



Dean of Students & Accessibility Services Staff

Dianna “DT” Graves, Vice President for Student Affairs dgraves@cmc.edu	607-8055
Jimmy Doan, Dean of Students jdoan@cmc.edu	607-7012
<i>Oversight of student affairs division, consortium services, and strategic development plans</i>	
<i>Oversight of DOS units: student activities, residential life, academic success, conduct, health/well-being</i>	
Vince Greer, Assistant V.P. of Student Affairs for Dialogue and Diversity vgreer@cmc.edu	607-8307
<i>Supports students in constructive dialogue, Academic Standards Committee, Kravis Opp Fund</i>	
Chantal Izaguirre, Director of Health Promotion and Student Support cizaguirre@cmc.edu	607-9357
<i>Promotes health education and programming for students; supervises Peer Health Ambassadors</i>	
Matt Layman, Senior Assistant Dean for Academic Success mlayman@cmc.edu	607-8107
<i>Manages concerns about academic performance, peer tutoring, Romero Success Coaches</i>	
Anh Le, Assistant Dean for Mentorship Programs and Student Development ale@cmc.edu	607-5198
<i>Supports, coaches, advises student mentorship groups and facilitates inclusive programming</i>	
MaryKate Linden, Assistant Dean for Student Engagement mlinden@cmc.edu	607-9790
<i>Oversees student activities, first-year programs, orientation and WOA, ASCMC advising</i>	
Taivna Mills, Assistant Dean for International Student Services taimills@cmc.edu	607-3910
<i>Coordinates international student support, Designated School Official for maintaining SEVIS records</i>	
Jess Neilson, Senior Assistant Dean for Mental Health and Health Promotion jneilson@cmc.edu	607-7293
<i>Oversees case management support for mental health, resource coordination, health promotion</i>	
Chrishelle Perez, Director for Student Engagement cperez@cmc.edu	607-4966
<i>Coordinates student activities, supervises College Programming Board, WOA, clubs and orgs</i>	
Luke Rufenacht, Associate Director of Residential Life lrufennacht@cmc.edu	621-8204
<i>Supervises resident assistants, roommate disputes, housing operations, and residential programming</i>	
Jenny Tyniec, Senior Assistant Dean for Residential Life and Student Engagement jtyniec@cmc.edu	621-8258
<i>Oversees housing operations, residential programming, student engagement team</i>	
Patty Villa, Assistant Dean for Academic Progress patvilla@cmc.edu	607-8300
<i>Provides academic support, satisfactory academic progress plans, assessment, student success</i>	
Brian Weir, Executive Director of Public Safety & Emergency Management bweir@cmc.edu	621-8116
<i>Oversees Public Safety, addresses all concerns regarding safety and emergency response protocols</i>	
Ari Martinez, Senior Associate Director of Accessibility Services, Civil Rights Office amartinez@cmc.edu	607-0316
<i>Oversees CMC accessibility services and works with DOS Office on students’ ADA accommodations</i>	

The Dean of Students Office is supported by our outstanding administrative staff:

Joe Bender, Erika Hongo, Lyn Hughes, Cynthia Keller, Seyha Klam

Faculty FAQs

Points of Contact

1. **I'm worried about some disruptive behavior I'm observing in one of my students. Whom should I contact?**

Please contact [Jess Neilson](#), the Senior Assistant Dean of Students for Mental Health and Health Promotion, [DT Graves](#), VPSA, or [Jimmy Doan](#), Dean of Students. They will follow up with the student and make the appropriate, coordinated referral; they will also follow up with the concerned faculty member. You can also report concerns through the [CMC Cares](#) form online. **If you feel concerned for a student's immediate safety, please contact Campus Safety at (909) 607-2000.**

2. **I am concerned about one of my student's academic performance, including poor attendance. Whom should I contact?**

Please submit an academic advisory, and you can also contact [Matt Layman](#), Senior Assistant Dean for Academic Success. His team will connect with the student and communicate back to you.

3. **I have not heard from one of my students despite my attempts to contact them. Whom should I contact to check in on them?**

Please contact [Matt Layman](#), Senior Assistant Dean for Academic Success. His team will connect with the student and communicate back to you.

