

## Business 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 via 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.
- **Telephone problems:** If you are having problems with your phone or you need phone service, contact Rana Hanna 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 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 Gearheart 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 Cashier's Office x4256. Please provide a valid driver's license and license plate number.
- **Request to Switch Classroom:** Call Michael Erickson, x4569 or Julie Kahler, x4223.
- **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 x4001, lost and found is located in F-113 in the Switchboard Office. You may also drop off found items here.
- **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.
- **Electrical or Lighting Issues:** Contact Jon Langteau at x4711 or Natalie Yturralde at x7761.
- **Maintenance and Repairs:** Painting, roof leaks, heating issues contact Facilities at x4347 and email Patty Branton, [patty.branton@gcccd.edu](mailto:patty.branton@gcccd.edu), Bruce Farnham, [bruce.farnham@gcccd.edu](mailto:bruce.farnham@gcccd.edu), Sal Espiritu, [sal.espiritu@gcccd.edu](mailto:sal.espiritu@gcccd.edu).
- **Table and Chair Set-up:** Contact Patty Branton, x4347, [patty.branton@gcccd.edu](mailto:patty.branton@gcccd.edu).
- **Security Alarms, Fire Alarms, Electronic Doors, Lighting Control:** Contact Jon Langteau at x4711 or Natalie Yturralde at x7761.
- **Work orders:** Please contact Natalie Yturralde at x7761.
- **Room Temperature Controls:** To report issues between the hours of 8:00 a.m. to 5:00 p.m., please contact Facilities at x4347 email Bruce Farnham,

[bruce.farnham@gcccd.edu](mailto:bruce.farnham@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).

- **Sprinklers, Ants and Other Animals:** Contact Mike Crume, Interim Grounds Supervisor, at 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.
- **Catering Requests:** Contact Manuel Lorenzo x4051
- **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
Sara Downs	Account Clerk Senior	x4249
Dave Francis	Graphics Coordinator	x4369
Billie Lavan	College Cashier	x4259
Frank Sundstrom	Mail Processor	x4235
Rana Hanna Al-Shaikh	Interim Business Services Specialist	x4351
Judy Shinkan	Printing Operation Assistant Senior	x4387
Michael Erickson	Printing Operation Assistant	x4263
Bruce Farnham	Facilities Director	x4621
Patty Branton	Facilities Clerk, Senior	x4347
Martin DuBord	Custodial Supervisor	x4500
Salvador Espiritu	Maintenance Supervisor	x4652
Mike Crume	Interim Grounds Supervisor	x4277