



WestWords

A bi-weekly communique from the Office of the President

ISSUE #14: November 1, 2017

WLAC Colleagues:

In preparation for writing each issue of “WestWords,” I usually review the previous editions to ensure that I do not duplicate information and that I provide additional details or information on a topic introduced earlier. While gathering my thoughts for today’s newsletter, however, I was struck by one prevailing theme that resonates throughout the previous thirteen iterations—the implications and presence of fundamental change.

Consider the following “changes in the tide” just in the past year.

- The impact of the national presidential elections on our most vulnerable students.
- A successful bond election that will pump \$3.3 billion into LACCD institution.
- The emergence of food and housing insecurity as a fundamental challenge to our students’ success and our campus-wide efforts to develop solutions (e.g., the Food Pantry).
- The acceleration of the concept of integrated pathways from a self-selected curricular modification to a model mandated by the State Chancellor.
- The emphases on Adult/Continuing Education and the Strong Workforce initiative.
- The impact on staffing and the loss of significant institutional memory as a result of the Supplemental Retirement Plan.
- The passage of AB 19 (providing free tuition for the first year of full-time enrollment at a California community college) and AB 705 (which will essentially alter the way we view the concept of basic skills education).

Your involvement in this process of change is a core component of our success, for the first leadership lesson I learned is still the most important: “People support what they help create.” The pace is not going to slow in the foreseeable future, so I encourage you to be involved. If you’re a member of one of the governance committees—College Council, Academic Senate, or any of the committees as outlined in our Participatory Governance Handbook—please be sure to attend on a regular basis and to provide your input. Participate in the information sessions and the meetings of your local bargaining unit. Join a Faculty Interest Group (FIG), like the one on pathways mediated by Tim Welch. Attend your department/unit meetings regularly. These venues provide excellent opportunities for you to stay abreast of developments and to offer your thoughts and insights.

In this process of change, West Los Angeles College will truly realize its vision to be “a gateway of success for every student.” I know that is something we all want and that we can achieve together.

Cordially,

Jim Limbaugh

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To realize our vision of serving as “a gateway of success for every student,” West Los Angeles College will be recognized for its academic centers of excellence that are responsive to the needs of the communities and region that it serves. These programs and related services will be delivered in an environment exemplifying compassion and an authentic focus on the well-being of every student.

WestGives! For the Holidays

You are cordially invited to share the joys of the season through our new holiday giving program: **WestGives!**

We want to provide a brighter holiday for some of the youngest members of the West community--the children of our Child Development Center and the children of our students who are enrolled in our campus service agencies that provide important support, assistance, and encouragement: CalWORKs/GAIN, EOPS/CARE, and TRIO programs, including the Educational Opportunity Center and Student Support Services.



From now (November 1) through November 20, visit the [WestGives! website](#) and select a child (or children) for whom you would like to purchase a gift (a maximum value of \$25 per gift is suggested). Once you make your selection, you will receive a follow-up letter regarding delivery of your gift to the child/children of your choice.

WestGives! is coordinated by Trish Limbaugh. Our thanks are extended for her leadership on this initiative and for the contributions of Michelle Long-Coffee, Clarissa Castellanos, and Vicky Nesia in providing graphic support and on-site coordination.

Thank you for making the holidays more memorable for our extended West family.

Current Status of Measure CC Planning

Here's the current status of planning for our Measure CC project (the replacement of the Heldman Learning Center).



- The offices/functions most directly affected by the project (i.e., those that will be literally without spaces due to the demolition of their current facilities) will be asked to complete a nine-question survey about their space in terms of needs/functions, etc. These surveys will be distributed via the appropriate vice president and will be due December 13. The offices/functions/facilities impacted were first listed in the special summer edition of "WestWords" and are included again on page 5 of this newsletter.
- The District is requiring that all nine campuses complete an update to their facilities master plans and undertake a space utilization study, according to David Salazar, Chief Facilities Executive. Firms specializing in master planning are being reviewed at this time for eventual assignment to each campus.
- Lisa Kamibayashi is leading the discussion with faculty in the Health Sciences (in particular, CNA, Medical Assisting, and Dental Assisting) regarding the type of classroom facilities that are needed.
- At this point, conversations are exclusively with those being displaced as to what type of functional space they need. There will be full campus conversations about the building in terms of overall design, arrangement, student flow, etc., as we fully engaged the planning process once the facilities planning consultant has begun his/her work.