4. **I am concerned that one of my students is exhibiting signs of emotional distress (loss of interest in participating in class, despondence, chronic exhaustion, high anxiety, etc.). Whom should I contact?**

Please contact [Jess Neilson](#), Senior Assistant Dean of Students for Mental Health and Health Promotion. She will follow up with the student and make the appropriate referral; she will also follow up with the concerned faculty. **If you feel concerned for a student's immediate safety, please contact Campus Safety at (909) 607-2000.**

5. **One of my students is interesting in tutoring services beyond what I am able to provide in office hours. Whom should I contact?**

[Matt Layman](#), Senior Assistant Dean for Academic Success, can help connect students to tutoring and other forms of academic support, including [Romero Success Coaches](#) and [Peer Tutors](#).

6. **If a student requests accommodation for a disability, to whom should I refer the student, and how will I know whether the student's request has been approved?**

Please refer students requesting accommodations for disabilities to [Ari Martinez](#) in the Office of Civil Rights. She will work with practitioners and the [Student Disability Resource Center](#) to evaluate assessment paperwork, recommend accommodations, and support implementation. Faculty are critical partners in this work, and Ari will communicate closely with instructors, within the bounds of students' privacy protections, to accommodate students in ways that protect the integrity of the course while ensuring these students have an equal opportunity to succeed. More on Accessibility Services can be found [here](#).

7. **Whom can I direct a student to if they are struggling to connect with peers at the College?**

[MaryKate Linden](#), Assistant Dean for Student Engagement, and [Chrishelle Perez](#), Director of Student Activities, can help students explore their interests and get connected with peers, clubs and organizations, and other co-curricular activities.

- 8. A student is seeking support for personal or campus climate issues related to their identity, for example, sexual orientation, gender identity, racial identity, or faith orientation. To whom can I refer the student?**

[Vince Greer](#), Assistant Vice President of Student Affairs for Dialogue and Diversity, and [Anh Le](#), Assistant Dean for Mentorship Programs and Student Development, help students talk through issues on a broad range of identities relating to diversity and inclusion. For students who may be experiencing challenges with adjustment or matriculation specifically regarding campus climate matters that are believed to be connected to their identity (perceived or actual), Vince and Anh are able to provide direct advocacy and support. They will also be able to connect the student to other valuable resources in the 5Cs as well as members of the Dean of Students Office.

If a student is seeking related therapy or mental health support, [Jess Neilson](#), Assistant Dean for Mental Health and Health Promotion, is the best contact. Vince, Anh, Jess and other members of the DOS team will work closely with the student as appropriate to help them find the right support.

- 9. To whom can I direct a student with questions about their safety or security?**

Students with concerns about safety or security can contact [Brian Weir](#), Executive Director of Public Safety and Emergency Management, or they can talk to [DT Graves](#), VP for Student Affairs or [Jimmy Doan](#), Dean of Students.

Academic Support

- 1. When I send an academic advisory is someone in the Dean of Students Office notified? What happens then?**

Low-grade notices are reported to the Academic Success team at DOS. [Matt Layman](#), Senior Assistant Dean for Academic Success, [Patty Villa](#), Assistant Dean for Academic Progress, or [Taivna Mills](#), Assistant Dean for International Student Services, will then reach out to the students to confirm that they are following up with their instructor and that they have a plan for success in place.

- 2. Can students get books from the CARE Center Book Loan Program?**

Yes, as copies are available. Please contact [Vince Greer](#) if a student is having trouble accessing books. If you are interested in donating a set of books for your classes to CARE (please consider!), you can contact [Seyha Klam](#).

- 3. Can students get a DOS Peer Tutor or work with a Success Consultant?**

[Romero Success Coaches](#) and [Peer Tutors](#) will be available for individual and small-group sessions. The Success Consultant program will also be hosting various workshop series, such as Best Life Strategies and Chill, throughout the fall. Contact [Matt Layman](#), Senior Assistant Dean for Academic Success, for more information.

Emotional and Mental Health Support

- 1. A student disclosed concerns about a sexual assault. What is my responsibility and whom do I contact?**

Faculty members and other “Responsible Employees” under College policy have a duty to report sexual misconduct to the Title IX Coordinator so that the College can support the individual as appropriate with care and a support plan. Although faculty members are not able to be confidential resources, you can advise students of your obligation to report, and provide information about strictly confidential resources they can access, including crisis counselors, staff at Monsour Counseling and Psychological

Services, and chaplains. For more information about supporting students who report sexual misconduct, please visit the [EmPOWER Center website](#), or reach out to [Joanna Rosas](#), Title IX Coordinator.

2. What kinds of mental health resources are available to our students?

Students can access a range of supports, including therapy and psychiatry, group therapy, and crisis support. Please see a [list of resources here](#), and contact [Jess Neilson](#), Senior Assistant Dean of Students for Mental Health and Health Promotion, for more information.