

To: Faculty and Staff, Los Angeles City College
From: Jim Reeves – Vice President, Administrative Services
Date: Revised April 22, 2020
Re: Temporary Operating Procedures – COVID-19 Response

Administrative Services is working to maintain business continuity and a service level that you are accustomed to. The COVID-19 pandemic presents us with operational challenges that we have been working diligently to address. While many services and functions will appear operationally unchanged we must alter some practices in order to maintain a safe working environment. Until further notice, the following guidelines will be in place to ensure that you get the services you're accustomed to while maintaining a safe environment for all.

Campus Access and Security

The College is operating with limited services. This means that access to offices and buildings can be arranged, during regular business hours, by contacting the Sheriff's office utilizing the contact information below. Contact with the Sheriff's office should be made in advance of your visit. Small groups of faculty/ students can access campus under the direction of a faculty member to pick-up materials etc. Please also advise your Dean/ Chairperson of your intent to be on campus. The Sheriff may request identification, what building/ office you will be accessing and how long you plan to be on site. A face mask, covering your mouth and nose is required to be on campus. Please provide your own mask. These measures are intended to assist in maintaining sanitary conditions on campus and keeping us all safe.

Campus access is generally available from 9:00 am to 5:00 pm, Monday – Friday. If access is required after 5:00 pm, a confirmed appointment with the Sheriff's office is necessary.

Faculty Pick-up of Computer Hardware and Equipment

Computer Hardware distribution must be coordinated with campus IT services. Faculty will be notified that they have been approved for hardware where it can be picked-up at the Sheriff's station with an email confirmation from IT. The College will endeavor to ship this equipment when possible. Delivery arrangements will be confirmed in the email from IT.

The delivery of other equipment (e.g., office equipment) can be arranged by contacting the Sheriff's office. The pick-up of other equipment must be accompanied by an authorization from the respective Dean/ Director/ Manager with a copy to the Vice President, Administrative Services

Student Pick-up of Computer Hardware and Equipment

Computer Equipment that resides, or has been delivered on campus at LACC, can be picked-up at the Bookstore by appointment, and with a confirmation email. This includes computer equipment, photography equipment authorized by faculty and musical instruments authorized by faculty.

Student Computer Equipment and Food Cards Provided by LACCD

Student computer equipment and other resources (e.g., Ralphs food cards) are applied for and managed through the District website. Please check the www.LACCD.edu website for more information.

Return of Equipment to LACC

To return LACC owned equipment please contact the Sheriff's office to coordinate drop-off. Please transport equipment to the Sheriff's office on campus where it will be signed-in.

Sheriff's Contact Information: laccsheriffs@lacitycollege.edu | 323-953-4005

The Sheriff's Department will remain open 24/7

Telephone Contact with the College

As there are few on campus every day, telephone contact will be challenging for the foreseeable future. While college systems often convert phone messages to email, this option is not universally available. Please connect by email whenever possible.

IT Services

. All requests for equipment and support are to be submitted by email. The on-campus IT Services is only accessible by appointment. Please note the following guidelines when picking-up and dropping-off equipment:

- The pick-up of equipment and supplies will occur at the Sheriff's office located in the Cesar Chavez Administration building on campus.
- You will need to provide a copy of the email provided to you by an authorizing official at the College to pick-up. Please be prepared to complete any paperwork for equipment that is new to you. Hours for Pick-up are from 9:00 am to 5:00 pm weekdays.
- If you need to drop-off computer equipment for service, please make an appointment by contacting the IT office in advance of dropping it off.

IT Helpdesk: LACC-TechSupport@laccd.edu

Personnel & Payroll

Personnel and Payroll services continue to operate normally, however, please note staff is mainly working remotely. Staff will be coming in to the office on a rotational basis as needed. Questions about services in these areas should be directed as follows:

Organizational changes including new positions and updates of existing positions, user access to SAP and related systems, assignment and/or pay discrepancies, PCR issues, stipend requests, release time assignments for faculty, non-routine complex issues, contact:
Ana Boyadzhyan, Boyadza@lacitycollege.edu | 323-953-4000, ext. 2426

Processing of new hires, routine PCR inquiries, classified hiring, pending clearances, contact:
Pamela Martinez, Gonzalpr@lacitycollege.edu | 323-953-4000, ext. 2164

Processing of new hires, PCRs for faculty, PCR questions, classified hiring, processing of faculty transcripts, pending clearances, contact:
Nestor Martinez, Martinn@lacitycollege.edu | 323-953-4000, ext. 2163

Faculty absence reporting, time reporting for non-classroom hourly faculty, time reporting for substitute faculty, time reporting for hourly classified, faculty leaves (time reporting), workers comp, all other on campus accidents (students, visitors) contact:
Naira Sargsian, Sargsinn@lacitycollege.edu | 323-953-4000, ext. 2424

Classified absence reporting, classified work schedule changes, time reporting for classified leaves, questions regarding classified quota balances and absences, overtime reporting, contact:
Eliz Asipyay, Asipyay@lacitycollege.edu | 323-953-4000, ext. 2421

Unclassified time entry, unclassified absence reporting, questions regarding unclassified quota balances and quota transfers, contact:
Naira Galustyan, Galustn@lacitycollege.edu | 323-953-4000, ext. 2422

Mailroom Services

Picking-up and dropping off mail will continue with limited hours. The mailroom will be open Monday – Friday from 7:00 am to 3:30 pm. Please observe social distancing precautions during your visit, and wash your hands thoroughly before and after your visit.

