



CAMPUS DIRECTORY 2017-2018

50 Years of Breaking Barriers and Building Futures!

Los Angeles Southwest College
1600 W. Imperial Highway
Los Angeles, CA 90047

www.lasc.edu

As of August 28, 2017

LOS ANGELES COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Ms. Sydney K. Kamlager, President
Mr. Mike Fong, Vice President
Dr. Gabriel Buelna
Ms. Andra Hoffman
Dr. Ernest H. Moreno
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Mr. Steven F. Veres,
Mr. Christopher Martinez, Student Trustee

DISTRICT ADMINISTRATION

Dr. Francisco C. Rodriguez Chancellor
Dr. Adriana D. Barrera, Deputy Chancellor
Dr. Ryan Cornner, Vice Chancellor for Educational Programs and Institutional Effectiveness
Dr. Kevin D. Jeter, Interim General Counsel
Dr. Robert B. Miller, Vice Chancellor of Finance and Resource Development
Mr. James D. O'Reilly, Chief Facilities Executive
Dr. Albert J. Roman, Vice Chancellor for Human Resources

LOS ANGELES SOUTHWEST COLLEGE

COLLEGE ADMINISTRATION

Dr. Denise Noldon, Interim President
Dr. Lawrence Bradford, Vice President, Academic Affairs
Mr. Daniel Hall, Vice President, Administrative Services
Dr. Howard Irvin, Vice President, Student Services
Ms. Pamela Sanford, Associate Vice President, Administrative Services
Mr. J. Edward Stevenson, Interim Dean, Academic Affairs
Dr. Tangelia Alfred, Dean Academic Affairs
Mr. Rick Hodge, Dean, Academic Affairs/CTE
Mr. Jose Alfred Gallegos, Dean of Institutional Advancement
Vacant – Dean of Student Services
Vacant - Dean of TRIO Programs

TELEPHONE SYSTEM OPERATING INSTRUCTIONS

(Please see pages 23 – 27 for detailed phone and voicemail instructions)

INSIDE ACCESS NUMBER: 5400 and 5225
OUTSIDE ACCESS NUMBER: (323) 241-5400 and (323) 241-5225

PLEASE NOTE:

All extensions that start with 52XX, 53XX & 54XX have a 241 prefix – 323.241.54XX

All extensions that start with 55XX have a 242 prefix – 323.242.55XX

HOW TO SET UP YOUR NEW VOICEMAIL

1. Call Voicemail (Same Extension as before) or Press your Voicemail button (if applicable)
2. When prompted enter the default Security Code- 0000
3. You will be guided through the setup process to record your name, greeting and set a new security code. Wait for system to prompt you to save your setup option before you hang up.

It is recommended that you include your name and department in your outgoing greetings. Below is a sample message for your convenience.

“You have reached (your name) in the (your department) at Los Angeles Southwest College. I either away from my desk or another call, however, your call is important. Please leave a brief message including your name and call back number and I will return your call before end of the day. Thank you and have a nice day!”

To utilize voicemail as an effective means of communication, it is important to be succinct when recording your personal greeting and when leaving a message in another mailbox. Proper use of the telephone and voicemail system can result in a more productive working environment

When recording a greeting, always include the following:

- Establish a standard greeting for your office for example: “Hello, you have reached
- Your name
- Department/office
- Location: at Los Angeles Southwest College
- Who to call for immediate assistance (if applicable)
- Add extended leaves or vacation dates

CHECK MESSAGES

WHEN CALLING FROM YOUR EXTENSION:

Dial 5400 or press the VM key, enter security code, if any, and follow the instructions.

WHEN CALLING FROM OUTSIDE OF THE OFFICE

Dial outside access (323) 241-5400 or (323) 241-5225. Listen to the greeting message, “Thank you for calling Los Angeles Southwest College ...,” and wait for the menu. Press 9 and your extension number and you will be sent to the main menu of the voice mail system. Follow the instructions.

Guidelines

Telephone and Voicemail Etiquette

A phone conversation is usually the first contact a person has with Los Angeles Southwest College. Students and individuals seeking information are trying to access our college, and anything we can do to make their interaction with us warm and sensitive will go a long way in projecting a “Helping” image.

Fundamental Rules

- Please pick up the phone no later than the fourth (4th) ring. Place current caller on hold if necessary, to answer in-coming call informing initial caller that they are being placed on hold momentarily.
- Answer the phone with name and department/division office and ask “How can I help you?”
- Offer a pleasant greeting
- Upon completion of your interaction with the caller, ask the caller “Have I assisted you with your issue,” or before transferring the call “is there anything else I can I assist you with before I transfer the call?”
- Before transferring the call, ensure that the person/department that the call is being transferred to is in the office. If the person/department is not available direct them to leave a voicemail on the requested person’s/department’s number.

Taking Messages

A message should always give the caller’s name, company, phone number and, if necessary, the best time to return the call. Failure to return calls is the most common complaints in business.

Speakerphone Etiquette

Always ask permission of the other person before talking to them on the speakerphone and always identify the other people in the room.

Transferring Calls

When transferring calls observe the following:

- Transfer calls only if you are certain that you cannot help the caller and reasonably sure the person to whom the caller is being transferred can help the caller.
- Give an explanation of why the call is being transferred.
- Always give the caller the phone number and name (department/or person) of the area they are being transferred to.
- Stay on the line until someone answers whenever possible to provide smooth transition for caller.
- If the caller seems annoyed about being transferred, suggest a call back rather than risk poor customer service. The caller may have been bounced from one wrong number to another several times, before reaching you.

Leaving a Voicemail Message

When leaving a voicemail message consider the following:

- Identify yourself and the subject matter
- Keep messages brief and address only one or two topics
- Keep contents of the voicemail appropriate for business
- Always state the date and time
- Always leave a call back number and repeat numbers slowly.
- Sign off positively.
- Don’t ignore messages, reply promptly.
- Requests for information that are complete and concise allow the recipient to quickly and accurately respond to voicemail.

