



## Los Angeles Valley College College Bulletin September 7-13, 2008

### LAVC Campus News



#### **New Director of Extension Program**

Valley College welcomes **Ric Riccobono** as the new Director of LAVC's Extension Program. The Extension Program no longer part of Community Education, and is now part of LAVC's Job Training Office. Ric **will manage the Professional Paralegal Academy, the Legal Secretary Academy, and the Human Resource Assistant Academy**. He can be reached at (818) 778-5699 or at [riccobrr@lavc.edu](mailto:riccobrr@lavc.edu). Welcome Ric!



#### **New Financial Analyst at LAVC**

Valley College welcomes **Violet Amrikhas**, LAVC's new Financial Analyst. Violet will be **handling the processing of all BTAs for funds transfers, budget preparation and monitoring, and will be available to answer budget related questions**. She has over 25 years of service with LACCD, having worked at both West LA College and Pierce College. Violet is located in the Administration Building, Room 104B, and can be contacted at (818) 947-2533 or [amrikhv@lavc.edu](mailto:amrikhv@lavc.edu). Welcome Violet!



#### **LAVC's Job Club Helps Job Seekers**

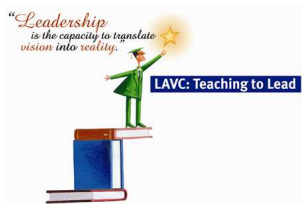
The LAVC Job Training Office offers a free Job Club for individuals looking for employment. This group, which is open to the public, **provides job seekers up-to-date information on job search trends, meet various employers, review job listings, and network with other job seekers in the community**. The

club meets the second and fourth Friday of every month from 9 a.m.-12 noon; the next meeting is scheduled for **Friday, September 12 from 9 a.m.-12 noon in the Cafeteria Conference Room**. Additional Job Club meetings are scheduled for September 26, October 24, November 12 and December 12 in the Cafeteria Conference Room, and on October 10 in the Faculty Lounge. Seating is limited, so please RSVP. For more information about the LAVC Job Club, contact (818) 947-2941 or visit <http://www.lavc.edu/jobtraining/jobclub.html>.



### Full-Time Faculty Orientation Series

LAVC Professional Development is offering an orientation series **geared for new and probationary full-time faculty**. The first session, which will cover "The Basics: Employee Information", will be held on **Friday, September 12 from 8:30 a.m.-1 p.m. in the Cafeteria Conference Room**. The following topics will be covered: District systems, assignment, rating in, benefits, payroll, reprographics, the mailroom, the AFT, the bargaining agreement, the compliance office, attendance and grade reporting, opening a new section, forms, Work and Service orders, directories, ordering textbooks, faculty handbook, email, keys, parking, college sheriffs, and a campus tour. Breakfast and lunch will be served. Professional Development credit will be given for attendance. To RSVP, email Deborah Kaye at [kayedr@lavc.edu](mailto:kayedr@lavc.edu) or call (818) 947-2569.



### Special Faculty/Staff Ticket Pricing for the LAVC President's Gala

Don't wait! The first 60 LAVC faculty and staff members to purchase tickets to the 2008 President's Gala will receive 50% off the ticket price. **For a limited time only, faculty and staff can purchase a specially priced ticket of \$75 per person, or \$125 per couple**; the regular price is \$125 per person. This year, LAVC is honoring Metro and alumnus Dennis McCarthy, columnist for the LA Daily News, on Thursday, November 6 starting at 6:30 p.m. at the Warner Center Marriott. For more information about the Gala, or to purchase your tickets, contact the LAVC Foundation at (818) 947-2619.



### Fall 2008 Committee Meetings Schedule

Don't forget to check out the LAVC Committee Meetings Schedule Web page. That page **features all major committee meetings for the entire calendar year, with links to the committee's Web page as well as the email address of the committee chair**. The new Committee Meetings Schedule page can be viewed at <http://www.lavc.edu/committees.html>. To submit new/changed dates to the schedule or request a committee Web page link, email [webmaster@lavc.edu](mailto:webmaster@lavc.edu).

Additional news items are posted at <http://www.lavc.edu/campusnews/index.html>

## Campus Activities

There may be a charge to attend the below events, please contact the listed department/contact person for more detailed information. A complete list of campus events is posted on the calendar at <http://www.lavc.edu>, including a complete faculty/staff calendar.

