursuing careers in medicine, pharmacy, dentistry, and other healthcare fields.</p>	<p>Rebekah Villalta MESA Director Biology Instructor Pre-Professional Health Club Faculty Advisor STEM Crush Club Faculty Advisor</p>	<p>rebekah.Villalta@cloviscollege.edu AC2-274 (Beehive until August 2024) 559-325-5386 https://www.cloviscollege.edu/mesa</p>
<p>Oversees campus wide student activities and student engagement including student clubs and the Associated Student Government. Manages the student center and any student focused engagement.</p>	<p>Maricarmen Figueroa Director of Student Activities</p>	<p>Student Center, AC1-160 maricarmen.figueroa@cloviscollege.edu</p>
<p>Technology Services is responsible for the operation and maintenance of the local technology that is located at the Clovis Community College main campus and Herndon campus. Local technology includes but is not limited to computing resources</p>	<p>Teng Her Director of College Technology Services Andrew Ho Network Administrator Paul Johnson Senior IT Customer Support Technician</p>	<p>Located in AC1-110, Help Desk Contact: techhelp@cloviscollege.edu (559) 325-5294 https://scccd.atlassian.net/jira/servicedesk/projects/CCTS/queues/custom/66</p>

<p>owned and issued by the College or District, local area network operation including wired and wireless medium, and audio-visual equipment inside the classrooms as well as meeting spaces that may be located within building spaces as well as outside spaces during public or school events. In addition, the department is responsible for maintenance and operation of the Open Computer Lab located in AC1. The department is also tasked with integration, support, operation and maintenance of the video surveillance cameras at both campuses. Last but not least, the department works on removal, storage, and discarding of replaced technology in accordance with District policies and procedures.</p>	<p>Kham Boutthavong Senior IT Customer Support Technician Howard Wu IT Customer Support Technician Nicolas Escobar IT Customer Support Technician @ Herndon Campus Mike Srun IT Customer Support Technician (4:30PM-8:30PM Mon-Thu)</p>	
<p>Presentations, information, resources and direct technical assistance to any staff or students interested in starting or growing a small business.</p>	<p>Rich Mostert Director Valley Community Small Business Development Center</p>	<p>richard.mostert@cloviscollege.edu Herndon Campus, Building B, Room 300 Request information or to schedule an appointment, contact Rich via email or call (559) 324-6413.</p>
<p>Classified Senate President Classified Senate is a governance body that serves in an advisory and recommendation role in college and District planning, policy and decision-making processes. Classified Senate appoints classified professionals to our designated seats on committees, plans professional development activities and hosts fundraising opportunities throughout the year</p>	<p>Caryss Johnson Franklin Senior Program Specialist Counseling and CCC Classified Senate President</p>	<p>caryss.Johnson@cloviscollege.edu AC2-133 (Counseling Office) (559) 325-5327</p>

<p>in support of the annual Classified Senate student scholarships (\$1,000) and meal cards for students (\$500).</p>		
<p>Manages and supports the operations and safety of the chemistry, geology, and physics laboratories.</p>	<p>Erin Vang Science Laboratory Coordinator Physical & Computational Sciences and Distance Education Department</p>	<p>erin.vang@cloviscollege.edu AC2-234 EXT. 5336</p>
<p>Student Success Coaches: Support student retention and reengagement efforts by helping students maximize their educational experience and reach their goals through coaching sessions, providing guidance on setting objectives, navigating campus resources, and addressing various challenges, including basic needs such as food, housing, and transportation.</p> <p>Specialty Areas: Equity Book Grant; Male Success Initiative; Black/African American Student Engagement; LGBTQ+ Task Force, Adult Education SEM/REACH; Basic Needs: Housing, Food, & Transportation; P.O.D.E.R.; AANHPI; College Success Courses (INTDS 50); Pantry, Childcare Support for Students</p>	<p>Student Success Coordinators/Coaches Student Success, Equity & Outreach</p>	<p>sasha.fisher@cloviscollege.edu AC1-OCL, EXT. 5419 nate.saari@cloviscollege.edu AC1-160, EXT. 5354 jamaal.washingtong@cloviscollege.edu AC1 - Welcome Center EXT. isaac.reyna@cloviscollege.edu AC1-OCL, EXT. kizzy.lopez@cloviscollege.edu Herndon Campus, Room 110, EXT. 5448 edgar.manriquez@cloviscollege.edu AC2-, EXT. 5450 gabriella.ramirez@cloviscollege.edu AC1-OCL, EXT. 5418 akyia.ervin@cloviscollege.edu AC1-OCL, EXT. 5259 bonita.gomez@cloviscollege.edu AC1-OCL, EXT. 5013</p>
<p>Equity Book Vouchers</p>	<p>Student Success Coordinators/Coaches Student Success, Equity & Outreach</p>	<p>sasha.fisher@cloviscollege.edu AC1-OCL, EXT. 5419 nate.saari@cloviscollege.edu AC1-160, EXT. 5354</p>
<p>Male Success Initiative</p>	<p>Student Success Coordinators/Coaches</p>	<p>nate.saari@cloviscollege.edu</p>

