Letter from the Vice President

"Start by doing what’s necessary; then do what’s possible; and suddenly you are doing the impossible."
– Saint Francis of Assisi

When I think of all the projects and all the accomplishments of the EVC campus over the last six months, I think of a quote by Saint Francis of Assisi (1226) which states, “Start by doing what’s necessary; then do what’s possible; and suddenly you are doing the impossible.”

Recently the EVC campus embarked on some very exciting updates within the Administrative Services Department which include, but are not limited to:

- New construction of classrooms
- Renovations to several areas throughout campus
- Updates to technology throughout campus
- The hiring of new staff
- The implementation of new budgetary strategies that place more resources into the hands of the Divisional Deans
- Implementation of additional safety measures through construction and a physical lockdown process

Several of these campus updates were needed but seemed impossible to complete within a six month period. However I am pleased to say that the Administrative Services team as gone above and beyond within the last six months to accomplish the impossible.

Please know that within this first Administrative Services Newsletter of the academic year you will find an overview of several completed projects and the current status of some additional projects that are in their final stages. An additional newsletter will follow after the start of the new academic year for projects taking place after October 2018. Newsletters to follow throughout the academic year will include new construction and operational projects including the design of the new Student Services Building under the Measure X Bond.

I want to thank the EVC Community for your patience and support during the implementation of several of these projects that enhanced our campus community. Finally, I want to thank Business Services, CTSS, Custodial, Grounds, Facilities, Operations, and the Bond team for all the work they did to make these updates happen – We truly did the impossible by doing what was needed!

Best,
Andrea Alexander
Vice President, Administrative Services
The Fiscal Services Department has developed a monthly Dashboard Report which will be provided to Budget Managers during Admin Council meetings. This report will provide updated information to include:

- Salary projections
- Available funds
- Burn rate by quarter

EVC is in the process of installing new lift chairs for emergency evacuation purposes. These lift chairs are an important part of our commitment to the safety of our campus community. The location of these lift chairs will be included in an updated version of our campus AED/CPR manual. The manual is coming out the first week of the semester.

A new barrier arm has been installed at the Valle Del Lago campus entrance (near the District Police Station). This barrier will assist in minimizing traffic in and around campus and help ensure the safety of our students and staff.

EVC has been working on a comprehensive lockdown procedure in the event of an emergency on campus. More information on training to follow. The first installation and testing has begun in the LETC Building.
Facilities Updates

- **Acacia Phase II**
The Acacia Phase II Classroom remodel is complete and classrooms are ready for the fall 2018 semester.

- **Parking Lot Refurbishment**
Construction in parking lots 6, 7, 8, the Police lot, and Loop Road is complete.

- **Digital Signage & Campus Entrance Updates**
New digital landscaping and signs have been installed at each of the campus entrances.
Facilities Updates (continued)

- **Gullo I - Cafeteria**
  The Cafeteria update is underway and is scheduled for completion fall 2018. Cafeteria services will be provided at Gullo II during construction.

- **Montgomery Hall**
  The Montgomery Hall update is nearing completion and will open by the first day of school.

- **Reprographics Renovation**
  The Reprographics renovation is now complete and features an all-new workroom, print shop area, mail area, office area, and storage spaces.
CTSS Updates

HR Electronic Submission

The CTSS Department will soon be installing a new software to aid in the electronic submission of documents to HR. More information on this will be forthcoming.

508 Compliance - Adobe Acrobat Pro DC Installation

To aid in 508 compliance, the CTSS Department will soon be installing Adobe Acrobat Pro DC to campus computers. This software will allow users to identify non-compliant items on PDF documents and provide formatting updates to make the document 508 compliant.

Upcoming Projects at EVC

We are excited to announce that the following projects will begin soon:

- Charging stations to be installed throughout campus
- PE and ADA accessibility update for the Physical Education Buildings
- Field House update
- Overall painting of all campus buildings
- Remodel of campus conference rooms
- Remodel of Student Center Welcome Center & lobby
- Repainting and landscape updates for all campus parking lots

Please visit our webpage for additional information from the Administrative Services Department (including RAM and Bond updates) at: www.evc.edu/discover-evc/administrative-services