TELEPHONE NUMBERS TO LACCD COLLEGES

Calls to locations other than 323 should be made by dialing 9+1 + area code and the seven digit number. If you are calling 323 area codes dial 9 and the number.

<u>LOCATION</u>	<u>TELEPHONE</u>
DISTRICT OFFICE 770 Wilshire Boulevard Los Angeles, CA 90017	(213) 891-2000
LOS ANGELES CITY COLLEGE 855 North Vermont Avenue Los Angeles, CA 90029	(323) 953-4000
EAST LOS ANGELES COLLEGE 1301 Avenida Cesar Chavez Monterey Park, CA 91754	(323) 265-8662
LOS ANGELES HARBOR COLLEGE 1111 Figueroa Place Wilmington, CA 90744	(310) 233-4000
LOS ANGELES MISSION COLLEGE 13356 Eldridge Avenue Sylmar, CA 91342-3245	(818) 364-7600
LOS ANGELES PIERCE COLLEGE 6201 Winnetka Avenue Woodland Hills, CA 91371	(818) 347-0551
LOS ANGELES SOUTHWEST COLLEGE 1600 West Imperial Highway Los Angeles, CA 90047	(323) 241-5225
LOS ANGELES TRADE-TECHNICAL COLLEGE 400 West Washington Boulevard Los Angeles, CA 90015	(213) 763-7000
LOS ANGELES VALLEY COLLEGE 5800 Fulton Avenue Valley Glen, CA 91401	(818) 947-2600
WEST LOS ANGELES COLLEGE 9000 South Overland Avenue Culver City, CA 90230	(310) 287-4200

GENERAL OFFICES

MAIN NUMBER (323) 241-5225

SENIOR STAFF

		EXT.	ROOM
President (Interim)	Dr. Denise Noldon	5273	Annex 156
Vice President, Academic Affairs	Dr. Lawrence Bradford	5280	SOCTE 132
Vice President, Administration	Mr. Dan Hall	5467	Annex 143
Vice President of Student Services	Dr. Howard Irvin	5328	SSB 209

DEANS/ASSOC. VP

Academic Affairs	Mr. Rick Hodge	5415	SOCTE 141
Academic Affairs	Dr. Tangelia Alfred	5333	AV 101B
Academic Affairs	Mr. J. Edward Stevenson	5218	COX 520
Institutional Advancement	Mr. J. Alfred Gallegos	5511	Annex 149
Student Services	- Vacant -		SSB 209
TRIO Programs	- Vacant -	5328	SSB 218
Admin. Services – Assoc. VP	Ms. Pamela Sanford	5428	SSB 103

CLASSIFIED MANAGERS & SUPERVISORS

Community Services Mgr.	Ms. Joni Collins	5288	SSB 206
Director, CalWORKs/GAIN	Ms. Blanca Barajas	5477	SSB 217
Director, College Facilities	Mr. Al Mah	5059	M&O Bldg.
Manager, Information Tech.	Ms. Vibha Gupta	5072	Annex 131
Financial Aid Manager	Ms. Marisol Velazquez	5435	SSB 104
Public Information Officer	Mr. Ben Demers	5401	Annex 154
Research Analyst	Ms. La Vonne Hamilton	5462	Annex 153
Registrar	Ms. Kimberly Carpenter	5466	SSB 102G
S.P.O.C. (Single Point of Contact)	Ms. Lynn Bebelle	5560	Annex 145

DEPARTMENT CHAIRPERSONS

Arts and Humanities	Dr. Jon Bremen	5418	COX 520
Behavioral & Social Sciences	Mr. Rasheed Saafir	5504	SSEC 216P
Business	Dr. Allison Moore	5386	SOCTE 234
Child Development and Family & Counseling	Ms. LaShawn Brinson	5023	CDC 207
Mathematics	Dr. Ralph Davis	5261	SSB 227
English & Foreign Languages	Dr. Lernik Saakian	5362	TEC 281
Library	Dr. Jeff Bohn	5597	SSEC 123
Natural Sci., Health & P.E.	Ms. Parisa Samaie	5410	Cox Bldg. 2 nd Floor
Nursing	Dr. Todd Roberts	5596	AV 101
	Dr. Catherine Azubuiké	5461	AV 104

Academic Senate

ASO President	Mr. Robert L. Stewart, Jr.	5212	Cox 212 D
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	Ms. Titania Davis	5253	SSB 118
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DEPUTY SHERIFF

	Sergeant Sharon Clayton	5269	Sheriff's Complex
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LASC FOUNDATION

Executive Director	- Vacant -	5270	
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MIDDLE COLLEGE HIGH SCHOOL

Principal	Ms. Betty Washington	(323) 418-4700	Next To Pool
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DEPARTMENT LISTINGS

OFFICE	EXTENSION	LOCATION
Academic Affairs	5284	SOCTE 132
Administrative Services	5314	Annex 143
Admissions & Records	5321	SSB 102
Assessment Center	5361	SSB 204
Arts	5371	Cox 520
Associated Students Org. (ASO)	5253	SSB 118
Audio Visual	5079	Annex 131
Behavioral & Social Science	5539	SSEC 222
Bridges to Success (NACES)	5281	SSB 205
Bookstore	5091	SSB 132
Business/Fiscal Office	5301	SSB 103
Business Department	5387	SOCTE 235
CalWORKs/GAIN	5477	SSB 217
Campus Sheriff's Office	5311	Sheriff's Complex
Campus Permits & Events	5298	SSB 209
C.A.R.E.	5484	SSB 218
Career Center	5527/5406	SOCTE 115
Career & Technical Education	5247	SOCTE 142
Center for Retention & Transfer	5392	SSB 229
Child Development Center	5000	CDC 212
Child Development	5030	CDC Complex
Community Services	5288	SSB 206
Compliance	5298	SSB 209
Computer Applications & Office Technology	5210	SOCTE 242
Computer Science & Info. Tech	5345	TEC 250
Counseling	5200	SSB 227
Custodial Services	5238	M&O Bldg
Disabled Students Prog. & Serv. (DSPS)	5480	SSB 117
Educational Talent Search	5523	SSB 208
Employee Assistance Program (EAP)	(800) 521-9944	Annex 135
English & Foreign Languages	5250	SSEC 123
E.O.P. & S.	5484	SSB 218
ESL Program	5281	SSB 205
Evening Division	5284	SSB 206
Events Information	5046	M & O Bldg
Financial Aid	5338	SSB 104
Foundation	5270	SOCTE 102
Gardening & Grounds Maintenance	5238	M & O Bldg
Health Center	5252	SSB 115
Heating/Air Conditioning	5238	M & O Bldg
Information Technology	5075	Annex 131
Institutional Research	5462	Annex 150
International Student Advisor	5278	SSB 116
Library	5235	Cox Bldg, 2 nd Floor
Life Science	5296	AV 101
Lost and Found	5269	Sheriff's Complex
Mailroom	5365	Cox Bldg 1 st Floor
Mathematics	5362	TEC 310
Middle College High School	(323) 418-4700	Near Pool

