



# Administrative Services Bulletin



EVC Administrative Services  
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## Letter from the Vice President of Administrative Services:

### *What does Sunday Night Football and the 2016 Presidential Debate have to do with EVC?*

As a Political Science and Economics major in college, I have always been a political enthusiast and as the daughter of a sports fan I have always been a big football fan. So when the second 2016 Presidential Debate and the Sunday Night Football game are on TV at the same time I have a conundrum at play. In addition, as someone who was a student in the American Politics class taught by Michelle Obama while in college and with my favorite team, the New York Giants, playing the team I dislike the most, the Green Bay Packers (Chicago girl), I couldn't decide which one to watch. As such, I decided to watch both simultaneously. As a flipped back and forth between the channels I noticed two components that were occurring between both the debate and the football game: loyalty and teamwork.

This is not a letter about Politics and this is not a letter about Football but a letter about the loyalty and teamwork it takes to get anything done and done well. While Clinton and Trump went back and forth during the debate, we got to the last question of the night which asked both candidates to state something positive about the other. We can debate whether or not it was a good "political" question and whether or not their individual thoughts even matter; but, the reality is that it forced the candidates to do something they hadn't done on camera – compliment each other. Trump admired Clinton's tenacity and desire to never quit and Clinton admired the loyalty Trump's children have shown to him and his campaign. This moment stood out because sink or swim, good or bad, right or wrong...both candidates had to admire the desire to never quit and the loyalty in the other. I then turned the channel and saw that same component in the football game. Sink or swim, good or bad, right or wrong....the Giants and the Packers were going against their opponent together as a team with a sense of loyalty and teamwork.

What do these TV programs teach us at EVC during this time of Accreditation? It teaches us sink or swim, good or bad, right or wrong...we are a team and that we have loyalty not only for each other but for our students. As a new comer to the college and District, I was honored, inspired, and glad to read the EVC self-evaluation, sit on committees in preparation for the Accreditation visit, and proud of the work I have seen so many do in preparation for this time in the college's history. **Kudos need to go around to everyone from VP Aytch and Lynette Apen for getting us ready, VP Swinson for the getting her team ready to represent our student success, the Grounds, CTSS, Custodial, and Facilities teams in Administrative Services who made sure the campus was ready for the visit, and finally to President Yong for leading the charge and getting us ready with his know how and positive reflections.** We should all be proud and know that it was loyalty to the college, our students, and each other that has gotten us here today. Please know that sink or swim, good or bad, right or wrong...I am honored to be a part of such a great campus and an even better team.

Andrea Alexander  
Vice President of Administrative Services

## Upcoming dates to remember:

### Accreditation Team Visit



### Acacia Maintenance Updates



This project is underway and will include the refurbishment of 29 classrooms and 8 offices in the Acacia Building. Please note that restrooms will be closed and water and gas will be shut off in Acacia on Friday, October 14, 2016 due to construction related to this project.

### Audit

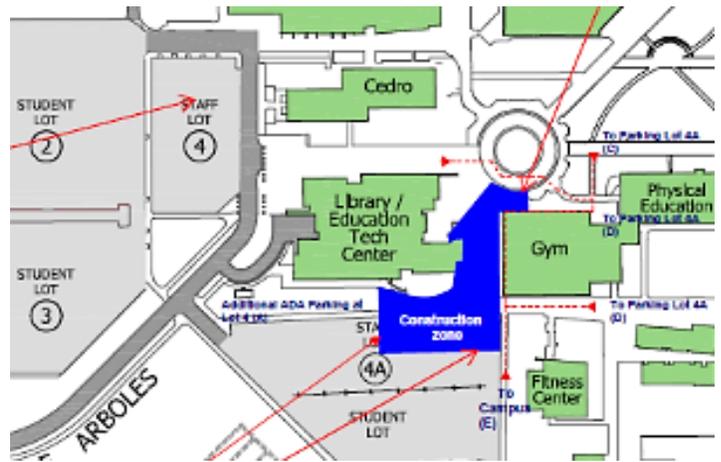


Auditors will be at EVC from October 12-17, 2016. Please be aware that the Business Services Office will have an increased workload during this time and normal service turn around times might increase.

*Editor in Chief: Andrea Alexander, Vice President of Administrative Services*  
*Production & Design: Yesenia Ramirez & Colleen Cuen*

# Upcoming Construction on Campus: LETC Pathway

The LETC Pathway Project is a reconfiguration of the campus entry from parking lot 4 to the West Hub. This project will rework the parking circulation, generating a car drop-off zone, ADA parking space reconstruction to code, and the addition of four electrical car parking spaces. Also included in this project will be landscape and irrigation refurbishments. This project is projected to be underway mid-October 2016.



## Kudos to all those who helped us get ready for Accreditation!

### Honorable Mentions:

- VP Aytch and Lynette Apen for getting us ready as a campus
- VP Swinson for the getting her team ready to represent our student success
- The Grounds, CTSS, Custodial, and Facilities teams in Administrative Services who made sure the campus was ready for the visit
- President Yong for leading the charge and getting us ready with his know how and positive reflections



The Business Service Office is located in the Acacia Building and our operating hours are 8:00am-4:00pm. Below is a list of our Business Office team members who are dedicated to serving the EVC Campus. In addition, we have listed some of the areas each team member oversees and who the campus should contact if they need assistance.

If you have additional questions or concerns, please contact the Director of Campus Fiscal Services, John Ives, at extension 6653.

EVC Business Services

Action/Request/Assistance	Follow Up	Contact
Personnel Action Forms	Lan Bui	lan.bui@evc.edu
Journal Vouchers	Lan Bui	lan.bui@evc.edu
Budget Transfers	Julianna Jalaan-1 <sup>st</sup> contact Lan Bui-2 <sup>nd</sup> contact	julianna.jalaan@evc.edu lan.bui@evc.edu
District Request for Check	Julianna Jalaan-1 <sup>st</sup> contact Lan Bui-2 <sup>nd</sup> contact	julianna.jalaan@evc.edu lan.bui@evc.edu
Petty Cash	Bob Rivert-1 <sup>st</sup> contact John Ives-2 <sup>nd</sup> contact	robert.rivet@evc.edu john.ives@evc.edu
Mileage Reimbursement	Julianna Jalaan-1 <sup>st</sup> contact Lan Bui-2 <sup>nd</sup> contact	julianna.jalaan@evc.edu lan.bui@evc.edu
Request for Conference Attendance	Julianna Jalaan-1 <sup>st</sup> contact Lan Bui-2 <sup>nd</sup> contact	julianna.jalaan@evc.edu lan.bui@evc.edu
Associated Student Government Expenditure Request	Bob Rivet	robert.rivet@evc.edu
Procurement Card Reconciliation	Julianna Jalaan-1 <sup>st</sup> contact John Ives-2 <sup>nd</sup> contact	julianna.jalaan@evc.edu john.ives@evc.edu
Board of Election Request	Julianna Jalaan-1 <sup>st</sup> contact Lan Bui-2 <sup>nd</sup> contact	julianna.jalaan@evc.edu lan.bui@evc.edu
Grants	Hoa Pham	hoa.pham@sjeccd.edu