Expansion of President's Cabinet



In order to facilitate the exchange of information between and among all campus constituencies, I have decided to expand the President's Cabinet to include a cross-section of West's leadership.

Originally, the Cabinet included the vice presidents, the dean of institutional effectiveness, the dean of adult and continuing education, and the director of public relations. The Administrative Council was a separate administrative committee made up of all deans, managers, and directors, and met once a month to share information about the operations of the campus. However, I found that the meetings carried a level of redundancy, since the Cabinet also attended Administrative Council, and the same information was shared in both venues.

Therefore, in an effort to be consistent in my communication about District and State issues, and to provide a venue that encourages communication between and among campus leaders, the Administrative Council will be abolished and its membership will be folded into an expanded President's Cabinet. Also included will be the Chair of College Council, the President of Academic Senate, leadership of all bargaining units, and representatives of the ASO. This group will meet on a monthly basis and will have two primary goals: (1) the broad-based sharing of information and (2) an in-depth orientation to selected topics and issues that affect the management of each represented constituency in some fashion (e.g., adult/continuing education, wraparound services, pathways, Measure CC).

The first meeting of the extended President's Cabinet will be Thursday, November 16, 3:00 – 5:00 p.m., in SSB 414 and will be held on a monthly basis thereafter.

Both the Cabinet and the Administrative Council are entities that report directly to the Office of the President. Neither are part of the roster of participatory governance committees as defined by the "West Los Angeles College Participatory Governance and Planning Policy and Procedure Handbook" (fall 2016, page 37).

Full membership is outlined on Pages 6-7 of this newsletter.

Scholarship Winners: Highlighting Our Outstanding Students

I am pleased to highlight several of our recent scholarship award winners.

The following students each received a \$2,000 scholarship through the Robert R. Sprague Foundation, as administered by the California Community Foundation, for students majoring in STEM-related disciplines.

- Joanna Bell (Mathematics and Physics)
- Tiffany Paiva (Computer Science)
- Bina Yasharpour (Biology)
- Carlos Jr. Carvajal (Mathematics)
- Naomi Licon (Dental Hygiene)

Additionally, West student Justin Carbajal (pictured right) recently received a scholarship from SALEF (Salvadoran American Leadership and Education Fund) at its annual Scholarship Banquet.



The Behavioral Intervention Team



I call to your attention an important service of the College for all faculty and staff who have concerns about students' conduct and behavior and would like assistance.

The Behavioral Intervention Team, according to its [website](#), "responds to non-immediate concerns and takes a proactive approach to discuss potential issues, intervene early, and provide support and behavioral response to students displaying varying levels of disruptive, disturbed, and/or distressed behaviors before they rise to the level of a crisis."

On the website, forms are available for your completion. Please let students also know that they can submit a BIT form if they have a concern about a fellow student.

New Locations for Several Campus Offices



- High School Outreach is moving to the Fine Arts Building to the space formerly occupied by the chair of the music department. This move should be completed by the end of the semester.
- Veterans' Services is moving to the third floor of the Fine Arts Building in order to provide more space for a lounge and provision of services. This move should be completed by the end of the semester.
- The Veterans' Services space in Student Services will be occupied by an expansion of Administrative Services functions.
- Westside Extension will temporarily occupy the music practice rooms in the Fine Arts Building. This move, expected to take place in mid-2018 after the end of the spring semester, will provide "swing space" offices while the current Extension space is demolished to make way for the new Technology Learning Center.

Household Hazardous Waste and E-Waste Roundup Here at West

This coming Saturday, West will host, in collaboration with CleanLA, an opportunity to dispose of household hazardous waste and e-waste. Scheduled for 9 a.m. to 3 p.m. on parking Lot 7, this service will allow you to dispose of

- Household hazardous waste such as brake fluid, paint, motor oil, oil filters, household batteries;
- Household electronic waste, including computer monitors, televisions, keyboard, printers, cell phones.

The items cited are examples only. You can find a definitive list on the [CleanLA website](#) of what you can and cannot bring.

Save the Date: West's Annual Holiday Drop-In



Please mark your calendars...