Natural Sciences, Health & Physical Education	5296	AV 101
Noncredit Adult & Continuing Education Services (<i>NACES</i> - formerly <i>Bridges to Success</i>)	5281	SSB 205
Nursing	5461	AV 104
Outreach & Recruitment	5325	SSB 218K
Parking Permits-Students (Business Office)	5301	SSB 103
Passage Program	5375	SOCTE 138
Payroll	5282	Annex 151
Personnel	5283	Annex 135
Plant Facilities	5238	M & O Bldg
President's Office	5273	Annex 156
Public Relations	5401	Annex 144
Puente Program	5201	SSB 218
Receiving	5375	M & O Bldg
Recruitment & Outreach	5325	SSB 209
Reprographics	5365	Cox Bldg 1 st floor
Sexual Harassment	5207	SSB 208
Stage Technician	5407	Theatre
Staff Development	5353	SSEC 123
Student Health Center	5252	SSB 115
Student Services	5298	SSB 209
Student Success Center	5456	COX Bldg Library
Student Success & Support Program (SSSP)	5361	SSB 204
Title IX	5005	CDC 102
Theatre	5407	Theatre
Transfer Center	5399	SSB 227
TRIO Scholars/STEM	5392	SSB 229
Upward Bound Program	5378	SSB 208
Veterans Services	5277	SSB 207
Women's Gym	5209	LFWC/Gym

CAMPUS LABORATORY LISTINGS

OFFICE	EXTENSION	LOCATION
Noncredit (NACES) Lab	5360	SSEC 110A
Math Lab	5377	TEC 170
Student Success Center	5455	COX Library – 3rd Floor
CTE	----	SOCTE 125
English Writing Center	5451	SSEC 116

CONFERENCE ROOM LISTINGS

OFFICE	EXTENSION	LOCATION
Administrative Services	5377	COX Annex 134
President's Conference Room	5222	COX Annex
CTE	----	SOCTE 141
Business Department	----	SOCTE 222
Student Services Bldg - North		SSB 216
Student Services Bldg. - South		SSB 230

Employee/Union Representatives

UNION	REPRESENTATIVE	EXT.	LOCATION
AFT 1521 Faculty Guild	Dr. Sandra Lee	5224	SSEC 2160
AFT 1521A Staff Guild	Cassandra Walker	5473	SOCTE 132
Local 911 – Deans	Tangelia Alfred	5333	AV 101
Local 99 – Operations	Christzann Ozan	5238	M&O Building
	Keon Hamilton	5238	M&O Building
Local 721 – Supervisory	Lynn Bebelle	5560	Annex 145
Local 45 – Crafts	- Vacant -		

LASC Fax Numbers

Academic Affairs	241-5476
Administrative Services	241-5349
Admissions and Records	241-5359
ASO	241-5289
Athletics	241-5350
Behavioral & Social Science	241-5380
Business Office	241-5331
CalWORKs	241-5488
Campus Sheriff's Office	241-5205
Child Development Center Office	241-5050
Community Services	241-5305
Counseling	241-5430
CTE/Workforce Development	241-5286
DSPS	241-5482
Educational Talent Search	242-5524
EOP&S	241-5304
Financial Aid	241-5463
International Students	242-5424
Library	241-5221
Matriculation	241-5271
Noncredit Adult & Continuing Education Services (NACES)	241-5469
Nursing	241-5405
Plant Facilities	241-5395
President's Office	241-5220
Student Services	241-5424

NAME	DIRECT. EXT.	OFFICE EXT.	LOCATION
Aguilera, Layla Admissions & Records Assistant	5465	5321	Admissions & Records SSB 102
Alfred, Dr. Tangelia Dean, Academic Affairs	5333	5333	Academic Affairs AV 101B
Amey, Anthony Counselor	5292	5461	Nursing AV 104
Amos, Gail Asst. Professor	5029	5030	Child Development CDC 207
Apenahier, Dr. Leonard Associate Professor	5493	5539	Behavioral & Social Sciences SSEC 216J
Arauz, Angelica Counselor	5390	5484	EOP & S/CAYFES SSB 218
Arms-Gradington, Stephanie Instructor	5067	5067	English & Foreign Languages SSEC 121M
Armstead, La Ron Adjunct Counselor	5367	5484	EOPS/CARE/CAYFES SSB 218
Arnold, Dyan A & R Evaluation Technician	5442	5321	Admissions & Records SSB 102
Ashley, Joyce Coordinator	5406	5406	Career Center SOCTE 115
Atkins, LaTanya Adjunct Counselor	5352	5352	CTE SOCTE 115
Auria, Debra R. Instructor	5035	5000	Child Development Center CDC 146
Azubuikwe, Dr. Catherine Professor/Department Chair	5204	5461	Nursing Academic Village -104
Barnes, Brian Custodian	5238	5238	Plant Facilities M & O Bldg.
Barajas, Blanca SFP Director	5422	5477	CalWORKs/GAIN SSB 217
Barron, Johnel Student Recruiter	5325	5325	Outreach & Recruitment SSB 218K
Bebelle, Lynn Administrative Analyst, S.P.O.C.	5560	5560	Administrative Services Annex 145
Bell, Felicia Library Technician	5226	5235	Library Cox 213G