	Student Success, Equity & Outreach	AC1-160, EXT. 5354 jamaal.washington@cloviscollege.edu AC1 - Welcome Center EXT.
Black/African American Student Engagement	Student Success Coordinator Black Student Success Counselor	sasha.fisher@cloviscollege.edu AC1-OCL, EXT. clarke-lauren.richard@cloviscollege.edu
LGBTQ+ Student Success Coach	Student Success Coordinators/Coaches Student Success, Equity & Outreach	isaac.reyna@cloviscollege.edu AC1-OCL, EXT.
Adult Education SEM/REACH	Student Success Coordinators/Coaches Student Success, Equity & Outreach	sasha.fisher@cloviscollege.edu AC1-OCL, EXT. 5419 kizzy.lopez@cloviscollege.edu Herndon Campus, Room 110, EXT. 5448
Basic Needs: Housing Insecurity	Student Success Coordinators/Coaches Student Success, Equity & Outreach	edgar.manriquez@cloviscollege.edu AC2-, EXT. 5450
Basic Needs: Food Insecurity	Student Success Coordinators/Coaches Student Success, Equity & Outreach	edgar.manriquez@cloviscollege.edu AC2-, EXT. 5450
Basic Needs: Transportation Assistance for Students	Student Success Coordinators/Coaches Student Success, Equity & Outreach	edgar.manriquez@cloviscollege.edu AC2-, EXT. 5450
PODER Student Success Coach	Student Success Coordinators/Coaches Student Success, Equity & Outreach	gabriella.ramirez@cloviscollege.edu AC1-OCL, EXT. 5418
AANHPI	Student Success Coordinators/Coaches Student Success, Equity & Outreach	kizzy.lopez@cloviscollege.edu Herndon Campus, Room 110, EXT. 5448
Crush Pantry	Student Success Coordinators/Coaches Student Success, Equity & Outreach	bonita.gomez@cloviscollege.edu AC1-OCL, EXT. 5013

<p>Childcare Support for Students</p>	<p>Student Success Coordinators/Coaches Student Success, Equity & Outreach</p>	<p>akyia.ervin@cloviscollege.edu AC1-OCL, EXT. 5259</p>
<p>Student Ambassador Program, oversees Welcome Center, campus tours, coordinates community outreach events</p>	<p>Amy Yocupicio Outreach Coordinator</p>	<p>amy.yocupicio@cloviscollege.edu (559)-325-5035 Outreach Office AC1-170 Welcome Center 559-325-5421, AC1-149A Outreach Website</p>
<p>Outreach and Welcome Center comprised of Outreach Staff and Ambassadors serving incoming students and community members through community events, college fairs, campus tours, new student matriculation and enrollment assistance, Registration-to-Go program at local feeder high schools (site visits and enrollment steps). On-campus events include Extreme Registration, Registration Express, Crush Days, and Welcome Week.</p>	<p>Emilee Slater Director of Outreach Amy Yocupicio Outreach Coordinator David Navarro Outreach Specialist Dulce Guerrero Outreach Specialist Erica Jaramillo Outreach Specialist (limited term) Edgar Cruz Outreach Specialist (limited term) Carlos Brito Outreach Assistant (limited term)</p>	<p>emilee.slater@cloviscollege.edu (559)-325-5012, AC1-178</p> <p>Direct outreach requests to cccoutreach@cloviscollege.edu or 559-325-5421, AC1-149A</p> <p>Outreach Website</p>
<p>Extended Opportunity Programs & Services (EOPS) is a state-funded support program for students. EOPS supports students with linguistic, economic, and educational disadvantages. Specialized programs under EOPS include CARE, which supports students receiving cash aid for themselves and/or their children, and NextUP, which supports students who have a history in foster care.</p>	<p>Dr. Gurpreet Bhogal Director Student Success Programs EOPS/CARE, NextUP, and CalWORKs</p>	<p>gurpreet.bhogal@cloviscollege.edu AC2-119 Ext. 5271 EOPS Website</p>

