

## Resource Referral Guide for Credit Faculty Teaching at Highland Business Center

Welcome to the Highland Business Center (HBC)! Because this facility primarily offers non-credit instruction and houses administrative functions, there is not the full array of services found at ACC campuses. This overview is provided to help you locate services or resources. If you need other assistance here, please contact:

Virginia Boyd  
223-7610  
Room 503.3  
[vboyd@austincc.edu](mailto:vboyd@austincc.edu)

Linda Morrison  
223-7723  
Room 418.4  
[lindam@austincc.edu](mailto:lindam@austincc.edu)

### OTHER SOURCES OF INFORMATION:

ACC Website: (<http://www.austincc.edu>)  
ACC Catalog: (<http://www3.austincc.edu/catalog/>)  
ACC Course Schedule: (<http://www.austincc.edu/schedule/>)  
ACC Organization Reference: (<http://www.austincc.edu/orgref/index.htm>)

CLASS ROLLS/ CLASSROOM SUPPLIES	MAIL/OFFICE SPACE/ MISCELLANEOUS	DUPLICATION/ WORD PROCESSING	MAINTENANCE/ CUSTODIAL SERVICES	TECHNOLOGY SUPPORT
<ul style="list-style-type: none"> <li>Admissions &amp; Records – Room 308.0, 223-7507</li> <li>Supplies – Faculty member's Campus Dean</li> <li>Emergency supply requests – Linda Morrison, Business Operations Director, Room 418.4, 223-7723, <a href="mailto:lindam@austincc.edu">lindam@austincc.edu</a></li> <li>Fax – Virginia Boyd, Room 503.3</li> </ul>	<ul style="list-style-type: none"> <li>Mailboxes – Room 401, Continuing Education copier area</li> <li>Office space – Room 301.6</li> <li>Cashier office – 4<sup>th</sup> floor lobby</li> <li>Break Rooms/vending machines – Room 403.0 Room 512, &amp; 3<sup>rd</sup> floor</li> <li>Campus Police – First Floor</li> </ul>	<ul style="list-style-type: none"> <li>Printing/Duplication – Victor Vara, Supervisor, Room 108, 223-7539,</li> <li>Copier – Room 512</li> <li>Word Processing – Nancy Singh, Room 609.4, 223-7631, <a href="mailto:nsingh@austincc.edu">nsingh@austincc.edu</a></li> </ul>	<ul style="list-style-type: none"> <li>Maintenance Requests – Linda Morrison, HBC Campus Manager Room 418.4, 223-7723, <a href="mailto:lindam@austincc.edu">lindam@austincc.edu</a></li> <li>Custodial requests – Liz Westfall, <a href="mailto:ewestfal@austincc.edu">ewestfal@austincc.edu</a>, 223-7594</li> </ul>	<ul style="list-style-type: none"> <li>Linda Morrison, Business Operations Director, Room 418.4, 223-7723, <a href="mailto:lindam@austincc.edu">lindam@austincc.edu</a></li> <li>Help Desk – 223-4357, <a href="http://www.austincc.edu/helpdesk/">http://www.austincc.edu/helpdesk/</a></li> </ul>

Dean/Executive Dean	Department	Campus	Phone	EMAIL
Gary Hampton	Applied Technologies, Multimedia & Public Services	RVS	223-6085	ghampton
Lyman Grant (Interim)	Arts & Humanities	RGC	223-3352	lgrant
Val Cantu	Business Studies	PIN	223-8124	vcantu
Hazel Ward	Communications	EVC	223-5015	hazelw
Linda Smarzik	Computer Studies and Advanced Technology	NRG	223-4760	lsmarzik
Yvonne Van Dyke	Health Sciences	EVC	223-5863	yvandyke
David Fonken	Mathematics & Science	NRG	223-4606	fonken
Rex Peebles	Social & Behavioral Sciences	RGC	223-3770	peebles