NAME	DIRECT. EXT.	OFFICE EXT.	LOCATION
Bell, Lorraine Senior Personnel Assistant	5283	5283	Personnel Annex 135
Berger, Rodnette Senior Secretary, (SFP)	5363	5363	CTE SOCTE 142
Bingham, Wilda A. Athletic Trainer	5379	5379	Athletics LFWC/Gym
Blanks, Misty Instructor	5033	5000	Child Development Center CDC 125
Bohn, Dr. Jeffrey Instructor/Department Chair	5597	5597	English & Foreign Languages SSEC 121N
Bradford Dr. Lawrence Vice President	5280	5284	Academic Affairs SOCTE 132
Bradley, James Custodian	5238	5238	Plant Facilities M & O Bldg.
Bradshaw, Brian Office Assistant	5364	5364	Mailroom Cox Bldg – 1 st Floor
Bremen, Dr. Jonathan Instructor/Department Chair	5418	5418	Music/Arts & Humanities Cox 520 B
Brinson, Lashawn Associate Professor/Department Chair	5023	5012	Child Development CDC 212
Bruton, Muniece Coordinator	5278	5278	International Students SSB 102
Buggage, C. Student Services Aide	5398	5200	Counseling SSB 227
Burch, Vanessa Piano Accompanist	burchvs@lasc.edu		Arts & Humanities Cox 522
Burrus, Stephanie Professor	5594	5594	EFL/Reading SSEC 121L
Byley, Rahmani Administrative Secretary	5298	5268	Student Services SSB 209
Cabrera, Eileen Special Services Assistant	5519	5480	DSPS SSB 117
Calderon, Rose Counselor	5419	5200	Counseling SSB 227
Campuzano, Ismael V. Carpenter	5238	5238	Plant Facilities M & O Bldg.

NAME	DIRECT. EXT.	OFFICE EXT.	LOCATION
Cardona, Elmer SFP Technician	5472	5281	Noncredit (NACES) SSB 205
Carpenter, Kimberly Registrar	5466	5321	Admissions SSB 102G
Carrillo, Julio Financial Aid Technician	5408	5538	Financial Aid SSB 104
Carter, Shauna Student Services Assistant	5412	5361	Matriculation/SSSP SSB 204
Casey, Kevin P. Library Technician	5403	5235	Library Cox 213A
Chapa, Piedad Financial Aid Technician	5470	5338	Financial Aid SSB 104
Chilin, Melvin SFP Specialist	5452	5281	Noncredit (NACES) SSB 205
Christopher, Damien Custodian Supervisor, A-Shift	5054	5238	Plant Facilities M & O Bldg.
Cifarelli, Darren Professor	5250	5250	English & Foreign Languages SSEC 123
Cifuentes, Karen SFP Program Assistant	5475	5475	Career Pathways Job Center SOCTE 115
Collins, Joni Manager	5416	5288	Community Services SSB 206
Collins-Heads, Sharon Professor	5396	5209	Health/Kinesiology/Dance LWFC 208
Cortez, Maria Administrative Aide	5287	5284	Academic Affairs SOCTE 132
Cosby, Sidney Program Specialist	5521	5521	Talent Search SSB 208
Craig, Lisa Financial Aid Technician	5459	5338	Financial Aid SSB 104
Dammena, Dimetros Instructor	5453	5453	Mathematics TEC 310G
Dammena, Zekerias Instructor	5368	5368	Mathematics TEC 310E
Davis, Dr. Ralph Counselor/Department Chair	5261	5261	Counseling SSB 227

NAME	DIRECT. EXT.	OFFICE EXT.	LOCATION
Davis, Titania President	5253	5253	ASO SSB 118
Demers, Ben Public Information Officer	5401	5401	President's Office Annex 154
Diaz, Sandy Noncredit Adjunct Counselor	5310	5281	Noncredit (NACES) SOCTE 104
Dillard, La'Nette Women's Basketball Coach	5348	5348	Athletics LWFC 115A
Dillion, Sioban Professor	5208	5208	English & Foreign Languages SSEC 121Q
Domio, Kenneth Custodian	5238	5238	Plant Facilities M & O Bldg
Doose, Dr. Paul Professor	5297	5297	Geology Academic Village -101H
Drake, LaTanya Sr. Secretary	5468	5468	Academic Affairs AV 101
Drake, Rochelle Custodian	5238	5238	Plant Facilities M & O Bldg.
Drawbond, Jessica Instructor/Coordinator	5370	5370	EFL/Distance Education SSEC 121C
Du Bry, Dr. Travis Assistant Professor	5507	5507	Behavioral & Social Science SSEC 216O
Duncan, Yancy Instructor	5505	5505	Communication Studies COX 520D
Elfarissi, Kamal Evening Life Science Lab Tech	5217	5217	Biology Academic Village -121
Elias, Deyanira Instructor	5265	5265	Mathematics TEC 295
El Khoury, Naja Instructor	5356	5356	CSIT TEC 305
Estrada, Robert Instructor	5509	5509	Kinesiology LFWC 106
Pope-Evans, Jonathan Instructor	evansjp@lasc.edu		Theater Arts TEC 195
Evans, Lauren Instructor	5087	5087	Art TEC 395

