

## Administrative Services Resources

- **Key Requests and Pickup:** Key request may be made by email from a Dean's Office to [Cuyamaca.Switchboard@gcccd.edu](mailto:Cuyamaca.Switchboard@gcccd.edu). You will receive an email letting you know the keys are ready for pick-up in the Switchboard Office, F-113.
- **Access Card Requests:** Requests may be made by email from a Dean's Office to [Jon.Langteau@gcccd.edu](mailto:Jon.Langteau@gcccd.edu). Be sure to include all pertinent info needed to fulfill the request such as which building you need access to. Jon is also responsible for access card maintenance.
- **Security Alarms, Fire Alarms, Electronic Doors, Lighting Control:** Contact Jon Langteau, x4711 or Natalie Yturralde, x7761.
- **Electrical Work Orders:** Please contact Natalie Yturralde at x7761.
- **Telephone problems:** If you are having problems with your phone or you need phone service, contact Rana Al-Shaikh x4351 or by email at [Rana\\_Al-Shaikh@gcccd.edu](mailto:Rana_Al-Shaikh@gcccd.edu). Describe your problem in detail. A phone task ticket may have to be submitted depending on the issue. You may contact Rana if you need a new phone.
- **Change Hold Music on Phones:** Contact Maria Gearhart x4419. On Fridays, contact Nancy Asbury, x4405. Typically, after a power outage the channels change.
- **Faculty Parking Permits:** To receive your parking permit, bring your hire letter and identification to the CAPS Office x7654. Please provide a valid driver's license and license plate number.
- **Request to Switch Classroom:** Call Michael Erickson, x4569 or Julie Kahler, x4223.
- **Room Temperature Controls:** To report issues between the hours of 8:00 a.m. to 5:00 p.m., please contact Facilities at x4347 or email Francisco Gonzalez, [Francisco.Gonzalez@gcccd.edu](mailto:Francisco.Gonzalez@gcccd.edu), Sal Espiritu, [Sal.Espiritu@gcccd.edu](mailto:Sal.Espiritu@gcccd.edu) and CC Patty Branton, [Patty.Branton@gcccd.edu](mailto:Patty.Branton@gcccd.edu).
- **Mailbox Flyers:** Flyers going into mailboxes, contact Frank Sundstrom, x4235.
- **UPS Deliveries:** Refer to the Warehouse x4246
- **Lost and Found:** Monitored by CAPS, x7654 or Switchboard, x4001.
- **Custodial Issues:** If you need to report a plumbing problem, please call Custodial Services, x4500, Patty Branton, x4347, Bruce Farnham, x4621 or lastly, the Switchboard x4001.
- **Maintenance and Repairs:** Painting, roof leaks, HVAC contact Facilities at x4347 or email Patty Branton, [Patty.Branton@gcccd.edu](mailto:Patty.Branton@gcccd.edu), Francisco Gonzalez, [Francisco.Gonzalez@gcccd.edu](mailto:Francisco.Gonzalez@gcccd.edu), Sal Espiritu, [Sal.Espiritu@gcccd.edu](mailto:Sal.Espiritu@gcccd.edu).
- **Sprinklers, Ants and Other Animals:** Contact Michael Crume, x4277 or the Switchboard, x4001. Please send non-emergency requests to [Patty.Branton@gcccd.edu](mailto:Patty.Branton@gcccd.edu).

- **Snakes:** Contact CAPS at x7654.
- **Electrical or Lighting Issues:** Contact Jon Langteau at x4711 or Natalie Yturralde at x7761.
- **Table and Chair Set-up:** Contact Patty Branton, x4347, [Patty.Branton@gcccd.edu](mailto:Patty.Branton@gcccd.edu).
- **Catering Requests:** Contact Richard Campos at 760-560-7776 or 619-660-4051 or email [Richard.Campos@sodexo.com](mailto:Richard.Campos@sodexo.com).
- **Subpoena Delivery:** Subpoenas are handled through the Chancellor's Office. All subpoenas must be delivered to the District Office North. Contact Jennifer Danks, x7570 with questions.

### **Administrative Services Contact Information:**

Sahar Abushaban	Vice President of Administrative Services	x4654
Laci Diaz	Administrative Assistant IV/VP Administrative Services	x4228
Barbara Modica	Administrative Assistant I, Word Processor	x4234
Patrice Nya	Budget Analyst	x4311
Nicole Salgado	Grant Coordinator/Project Financial Manager for Title III	X4249
Dave Francis	Graphics Coordinator	x4369
Billie Lavan	College Cashier	x4259
Rabie Al-Shaikh	Assistant Cashier	X4535
Frank Sundstrom	Mail Processor	x4235
Rana Al-Shaikh	Business Services Specialist	x4351
Andre Toma	Business Services Assistant	X4683
Judy Shinkan	Printing Operation Assistant Senior	x4387
Francisco Gonzalez	Interim Director, Campus Facilities, Operations & Maintenance	x4621
Patty Branton	Facilities Clerk, Senior	x4347
George Attar	Interim Custodial Supervisor	x4500
Salvador Espiritu	Maintenance Supervisor	x4652
Michael Crume	Grounds Supervisor	x4277