West Los Angeles College Annual Holiday Drop-In

Thursday, December 7
12:30 p.m. – 2:00 p.m.
HLRC, 4th Floor
Please RSVP to Vicky Nesia
nesiav@wlac.edu

Measure CC | Preliminary Space Discussions
 Offices/Instructional Spaces Affected by Proposed Measure CC Project
 (entities cited are those reported to the campus in WestWords, August 2, 2017)
 October-December 2017

<p><u>General Campus-Wide Executive</u></p> <ol style="list-style-type: none"> 1. Administrative Offices currently in CE <ol style="list-style-type: none"> a. Institutional Effectiveness b. Academic Affairs deans, associate dean and staff c. Public Relations d. Vice President, Student Services e. Vice President, Academic Affairs f. Chair, Academic Senate g. Dean, Workforce Education h. Meeting room i. Employee break room 2. Student Union 3. Meeting rooms 4. Employee training room 5. Black box theater 6. Adult and Continuing Education 7. AFT Faculty Guild President 	<p><u>Academic Affairs</u></p> <ol style="list-style-type: none"> 1. Year Up 2. Adjunct faculty offices 3. Classrooms: Health Sciences 4. Laboratory: Anthropology 5. Learning Skills Center 6. Library 7. Library Instruction Room 8. Video Conference Room 9. Tutoring 10. Math Lab 11. Communications Lab 12. Writing Lab 13. Library administrative offices 14. Dean, Teaching and Learning 15. Digital Design Studio 16. Instructional Media Support 17. Distance Education 18. Professional Learning Hub 19. Faculty: Dental/Medical Assisting 20. Greenhouse
<p><u>Student Services</u></p> <ol style="list-style-type: none"> 1. ASO 2. Health Center 3. Black Scholars 4. CalWORKS/GAIN 5. TRIO: Talent Search, Upward Bound Math/Science, Educational Opportunity Center, Student Support Services 6. Food Pantry 7. International Student Hub 	<p><u>Administrative Services</u></p> <ol style="list-style-type: none"> 1. Data Center 2. Reprographics 3. Convenience Store 4. Mailroom 5. U.S. Postal Service



Membership
President's Cabinet
Current as of October 23, 2017

Executive Leadership

1. President	Jim Limbaugh
2. Vice President for Academic Affairs	Aracely Aguiar
3. Vice President for Student Services	Roberto Gonzalez
4. Vice President for Administrative Services	Iris Ingram

Direct Reports (to the President)

5. Executive Assistant to the President	Vicky Nesia
6. Dean, Institutional Effectiveness	Rebecca Tillberg
7. Dean, Adult and Continuing Education	Allison Tom-Miura
8. Dean, Workforce Education	<i>Search underway</i>
9. Director, Public Relations	Michelle Long-Coffee

Academic Affairs

10. Dean, Teaching and Learning	Mary-Jo Apigo
11. Dean, Health Sciences	Carmen Dones
12. Dean, Distance Learning	Eric Ichon
13. Dean, Academic Affairs	Walter Jones (and Teamsters representative)
14. Dean, Academic Affairs	Kim Manner
15. Associate Dean, Contract Education	Barry Sloan

Student Services

16. Dean, Student Services	Celena Alcala-Burkhardt
17. Dean, Student Services	Shalamon Duke
18. Dean, Student Success and Equity	<i>Search underway. Formerly noted as Associate Dean on organization chart, but subsequent discussions between unions, West, and ESC have determined that the position should be a Dean.</i>
19. Dean, Student Services	Michael Goltermann
20. Financial Aid Manager	Glenn Schenk
21. Sr. Admissions Supervisor	Diana Baxter

Administrative Services

22. Manager, Information Technology	Nick Dang
23. Chief Financial Officer	Rasel Menendez
24. Director of Facilities	Kim Morera
25. Personnel Analyst	Hansel Tsai
26. Enterprise Manager	<i>Search underway</i>
27. Sheriff Team Leader	Vinnie Gevorgiz, Deputy

Campus Leadership

28. President, Academic Senate	Holly Bailey-Hofmann
29. At-large member, Academic Senate	<i>To be determined</i>
30. Chair, College Council	Fran Leonard
31. At-large member, College Council	<i>To be determined</i>
32. Co-Coordinator, Achieving the Dream	Clare Norris

Bargaining Units

33. AFT 1521A	Jo-Ann Haywood
34. SEIU 721	Bruce Hicks
35. AFT 1521	Olga Shewfelt
36. Local 99	Zulma Mena

(Teamsters are represented by Dr. Walter Jones.)

(There is no Trades Union representative on campus to participate in Cabinet.)

Students

37. President, ASO	Stacey Perez
38. Vice President, ASO	Mauricio Chavarria