NAME	DIRECT. EXT.	OFFICE EXT.	LOCATION
Evans, Max Instructor	5255	5255	English & Foreign Languages SSEC 121H
Ezeobah, Dr. Nkonye Professor	5293	5461	Nursing Academic Village -104F
Farber, Deborah Librarian	5086	5235	Library Cox 213C
Ferrer, James Computer Network Support Specialist	5074	5075	Information Technology Annex 131
Flagg, James Reprographics Equipment Operator	5393	5365	Reprographics Cox Bldg. 1 st Floor
Ford, Dr. Lisa Transfer Counselor	5399	5200	Counseling SSB 227
Fox, Linda Senior Office Assistant	5530	5484	EOP & S /CARE SSB 218
Francis, Edward Payroll Assistant	5282	5282	Payroll Annex 151
Franco, Monica Financial Aid Technician	5439	5338	Financial Aid SSB 104
Gallegos, J. Alfred Dean	5511	5511	Institutional Effectiveness Annex 150
Gamble, Dr. Brian Instructor	5355	5355	Physics SOCTE 110
Garcia, Charles Library Technician	5211	5235	Library Cox 213G
Garcia, Monica Director/Title IX Coordinator	5005	5000	Child Development Center CDC 102
Garcia-Oliva, Claudia Instructor	5024	5030	Child Development CDC 208
Go, Catherine Accounting Technician	5369	5301	Business Office SSB 103
Goldstein, Jasmin Athletic Facilities Asst.		goldstjr@lasc.edu	Kinesiology/PE LWFC
Gomez, Domingo Library Technician	5433	5235	Library Cox 213B
Gonzalez, Christina Counselor	5528	5200	SSSP SSB 227

NAME	DIRECT. EXT.	OFFICE EXT.	LOCATION
Gordon, Janet SFP Technician/ Foster and Kinship Care Education	5291	5288	Community Services SSB 206
Graves, Steve Counselor	5334	5484	EOP&S/CAYFES SSB 218
Grayr, Karchikyan, Maintenance Assistant	5238	5238	Plant Facilities M & O Bldg.
Green, Clifford Xerox Technician	5510	5510	Reprographics Cox Bldg. 1 st Floor
Greene, Voiza Instructor	5457	5457	Communication Studies Cox 520C
Grey, Joanne Instructor	5031	5031	Child Development Center CDC 121
Gromova, Irina Instructor	5249	5249	Mathematics TEC 390D
Guerrero, Aaron Sr. Computer & Network Supp. Spec.	5077	5077	Information Technology Annex 151
Gupta, Vibha Manager College Information Systems	5072	5072	Information Technology Annex 131
Guzman-Cholan, Roxana SFP Technician	5258	5281	Noncredit (NACES) SSB 205
Haghoo, Dr. Majid Professor	5266	5266	Computer Science SOCTE 233
Hall, Daniel Vice President	5467	5314	Administrative Services Annex 143
Hamilton, Keon Custodian	5238	5238	Plant Facilities M & O Bldg
Hamilton, La Vonne Research Analyst	5462	5462	Institutional Research Annex 153
Harris, Michael Program Director	5378	5378	Upward Bound SSB 208
Hawes, Richards Custodian	5238	5238	Plant Facilities M & O Bldg.
Hawkins, Floy Counselor	5241	5288	Guardian Scholars SSB 206
Harvey, Howard Custodian	5238	5238	Plant Facilities M & O Bldg.

NAME	DIRECT. EXT.	OFFICE EXT.	LOCATION
Hatley, John Custodian	5238	5238	Plant Facilities M & O Bldg.
Haynes, Ronald Counselor	5358	5477	CalWORKs/GAIN SSB 217
Hector, Dr. Edward Instructor	5385	5385	Mathematics TEC. 305
Hernandez-Cabrera, Edith Noncredit Adjunct Counselor	5239	5281	Noncredit (NACES) SSB 205
Hicks, James E. Professor	5422	5387	Computer Science SOCTE 234
Hodge, Rick Dean	5388	5388	CTE/Workforce Development SOCTE 142
Hollier, Blanchie Facilities Assistant	5060	5238	Plant Facilities M & O Bldg.
Howard, Dr. Tamura Instructor	5312	5312	Behavioral & Social Sciences SSEC 219
Hunter, Mona Custodian	5238	5238	Plant Facilities M & O Bldg.
Irvin, Dr. Howard Vice President	5328	5298	Student Services SSB 209
Jones, Maisha N. Assistant Professor	5513	5513	Behavioral Social Science SSEC 216 M
Jones, Linda SFP Technician	5247	5415	CTE/Workforce SOCTE 142
Jones, Philip Gardner	5238	5238	Plant Facilities M & O Bldg.
Jones-Thomas, Phillip Professor	5326	5326	Learning Assistance Center SSEC 121K
Juarez, Monica Instructor	5038	5030	Child Development CDC 209
Kim, Kang Associate Professor	5341	5341	Science Academic Village -101G
Kuzmik, Lubov Supervisor	5471	5538	Financial Aid SSB 104
Kyles, Calvin Head Coach	5340	5340	Men's Basketball LFWC 113A

NAME	DIRECT. EXT.	OFFICE EXT.	LOCATION
Lara, Olga Counselor	5483	5480	DSPS SSB 117
Larios-Ramirez, Safir Secretary	5263	5362	Mathematics TEC 310
Le, Frank Gardener	5238	5238	Plant Facilities M & O Bldg.
Lee, Janice E. Counselor	5438	5200	Counseling SSB 227
Lee, Dr. Sandra Associate Professor	5224	5224	Behavioral & Social Sciences SSEC 216Q
Lewenberg, Lisa Workforce Data Liaison	5423	5527	Strong Workforce SOCTE 115
Livingston, Kim Custodian	5238	5238	Plant Facilities M & O Bldg.
Ma, May Accounting Technician	5591	5591	Business Office SSB 103
Madriz, Martha C. SFP Program Technician	5523	5537	Upward Bound SSB 208
Magee, Carolyn Professor	5223	5210	Business SOCTE 235
Mah, Allison Director	5059	5238	Plant Facilities M & O Bldg.
Mantena, Dr. Neil Associate Professor	5214	5214	Engineering & Mathematics TEC.105
Marmolejo, Irma Mental Health Counselor	5252	5252	Student Health Center SSB 115
Marroquin, Yolanda Accounting Technician	5320	5301	Business Office SSB 103
Martinez, Aracely Senior Office Assistant	5461	5461	Nursing Academic Village -104I
Martirossian, Martin Instructor	5450	5450	Mathematics TEC 205
Maselli, Dr. Sharon Instructor	5414	5414	English & Foreign Languages SSEC 121J
Mayo, Gary Plumber	5238	5238	Plant Facilities M & O Bldg.

