



Office of the President

To: Laura Peterson, Facilities Committee
Carlos Sermeno, College Council
Matt Robertson, Work Environment Committee

From: Jim Limbaugh, President

CC: Holly Bailey-Hoffman, Academic Senate Rasel Menendez, Administrative Services
Kim Morera, Facilities Angel Viramontes, Student Services
Cari Hildebrandt, Westside Extension Carey Demas, BuildLACCD
Ara Aguiar, Academic Affairs David Bautista, BuildLACCD
Roberto Gonzalez, Student Services Aundria Armstrong, BuildLACCD

Date: August 2, 2019

Re: Re-Assignment of Space | Technology Learning Center

I am writing to request that the following information item be placed on the agendas of the first fall meeting of the Facilities Committee, the College Council, and the Work Environment Committee:

Re-Assignment of Space in Technology Learning Center:
Academic Senate Space Re-Assigned to Information Technology
Westside Extension Space Re-Assigned to Welcome Center

Background

The Technology Learning Center (TLC) and its successor (TLC 2) were planned several years prior to the passage of Measure CC in November 2016. In the final iteration of TLC 2—the building currently under construction—Westside Extension and Academic Senate were accorded space on the first floor.

Under Measure CC, the Board of Trustees mandated that all projects include the demolition of “bungalows” and any other buildings on campus that rank at 50% or higher on the Facilities Condition Index. This requirement was not in place prior to fall 2016. As a result, both iterations of the TLC were designed with an assumption that all bungalows would remain as part of the physical inventory of the campus.

The passage of Measure CC, combined with a new Board of Trustees that has specific expectations regarding facilities management and construction, has required that all nine campuses re-evaluate utilization of their respective buildings and grounds. A clear example of this change in priorities was the exercise West undertook in fall 2018 to account for over 60,000 excess assignable square feet as a prerequisite to confirmation of our Measure CC project (the new Heldman Learning Resources Center combined with a student union). Further, the implementation of the Student-Centered Funding Formula has caused West, and every other California community college, to examine closely its strategies in terms of recruitment, persistence, and retention.

Academic Senate Space Re-Assigned to Information Technology

Had the “bungalows” not been identified for demolition as part of the tenets of Measure CC, space accorded to Information Technology (IT) in TLC would be unchanged; i.e., IT would remain in its current location in Bungalow B6 with only a portion of its operations moving to the first floor of TLC. However, the Board’s demolition mandate resulted in the Information Technology operation ultimately having no assigned facilities due to the pending demolition of its current location. As a result, Information Technology in its entirety has to be absorbed into the TLC in the space adjacent to the server room—a space that was originally assigned to Academic Senate.

Adequate space for Academic Senate will be part of the discussion this fall with the Building Users’ Group regarding programming for the new library, the fourth floor of the Student Services Building (SSB), and the Fine Arts Building.

Westside Extension Space Re-Assigned to Welcome Center

Several reasons prevailed in the decision to assign space originally denoted for Westside Extension (first floor of TLC) to the Welcome Center (currently on the fourth floor of the SSB).

1. The Student-Centered Funding Formula has fundamentally altered how California community colleges will address their enrollments. While 70% of our funding will come from “traditional” recruitment strategies, the remaining 30% will focus on outcomes. Therefore, it is imperative that the first contacts with students be as productive as possible, especially since enrollments in the Los Angeles Community College District (with the sole exception of WLAC) continue to decline.
2. The current location of the Welcome Center (fourth floor, SSB) is not easily accessible to new and potential students and their families. Said inaccessibility will be heightened with the completion of the TLC.
3. Upon its completion, the first floor of TLC will become the de facto “front door” of the campus because of the return of Lot 5 as a primary parking area. By assigning the Welcome Center to the space originally designated for Westside Extension, we can more effectively facilitate our new onboarding process and enhance our efforts to recruit and retain students—and thus increase our FTES.
4. The re-assignment of space to the Welcome Center will not create any structural costs, as no remodeling will be required (or allowed). Further, all furniture and fixtures currently assigned to the Welcome Center will be transferred to the new location in TLC, thus reducing costs.
5. Finally, this re-assignment of space does not in any way diminish the appreciation for and importance of Westside Extension to the mission of the College. Their outreach to the community—touching over 8,000 people annually—is a key component of West’s community relations efforts. However, Westside Extension generates no revenue for the College (as it is a self-supporting ancillary operation of the College), and it imperative that we use the “main entrance” to campus in a way that will allow us to maximize our capability to recruit, sustain, and increase enrollments.
6. The facilities needs of Westside Extension will be considered in the Measure CC programming discussion slated to begin fall 2019.

Please note that

- Space vacated by the Welcome Center on the fourth floor of SSB is slated to remain empty until such time that the campus consultation process through the Building Users’ Group and other venues has concluded.
- Actual re-location of the Information Technology Department and the Welcome Center will commence upon completion of the TLC, which is tentatively projected to be late fall 2020/early spring 2021. Until further notice, Academic Senate will remain in its current location in Career Education and Westside Extension will remain in its current location in the Fine Arts Building.