Mailroom Contact Information:

Jorge Cabrera, Cabreja@lacitycollege.edu | 323-953-4000, ext. 2096

Shipping and Receiving

Access to shipping and receiving is by appointment only and requires an email confirmation from your supervisor or Mr. Ramon Bernardino, our Stock Control Supervisor. Please bring a copy of the email with you. Note: All computers and related equipment are to be accessed through LACC IT Services.

The shipping and receiving area will be open for the pick-up of pre ordered supplies and materials Monday – Friday from 7:00 am to 3:00 pm (closed 12:30-1:30). Please observe social distancing precautions during your visit, and wash your hands before and after your visit.

Shipping & Receiving Contact:

Ramon Bernardino, Bernarrd@lacitycollege.edu | 323-953-4000, ext. 2495

Bookstore Services/ LACC CubStore

The Bookstore is open starting April 1, by appointment for the pick-up of student instructional materials. Textbooks are available for current spring courses and spring late start. The CubStore will remain closed to public access until further notice.

For Pick-up appointments email: Bookstore@lacitycollege.edu

For Web Orders and store updates: www.laccbookstore.com | 323-953-4000, ext. 2142

Bookstore Contact Information:

Manager- Christi O'Connor C.C.R., Oconnoca@lacitycollege.edu | 323-953-4000, ext. 2099

Supervisor- Esther Sunday, Sundayem@lacitycollege.edu | 323-953-4000, ext. 2144

Textbook Buyer- Joeven Diche, Dichejp@lacitycollege.edu | 323-953-4000, ext. 2143

Stock Control Assistant- Cliff Lucido, Lucidocs@lacitycollege.edu | 323-953-4000, ext. 2148

Cashier- Manuel Nunez, Nunezmj@lacitycollege.edu | 323-953-4000, ext. 2147

Cashier- Priscilla Castillo, Castilpr@lacitycollege.edu | 323-953-4000, ext. 2145

Budget/ Purchasing/ Accounts Payable

Budget, Purchasing, Accounts Payable and related services are operating normally. For information about these services please note the following:

Business Office:

The Business Office on-site support schedule is by appointment on Wednesdays 8:00 am - 12:00 pm

For processing payments, refunds, etc, contact:

Leticia Rodriguez Torres, Rodrigli@lacitycollege.edu

For posting payments and student FAQs, contact:

Vanessa Peralta, Peraltvm@lacitycollege.edu

Budget Office:

For assistance with 10100 or non-10100 budgets or related fiscal issues, contact:
Anil Jain, Jainak@lacitycollege.edu | 323-953-4000, ext. 2095

For assistance with salary & benefit transfers (JV or SDD); salary distribution reports, budget transfer and inquiries related to budget or fiscal issues, contact:
Mee Lane Kyon, Kyonm@lacitycollege.edu | 323-953-4000, ext. 2098

Accounts Payable & Purchasing Office:

For Supply, Subscriptions, Royalty fees, Membership Dues, Inspection fees, Request for Warrants (non-employee), Equipment, Printing, License Fees, Advertising (including TV, Radio, Billboards), Catering PO, Confirmation Orders, Business Cards, Short Term Agreements, Contract Requests – RFC, contact:
Suzanna Elizarraras, Elizars@lacitycollege.edu | 323-953-4000, ext. 2087

For ATP Library, Mileage Claims, Children Center Food Order Invoices, Cal Card Invoices, Warrant Request, Confirmation Orders, Models, and Utilities Invoices (Electricity, Gas, Sewage & Water), SFP Food Certification Requests, Student Stipends, Request for Warrant Postage, Shoe Allowance Reimbursement, contact:
Kelly Ryan-Rubio, Ryankm@lacitycollege.edu | 323-953-4000, ext. 2092

For Invoices for Purchase Orders and Facilities Orders (FOF), matching & SAP release, Telephone (Land Lines), contact:
Prima Disimulacion – Disimupa@lacitycollege.edu | 323-953-4000, ext. 2091

For Invoices for Contracts/STAs, Request for Conference or Activity Attendance and Travel Expense Claims, Cal Card Invoice reconciliation, contact:
Mayra Zelaya, Zelayama@lacitycollege.edu | 323-953-4000, ext. 2088

Vice President's Office

To submit COVID19 related expenses (material and/or staff overtime), documents for VP's signature, for facility reservations and any other questions regarding Administrative Services department, contact:
Anush Jotyana, Jotyana@lacitycollege.edu | 323-953-4000, ext. 2082

For scheduling an appointment with the VP Administrative Services or facility rental inquiries contact:
Angela Miller, Millerac@lacitycollege.edu

Facilities and Operations

Facilities and Operations staff are working and operating normally. Please submit Facilities and Custodial requests/concerns as you ordinarily would through the work order system at <https://myportal.laccd.edu/irj/portal>.

Custodial staff are busy cleaning and disinfecting campus classrooms, offices and restrooms. For essential staff still working on campus, those identified work areas are being cleaned by the early morning custodial shift. These areas are being cleaned, sanitized and disinfected along with regular servicing such as trash, etc.

Gloves, hand sanitizer, disinfectant wipes are issued upon request, along with additional disinfectant services at any time if the need arises, or if the current supplies are exhausted.

Please submit Facilities and Custodial requests / concerns as you ordinarily would. Any questions or concerns may be directed to the following contacts:

Facilities:

Kahlil Harrington, Harrinkg@lacitycollege.edu | 323-382-9249

Mike Sundy, Sundym@lacitycollege.edu | 323-953-4000, ext. 2437

Custodial:

Robert Allen, Allenrh@lacitycollege.edu | 323-953-4000, ext. 2415