NAME	DIRECT. EXT.	OFFICE EXT.	LOCATION
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McBride, Kimberly Counselor/SLO Coordinator	5200	5200	Counseling/SLO SSB 227
McClellan, Indiana Instructor	5294	5294	Nursing Academic Village - 435
Miller, Dr. Erika Counselor/Director	5397	5392	TRIO Scholars SSB 229
Mix, Robert Custodian Supervisor, B-Shift	5057	5238	Plant Facilities M & O Bldg.
Mkhitarian, Nune Accounting Assistant	5303	5301	Business Office SSB 103
Morgado, Osmin Instructional Asst. Info. Tech.	5345	5345	Business Tech. 250
Moore, Dr. Allison P. Department Chair	5386	5232	Business SOCTE 234
Moreno, Monica CDC Director	5005	5000	CDC 102
Moss, Dr. Yvette Adjunct Counselor	5268	5200	Counseling SSB 227
Mrava, Joan Ann Professor	5332	5332	Business SOCTE 235
Neal, Jamaal Custodian	5238	5238	Plant Facilities M & O Bldg.
Nelson, Sinchell Administrative Secretary	5237	5284	Academic Affairs SOCTE 132
Noldon, Dr. Denise Interim President	5276	5274	President's Office COX Annex
Olvera, Victor Gardener	5238	5238	Plant Facilities M & O Bldg.
Omuson, Dr. Victoria Instructor	5587	5461	Nursing Academic Village 104A
Ortega, Daniel Counselor	5201	5484	EOPS/PUENTE SSB 218
Owens, Yvonne Instructional Assistant, CAOT	5210	5210	Computer Applications & Off. SOCTE 242
Ozan, Christzann Custodian	5238	5238	Plant Facilities M & O Bldg

NAME	DIRECT. EXT.	OFFICE EXT.	LOCATION
Paniagua, Oscar Admissions & Records Assistant	5445	5321	Admissions & Records SSB 102
Parker, Christin Community Services Assistant III	5241	5288	Community Services SSB 206
Persaud, Dr. Arabella Professor	5318	5318	English & Foreign Languages SSEC 1210
Pierce, Courtney Operations Manager	5065	5238	Operations M & O Bldg.
Piernas, Leilani Admissions & Records Assistant	5443	5321	Admissions SSB 102
Phillips, Gary Custodian	5238	5238	Plant Facilities M & O Bldg.
Powell, Wonda Professor	5336	5336	Behavioral & Social Sciences SSEC 216H
Prompongsatorn, Voragit Maintenance Assistant	5238	5238	Plant Facilities M & O Bldg.
Quach, John Instructional Assistant Info. Tech	5345	5345	Business TEC. 250
Quarles, Brandy Office Assistant	5523	5523	Educational Talent Search SSB 116
Raasch, John Mental Health Counselor	5252	5252	Student Health Center SSB 115
Ramos, Guadalupe Professor	5262	5262	Mathematics TEC 281C
Reed, Stanley Maintenance Assistant	5238	5238	Plant Facilities M & O Bldg
Reynoso, Carla Adjunct Counselor	5209	5228	L.A. Promise SOCTE 137
Robert, Dr. Lance Instructor	5575	5575	Behavioral & Social Sciences SSEC 216K
Roberts, Ronald Custodian	5238	5238	Plant Facilities M & O Bldg
Roberts, Dr. Todd Professor/Department Chair	5596	5296	Science Academic Village 101C
Robertson, Jerome SFP Technician	5478	5477	Cal Works/Gain SSB 217