<p>CalWORKs supports students currently receiving cash aid and in good standing with their local County welfare department, to transition to self-sufficiency through education and employment opportunities.</p>	<p>Dr. Gurpreet Bhogal Director Student Success Programs EOPS/CARE, NextUP, and CalWORKs</p>	<p>gurpreet.bhogal@cloviscollege.edu AC2-119 Ext. 5271 CalWORKs Website</p>
<p>Psychological Services provides students psychotherapy and life skills to better manage their mental health while completing their education. We provide short term therapy, psychological testing and assessment for ADHD and diagnosis clarification. We provide crisis intervention and assessment of risk to self or others. We provide referrals to external community mental health services when students need longer term services. We also support faculty and staff in navigating concerns around student mental health difficulties that may be intruding into the classroom setting. We are housed with Health services under Health and Wellness.</p>	<p>Tabatha Stewart Coordinator Psychological Services</p>	<p>tabatha.stewart@cloviscollege.edu (559)-325-5365</p> <p>Program email: Psychservices@cloviscollege.edu Main Office (559)-325-5318</p> <p>Located in Health and Wellness office: AC2-274W</p>
<p>Tutorial Center offers free peer tutoring to all SCCC students in most academic subjects. Qualified, trained peer tutors are available to students with course-specific assignments, concepts, essays, speeches, and support with general study strategies that will serve them throughout their educational journeys. Students may make one-on-one appointments for writing; all other subjects are offered on a drop-in basis. Hours may vary by subject. The Tutorial Center also offers additional services such as COMM lab, study</p>	<p>Tutorial Center Coordinators: Robbie Hill, Kevin Jensen, Daniel Lassen, Adelaide Mitchell, William Reimer</p>	<p>AC1-137; Ext. 5248 Zoom: (559)-325-5248</p>

<p>sessions, virtual reality tutoring, Write Night, STEM Showcases, and Open Mic Nights. All services are offered in-person and online via Zoom.</p>		
<p>Oversees the Tutorial Center personnel and operations. Manages the hiring and training of tutors, the center's resources, and all tutoring services both in-person and online. Oversees the assistant coordinators of Tutorial Services.</p>	<p>Stacy Ross Coordinator, Tutorial Services Carole Sullivan Math Faculty Advisor, Tutorial Services</p>	<p>stacy.ross@cloviscollege.edu Ext. 5397 carole.sullivan@cloviscollege.edu Ext. 5323 AC1-141</p>
<p>Oversees the embedded tutoring program. Fields embedded tutor requests from instructors, places tutors in classrooms, and facilitates embedded tutor training.</p>	<p>Adelaide Mitchell</p>	<p>Adelaide.mitchell@cloviscollege.edu</p>
<p>TRIO programs (SSS & STEM) serve students who are first-generation, low-income, or have a documented disability.</p>	<p>Kimra Garcia Counselor Coordinator TRIO Programs-SSS and STEM</p>	<p>kimra.garcia@cloviscollege.edu (559)-325-5230, AC2-115 TRIO Website</p>
<p>Support the Office of the President, liaison between the Office of the President and the Chancellor's Office, District Office, and the Board of Trustees, gatekeeper of Board Policies and Administrative Regulations, College Council, and President's initiatives. Coordinates President's Luncheon, Scholarship Award Ceremony, Employee Service Awards, Opening Day, and Board meetings held at Clovis Community College campuses.</p>	<p>Bonnie Boonthavongkham Executive Assistant to the President Office of the President</p>	<p>bonnie.boonthavongkham@cloviscollege.edu (559)-325-5205, AC1-260E</p>

<p>Supports the Office of the Vice President of Student Services, CCC Academic Catalog coordination, CCAP Agreements, AB288 payments, coordination of Academic Standards Committee petitions, supports Student Success and Equity Committee and the Commencement Advisory, contact for High School Enrichment application reviews and student complaints, issues staff/guests temporary parking permits, sends out Student Services campuswide emails.</p>	<p>Roseanne Susoeff Executive Assistant to the Vice President of Student Services</p>	<p>roseanne.susoeff@cloviscollege.edu (559) 325-5289, AC1-278</p>
<p>Emergency Contact Information</p>	<p>Campus Police - (24/7) 559-244-5911 or 911</p> <p>Suicide Hotline – 988</p>	
<p>Non Emergency Contact Information</p>	<p>Campus Police – Non emergency (24/7) 559-244-6140, evening escort please call ahead to schedule), car jump start starts and lock outs</p> <p>Evening Support/Evening Coordinator (M-TH 5:30 PM-10:00PM) 559-325-5244</p> <p>General Information Hours (M-TH 8am-6pm & Fri 8am-5pm) 559-325-5200</p> <p>Health Services (M-F 8am-4pm) 559-325-5318</p> <p>Lost and Found (located in Admissions and Records AC2-130) 559-325-5200 (After 6 pm or Sat 559-325-5244)</p>	

	<p>Office of the Deans (M-TH 8am-6pm and Fri 8am-5pm) 559-325-5285</p> <p>Saturday Support/Saturday Coordinator (7:30am-1:30pm) 559-325-5244</p> <p>Tech Support/Open Computer Lab (m-TH 7:30am-8pm and Fri 7:30-5pm) 559-325-5294</p>	
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