## **Sunday, September 7**

## **Monday, September 8**

*Walk-In Registration for Fall 2008 @ 8 am-8 pm (Campus Center, 1<sup>st</sup> Floor) – Contact: Admissions (818) 947-2553*

*Applications for Advancement in Academic Rank Available - Contact: Kathy Snider (818) 947-2834 [sniderke@lavc.edu](mailto:sniderke@lavc.edu)*

*Professional Development "Word Basics: Working with a Document" workshop @ 1-2 pm (Professional Development Center) - Contact: Professional Development (818) 947-2569 <http://staffdev.lavc.edu/>*

## **Tuesday, September 9**

*Walk-In Registration for Fall 2008 @ 8 am-8 pm (Campus Center, 1<sup>st</sup> Floor) – Contact: Admissions (818) 947-2553*

*Applications for Advancement in Academic Rank Available - Contact: Kathy Snider (818) 947-2834 [sniderke@lavc.edu](mailto:sniderke@lavc.edu)*

## **Wednesday, September 10**

*Walk-In Registration for Fall 2008 @ 8 am-8 pm (Campus Center, 1<sup>st</sup> Floor) – Contact: Admissions (818) 947-2553*

*Applications for Advancement in Academic Rank Available - Contact: Kathy Snider (818) 947-2834 [sniderke@lavc.edu](mailto:sniderke@lavc.edu)*

*Professional Development "Word Basics: Working with Text" workshop @ 1-2 pm (Professional Development Center) - Contact: Professional Development (818) 947-2569 <http://staffdev.lavc.edu/>*

## **Thursday, September 11**

*Walk-In Registration for Fall 2008 @ 8 am-8 pm (Campus Center, 1<sup>st</sup> Floor) – Contact: Admissions (818) 947-2553*

*Applications for Advancement in Academic Rank Available - Contact: Kathy Snider (818) 947-2834 [sniderke@lavc.edu](mailto:sniderke@lavc.edu)*

*Professional Development "Sharing Best Practices: Motivating Students" workshop @ 1 pm (Professional Development Center); RSVP required. - Contact: Professional Development (818) 947-2569 <http://staffdev.lavc.edu/>*

*Professional Development "Sharing Best Practices: Motivating Students " workshop @ 5:30 pm (Professional Development Center); RSVP required. - Contact: Professional Development (818) 947-2569 <http://staffdev.lavc.edu/>*

## **Friday, September 12**

*Walk-In Registration for Fall 2008 @ 8 am-4 pm (Campus Center, 1<sup>st</sup> Floor) – Contact: Admissions (818) 947-2553*

*Full-Time Faculty Orientation Series – Session 1: "The Basics: Employee Information" @ 8:30 a.m.-1 p.m. (Cafeteria Conference Room) – Contact: Deborah Kaye (818) 947-2569 [kayedr@lavc.edu](mailto:kayedr@lavc.edu)*

*Applications for Advancement in Academic Rank Available - Contact: Kathy Snider (818) 947-2834 [sniderke@lavc.edu](mailto:sniderke@lavc.edu)*

## **Saturday, September 13**

*Walk-in Registration for Fall 2008 @ 9 a.m.-1 p.m. (Campus Center, 1st Floor) - Contact: Admissions (818) 947-2553*

## Committee Meetings

A complete schedule of LAVC committee meetings is available at <http://www.lavc.edu/committees.html>

## Campus Announcements

### **PLEASE ANNOUNCE TO ALL STUDENTS:**

- ***Need help looking for a job?*** Come join the Job Club, presented by the LAVC Job Training Office, on September 12 from 9-11 a.m. in the Faculty Lounge. Receive up-to-date information on job search trends, meet various employers, review job listings, and network with other job seekers in the community. For more information about the Job Club, contact (818) 947-2941.
- ***Still need help finding your way around campus?*** LAVC information kiosks will still be available to assist new and returning students. During the second week of school, the kiosks will open from September 8-11 from 7:15 a.m.–1:15 p.m. and 5:15–7:15 p.m., and September 12 from 7:15 a.m.–1:15 p.m. Student ambassadors will be on-hand at each kiosk with maps and other information to help direct students to their classes and to campus resources.
- ***Free Campus Shuttle from Parking Lot E, F and G.*** From September 2-18, there will be a free campus shuttle to help students come onto campus from Parking Lots E, F and G. The shuttle will run Monday-Thursday from 7 am-1:30 pm and 5:45-10:30 pm. More detailed information will be available at [www.lavc.edu](http://www.lavc.edu).
- ***Don't forget to buy your parking permit!*** Just a reminder, parking permits will be required to park in all student lots starting Tuesday, September 9. Buy your parking permits at the temporary Business Office location in Campus Center. Vehicles without a displayed parking permit will be ticketed.
- ***DSPS Drop-Off/Pick-Up Zones.*** Students with disabilities can now be dropped off at two locations on campus: Fulton Avenue main entrance near the Administration Building, or to the west of the Field House on Ethel Avenue. Each zone is marked off with a blue painted curb. For more information, contact the Disabled Student Programs and Services Office at (818) 947-2681.
- ***Non-resident Tuition Waiver Policy.*** Starting in the Fall 2008 semester, all non-resident students enrolled in 4 or fewer units will be exempt from paying non-resident tuition. All non-resident students enrolled in more than 4 units will pay non-resident tuition for all units in which they are enrolled. For questions regarding this policy, contact the Admissions & Records Office at (818) 947-2553.
- ***Looking for a paid internship?*** The LACCD Interns program offers students the opportunity for a paid internship in professional offices, with flexible hours to accommodate student schedules. Visit [www.laccdinterns.org](http://www.laccdinterns.org) for a list of available internships. Interested students are required to complete an online application, complete an online resume, and obtain a faculty referral. If you have any questions or concerns, or wish to schedule a class/department presentation, contact Kaisha Jones at (213) 996-2533 or at [Kaisha.Jones@build-LACCD.org](mailto:Kaisha.Jones@build-LACCD.org).