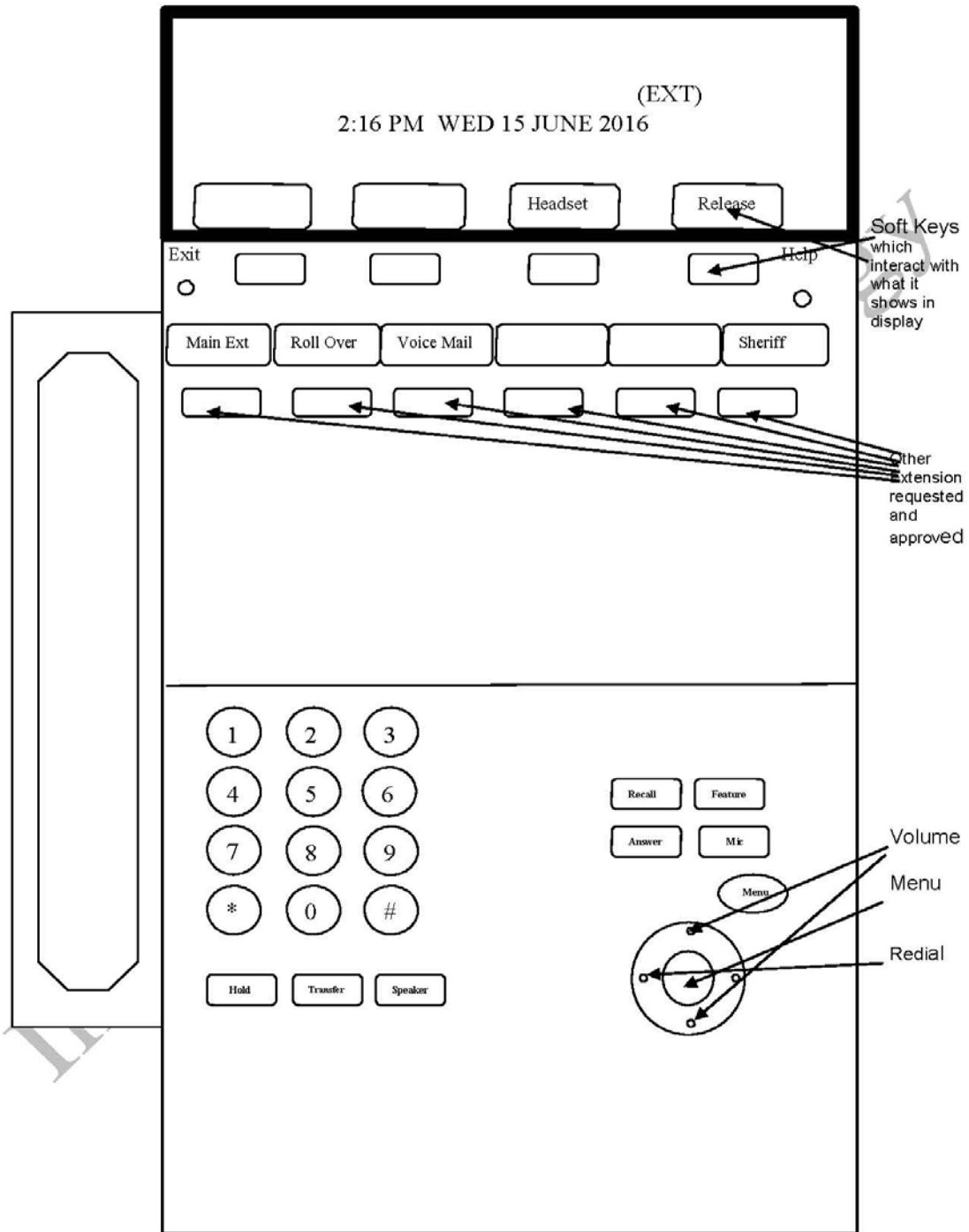
NAME	DIRECT. EXT.	OFFICE EXT.	LOCATION
Robinson, Brandy Counselor/Coordinator	5390	5228	L.A. Promise SOCTE 137
Robinson, Brian Stock Control Assistant	5063	5063	Receiving M & O Bldg.
Rodriguez, Blanca Counselor/DSO	5382	5200	Counseling SSB 227
Romero, Mario SFP Technician	5306	5281	Noncredit (NACES) SSB 205
Rodriguez, Ernesto Financial Aid Technician	5308	5338	Financial Aid SSB 104
Rosario, Bessie Cashier	5091	5091	Bookstore SSB 132
Saafir, Rasheed Instructor/Department Chair	5504	5539	Behavioral & Social Sciences SSEC 216P
Saakian, Dr. Lernik Instructor/Department Chair	5366	5362	Mathematics TEC 281
Salas, Dr. Angelita Counselor/Director	5506	5392	TRIO/STEM Scholars SSB 229
Samaie, Parisa Librarian	5410	5235	Library COX 213E
Sanchez, Roxanna DSPS Counselor	5481	5480	DSPS SSB 117
Sanford, Pam Associate Vice President	5428	5428	Business Office SSB 103
Silva, Ricardo Electrician	5238	5238	Plant Facilities M & O Bldg.
Song, Rosa Instructor	5593	5461	Nursing Academic Village 104D
Solval, Emilia Admissions & Records Assistant	5440	5321	Admissions & Records SSB 102
Stevenson, J. Edward Interim Dean	5218	5232	Academic Affairs Cox 520
Stewart, Chauncine Executive Assistant	5279	5273	President's Office Annex 155
Stewart, Jr., Robert L. Instructor/Academic Senate Pres.	5212	5212	Science Department Academic Village 101D

NAME	DIRECT. EXT.	OFFICE EXT.	LOCATION
Syed, Erum Assistant Professor	5240	5240	Science Department Academic Village 101 A
Tadele, Gizaw Instructor	5295	5295	Mathematics TEC 281 B
Tatum, Heidi Instructor	5431	5431	Health LWFC 207
Tatum, Ronald College Store Supervisor	5093	5091	Bookstore SSB 132
Taubr, Alex Instructional Media Technician	5079	5079	Audio Visual Annex
Taylor, Katrina Instructor	5565	5565	Communication Studies COX 520E
Tello, Jose L. Painter	5238	5238	Plant Facilities M & O Bldg.
Thomas-Green, Rachelle Counselor/Coordinator	5389	5484	EOP&S/CARE SSB 218
Thompson, Lorna Instructor	5299	5461	Nursing Academic Village 104B
Tippens, Traci Senior Secretary	5232	5232	Academic Affairs Cox 520
Torres, Angela A & R Evaluation Technician	5323	5321	Admissions and Records SSB 102
Toure, Nouha Associate Professor	5383	5210	Business SOCTE 231
Toure, Dr. Pogban Associate Professor	5215	5215	Chemistry Academic Village -1011
Tucker, Alexis Counselor	5425	5200	Counseling SSB 227
Tucker, Yvette Veterans Representative	5307	5307	Veterans Resource Center SSB 207
Turner, Nate Head Football Coach	5409	5409	Athletics Fieldhouse 113
Turner, Rickey Custodian	5238	5238	Plant Facilities M & O Bldg.
Turner Odom, Dr. Sabrena Instructor/Director	5343	5343	English/Student Success Center COX 309

NAME	DIRECT. EXT.	OFFICE EXT.	LOCATION
Velasquez, Marisol Manager	5435	5338	Financial Aid SSB 104
Venable, Aynjellia Secretary	5539	5539	Behavioral & Social Science SSEC 222
Villanueva, Ruben Secretary	5296	5296	Nat'l Sci., Health & Kinesiology AV 101
Walker, Cassaundra Academic Scheduling Specialist	5473	5284	Academic Affairs SOCTE 132
Walker, Yovonna SFP Technician	5313	5313	CTE/Workforce SOCTE 142/144
Ward, Deborah Administrative Assistant	5314	5314	Administrative Services Annex 142
Ward, Nicholas Accounting Technician	5436	5338	Financial Aid SSB 104
Ward, Tandy Coordinator	5253	5253	ASO SSB 118
Warren, Shakeeba SFP Technician	5392	5392	TRIO Scholars SSB 229
Watts, Paris Financial Aid Technician	5338	5338	Financial Aid SSB 104
Williams, Charles Custodian	5238	5238	Plant Facilities M & O Bldg.
Williams, John Pool Tech	5238	5238	Plant Facilities M & O Bldg.
Williams, Mark Custodian	5238	5238	Plant Facilities M & O Bldg.
Williams, Matthew Adjunct Counselor	5394	5200	Athletics SSB 227
Williams, Sheryl Financial Aid Technician	5384	5338	Financial Aid SSB 104
Williams, Michelle Director	5233	5484	EOP&S SSB 218
Wilson, Katrin Articulation Counselor	5426	5426	Counseling SSB 227Q
Wilson, Montely Adjunct Counselor	5213	5375	Passages Program SOCTE 138

