Letter from the Vice President

“Crisis doesn’t create character: it reveals it”

I can honestly say that throughout this shift of our services and physical locations due to COVID-19 – the character of the college and our college community has been revealed. We have moved services, people, and even innovative ideas from rooms inside brick and mortar classrooms to zoom meetings, massive emails, and phone conversations. Moreover, we did this while continuing to provide service to our students and therefore our community.

Administrative Services along with all other departments have worked hard to continue to provide great services to our students, faculty, and fellow staff members. As such, I would like to say thank you to all departments that worked to make this shift in order to maintain the integrity of our educational services. **Again, this crisis did not create the great character of our EVC Community but indeed revealed it.**

Best,
Andrea Alexander
Vice President of Administrative Services

CTSS

CTSS has been working diligently to obtain, provide, and disperse laptops, HotSpots, webcams, and other equipment to EVC faculty and staff members working remotely during the campus closure in order to help them perform their work tasks.

- As of today, we have distributed over 200 laptops and over 50 hotspots to faculty, staff, and students.

CTSS is also available for assistance and/or troubleshooting with equipment or SJECCD computer accounts. For help, please contact the Helpdesk at itss.helpdesk@sjeccd.edu.
**Facilities**
Due to the COVID-19 related campus closure, all internal and external events scheduled to take place at EVC have been cancelled during this time. Please contact the Facilities office if you have any questions regarding events.

**Business Services**
The Business Services department is still in operation and available via email to assist with invoices, payments, and all fiscal-related questions. As the majority of staff are now working remotely, the Business Services department has also developed new processes for signature approvals using DocuSign and Adobe Signature.

With the fiscal year end approaching please keep in mind the following upcoming purchasing deadlines:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Due to Business Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition Deadline</td>
<td>05/15/20</td>
</tr>
<tr>
<td>Goods/Services should be received/ rendered</td>
<td>06/30/20</td>
</tr>
<tr>
<td>Employee Reimbursement (Conference, Mileage, Petty Cash, etc.)</td>
<td>06/30/20</td>
</tr>
<tr>
<td>Budget Transfer (BT)</td>
<td>07/13/20</td>
</tr>
<tr>
<td>Accruals*</td>
<td>07/13/20</td>
</tr>
<tr>
<td>Journal Entry (JV)</td>
<td>07/20/20</td>
</tr>
</tbody>
</table>

*Please email Saloshini Chand, Business Services Supervisor at Saloshini.Chand@ejeccd.edu using the template.*

**Custodial**
The Custodial Department has been performing a deep cleaning on each building and facility on the entire campus in preparation of workers returning to work. This deep cleaning project includes (but is not limited to) disinfecting the following:

- Surfaces (tabletops, desks, etc.)
- Stair banisters
- Computers and keyboards in all offices and classrooms
- Classrooms, offices, and all indoor public areas on campus.

In addition, they are working to complete special projects such as carpet cleaning and floor waxing prior to the campus reopening.

**Equipment and Book Dropoff Dates Announced**
EVC will hold drop off locations for equipment and books that were assigned by CTSS, departments, and the Bookstore. The dates of dropoff will be:

- Thursday, May 21st from 9:00am-1:00pm
- Friday, May 22nd from 9:00am-1:00pm

Information on dropoff locations will be sent by email and more information is to come.
**Cedro Renovations**
Renovations to the Cedro building classrooms and lobby will begin May 25th. This project includes new paint, furniture, classroom technology, and flooring. **We would like to thank the Cedro Design Committee for their work on making decisions of color and design elements for the classrooms and the lobby.**

**Gullo II Multipurpose Room Remodel**
The Gullo II Multipurpose room remodel project will begin at the end of May. This project includes new paint, flooring, furniture, and technology. **The color scheme and design selections for this project were voted on by EVC students, faculty, and staff.**

**Campus Painting Project Phase II**
The pre-work repairs and construction are underway for Phase III of the Campus Painting Project. **The color schemes and graphic selections for this project were voted on by EVC students, faculty, and staff.** Painting of the following buildings will begin mid-June:

- Physical Education
- Gymnasium
- VPA-A
- VPA-B