***Filing Period for Advancement in Academic Rank.*** The filing period for advancement in academic rank for Spring 2009 will begin on Tuesday, September 2 at 9 a.m. and conclude on Friday, October 10 at 12 noon. The applications will be available from Tuesday, September 2 at 9 a.m. through Friday, September 26 at 12 noon; Applications are not available online. The deadline to submit an application for advancement in rank will be Friday, October 10 at 12 noon. Applicants must inquire into this process on an individual basis; Group or department requests will not be honored. The necessary forms, including a letter of instruction, will be forwarded to the applicant upon request. The Academic Rank Policy is

available at [www.lavc.edu](http://www.lavc.edu) (click on “for faculty and staff,” then click on “Faculty Resources” and, then click on the Academic Rank Policy link). Interested faculty should contact Kathy Snider, Chair of the Academic Rank Committee, at [sniderke@lavc.edu](mailto:sniderke@lavc.edu) or (818) 947-2834.

**Save the Date—Faculty Variety Show!** The LAVC Music Department will present a free “Faculty Variety Show” on Wednesday, September 24 at 1 pm in the Music Recital Hall in Music 106. This performance is a kick-off for the Fall 2008 semester concert series, and is the first “Free Wednesday” concert of the academic year. For more information, email [concerts@lavc.edu](mailto:concerts@lavc.edu) or call (818) 947-2347.

**Save the Date—3rd Annual Chairs, Deans & VPAA Workshop.** The AFT/LACCD will be holding its 3rd Annual Workshop for Department Chairs, Deans and Vice Presidents of Academic Affairs on Friday, October 17 from 9 am-2:30 pm in the District Office. Continental breakfast, lunch and parking is provided. RSVP required. For more information and/or to secure your spot and lunch, contact Tina at [tepherson@aft1521.org](mailto:tepherson@aft1521.org).

**LACCD Health Benefits Call Center.** Got questions about your eligibility, enrollment, or any of your health benefit plans? The new LACCD Health Benefits Call Center is available from Monday - Friday between 9 am - 4 pm at (888) 428-2980. Starting July 1, all correspondences, applications, payment and requested supporting documents for enrollment should be sent to: LACCD Health Benefits Center, 770 Wilshire Boulevard, 6th Floor, Los Angeles, CA 90017. For questions, contact Dawn Bastin, Director of Business Services, at (213) 891-2400.

**Free Baby Clothes at the Family Resource Center.** The Family Resource Center has gently used baby clothes available for newborn to size 3. Parents can bring their used, clean and in-condition clothes to be traded in for what they need. A lending library of parenting books is also available. The Family Resource Center is located in Bungalow 49. A flyer is available at <http://www.lavc.edu/communitylinks.html> in the “Information for the Community” section. For more information, contact Kathleen Weislein at (818) 778-5528 or at [weislekm@lavc.edu](mailto:weislekm@lavc.edu).

**Planning LAVC’s 60th Anniversary.** LAVC was founded on September, 12 1949, and next year LAVC will celebrate its 60th Anniversary. If you are interested in participating in the 60th Anniversary Planning Committee, please contact Jennifer Fong at (818) 947-2433 or email [fongjc@lavc.edu](mailto:fongjc@lavc.edu)

## **Bond A/AA Updates**

For updates on Bond A/AA projects, visit <http://www.lavc.edu/propa/constructionupdates.html>

***The LAVC College Bulletin is distributed to the campus community every Wednesday for the following week’s activities and events.  
A PDF version is also posted on the LAVC Web site every Friday.***

***To submit a request to post news items/events in the College Bulletin, post a message on the campus marquee and/or for other kinds of public relations assistance,  
please submit a PR Request Form, which is available at <http://www.lavc.edu/campusnews/pr.html>***

Available in alternate media formats