NAME	DIRECT. EXT.	OFFICE EXT.	LOCATION
Wright, Dr. Kristine Assistant Professor	5542	5542	Sociology SSEC 216N
Xie, Aubrey Instructional Assistant	5073	5075	Information Technology Annex 131
Zamora, Genaro Gardener	5238	5238	Plant Facilities M & O Bldg.
Zamora, Robert General Foreman	5058	5238	Plant Facilities M & O Bldg.
Zhang, Jessica Accountant	5245	5245	Administrative Services Annex 146
Zhu, Jason Senior Accountant	5490	5490	Business Office SSB 103

LOS ANGELES SOUTHWEST COLLEGE
IP PHONE USER GUIDE
LASC INFORMATION TECHNOLOGY DEPARTMENT



Quick Reference Sheet on the new NEC DT700 Series phones

Main Ext

Main number assigned to the phone, either referring to an employee or department

Roll Over

The calls would go to this number in case the main extension is in use. You cannot receive calls on the number from outside callers.

Voice Mail

Pressing this button would allow you to access your voice mailbox.

Sheriff

Pressing this button would connect you to the Sheriff's station at the campus

Volume/Display Control

All volume and display controls are done through the directional circle located on the lower right side of phone. This controls the speaker, display, ringer, and handset.

Speaker

To place a speakerphone (hands-free) call, Press **SPEAKER** key. In order for you to speak hands-free your MIC light must be lit. Press **MIC** key to turn MIC On/Off.

To Originate an Outside Call

Lift handset or press the **Speaker** key, and receive a dial tone.
Dial 9 and desired telephone number

To Originate an Internal Call

Lift Handset or press the **Speaker** key
Receive dial tone
Dial desired station

Transfer a Call

While on a call
Press **Transfer** key
Dial desired station number. Display indicates digits dialed.
Announce call or simply hang up. If the party does not answer it will go to voicemail. (if the user has voicemail)
If voicemail answers press the **DISC soft key to drop voicemail and return to caller.

Conference Calling

Lift Handset
Dial 9+Number or dial extension and Establish 1st call
Press **TRANSFER**.
Dial 9 + number or dial extension, establish 2nd call,
(If voicemail answers you can press the **DISC** soft key and return to first call).
Press **CONF soft key** to connect all parties.

Redial (Last Number Redial)

Lift Handset or press **Speaker** key
Press **Redial**, located on the left side of the circle
Continue to press redial until the number you want to call is displayed.
Press the *****key to dial the number displayed.

LOS ANGELES SOUTHWEST COLLEGE
IP PHONE USER GUIDE
LASC INFORMATION TECHNOLOGY DEPARTMENT

Soft Key Features

Quick Transfer to Voicemail (VTMF): Allows you to transfer a call directly to a user's voicemail. With caller on the line press Transfer, dial extension and press the VMTRF soft key and hang up immediately.

HSET (HEADSET):

Allows the user to go off and on hook when using the headset. When phone rings press headset key to answer call via your headset, to hang up press headset key again.

RLS (RELEASE):

Allows the user to release from the current call when using the headset, without waiting for the other party to hang up.



Peek: When you're on the phone and another call comes into your second line you can press the peek soft key to see who is calling. This feature is not available at this time.

VM: means that you have voice mail.



means that you have missed calls.

Quick Reference Guide

LASC's new Voice messaging system is designed to provide you with the convenient access to your voice messages whether you are at your desk or calling in over the telephone.

Before You Start

Here is some information you will need to access your voice mail box

internal number to access voicemail: **5400**

external number to access voicemail: **323 241 5400**

Your subscriber mailbox number: **Your Extension**

Gaining Access to Your Mailbox

Follow these simple steps to start using UNIVERGE UM8700, the new voice mail platform

1. Call the internal or external number listed above for reaching our Voice Mail system, or simply press the voice mail button
2. If prompted, enter your subscriber mailbox number.
3. Enter a security code (or the default code, if you not setup one yet).

Performing Common Tasks

If you're looking for a quick hint on how to perform a specific task, read on.

Getting Started

<i>If you want to ...</i>	<i>Then enter ...</i>
Listen to new messages	1
Listen to saved messages	5
Listen to and recover messages you've marked for deletion (in this session only)	7
Review a message	6
Forward a message	2
Delete a message	4
Save a message	5

After Recording a Message

<i>If you want to ...</i>	<i>Then enter ...</i>
Leave a number where you can be reached	0 8
Mark the message urgent	0 2
Request a return receipt	0 5
Request future delivery	0 1
Restrict forwarding of the message	0 3

While Listening to a Message

<i>If you want to ...</i>	<i>Then enter ...</i>
Increase playback speed	1 4
Decrease playback speed	1 7
Skip ahead five seconds	9
Skip back five seconds	3
Skip to the next message	7

Setting Up Your Mailbox

<i>If you want to ...</i>	<i>Then enter ...</i>
Change your busy greeting	3 1 3 1 or 3 5
Change your name recording	3 1 5
Change your out-of-office greeting	3 1 3 3 or 3 6
Change your password	3 1 4
Change your standard greeting	3 1 3 2 or 3 4

NOTES

Modifications and Additions for Next Edition of the Directory