

**Office of the Executive Vice President and Provost**  
**September 9, 2016**

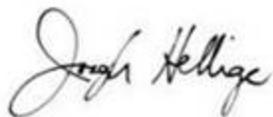
Dear Colleagues,

As we move ahead with the possibility of establishing a significant LMU presence in Playa Vista, we want to begin careful planning efforts now to ensure an effective transition. To this end, President Snyder and I have asked Senior Vice President for Administration Lynne Scarboro to lead these planning efforts. She will engage with all relevant units to achieve our goals for this complex undertaking.

To partner with Senior Vice President Scarboro, the President and I have also asked Professor John Parrish, Chair of the Political Science Department, to serve additionally as Special Assistant to the Provost for the Playa Vista Initiative through December of 2017. In this capacity, Professor Parrish will help coordinate the exchange of information between the university's academic schools and colleges, in particular the School of Film and Television, and our operational units. He will help to facilitate faculty consultation in accordance with appropriate practices of shared governance and to ensure that logistical and financial decisions take into account relevant academic processes and priorities.

President Snyder, Senior Vice President Scarboro, Special Assistant Parrish and I look forward to working with all of you on this bold, exciting opportunity for LMU.

Sincerely,



Joseph B. Hellige  
Executive Vice President and Provost