



# Administrative Services Bulletin



EVC Administrative Services  
Office AC-115 • Phone 408.223.6796

## Letter from the Vice President of Administrative Services:

*"No duty is more urgent than that of returning thanks"*

British philosopher James Allen (1864) once said, "No duty is more urgent than that of returning thanks" and during this season within the Administrative Services Department, this quote becomes ever so relevant. In December of 2016 we have two long time and loyal employees of the District and the Administrative Services team that are retiring, Guillermo Serratos (Custodial Supervisor) and Lan Bui (Business Service Supervisor). Guillermo is retiring after 28 years of service and Lan is retiring after 31 years of service to the District.

As the Vice President of the Administrative Services Department it has been a privilege serving Evergreen Valley College (EVC) alongside both of these great employees, but more importantly alongside both of these great people. I considerate the most important part of my job, after serving students, to acknowledge and thank all those who have

dedicated their professional lives to improving the lives of students through collegiate service. So often the contributions of people like Guillermo and Lan go unnoticed; but, I would like to publicly acknowledge them for a job well done.

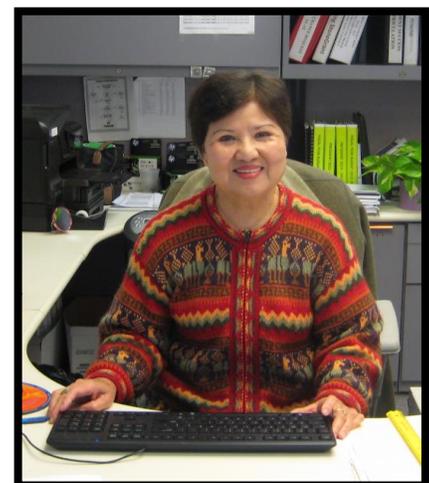
I salute both Guillermo and Lan for their years of service that I only hope to achieve one day. I wish them both the best on the next chapter of their lives, which I know will be just as enriching as their presence has been on the EVC campus. Furthermore, I give them the highest honor one can bestow on another and that is a "thank you".

Finally, I would like to acknowledge Guillermo and Lan as you have both made a difference to our community and we are a better campus because you were both here!

Congratulations Guillermo and Lan!

**Andrea Alexander**  
Vice President, Administrative Services  
Evergreen Valley College

## Thank you for your years of service, Guillermo and Lan!



# Bye Bye Roble

The ROBLE building is scheduled for demolition over the next six months and we are entering phase one of this process. As such, all offices (excluding the Reprographics Office) will be moving into pre-designated spaces throughout the campus. The classrooms, offices, and interior spaces within Roble will be moved by a professional mover between December 16, 2016 – January 2, 2017.

The existing Roble computer labs will be moved and set up during intercession (January 3<sup>rd</sup> – January 27<sup>th</sup>) in the Acacia Building. There will not be any classrooms or school activity within the ROBLE building after December 16<sup>th</sup>, 2016 (excluding the Reprographics Office). After December 31, 2016 the Roble building will be fenced off; however, access to the Reprographics office will remain and subsequent signage will allow you to find the office.

If you have a space in the Roble building please follow up with your Dean in order to obtain boxes for the move as all items need to be packed and ready for the move by December 16<sup>th</sup>, 2016.

Thank you all for your participation and patience as we embark on this move and demolition.



EVC CTSS Department

## Meet the Evergreen Valley College Campus Technical Support & Services team.

We are located in the Learning Education Technology Center 1<sup>st</sup> floor in LE-106, and available Monday – Friday during regular business hours. We are here to assist with all your technical needs. Do not hesitate to contact us at extension 6411.

For Technical Support, please submit a work request using the following:

Website: [WWW.EVC.EDU](http://WWW.EVC.EDU)



1. CTSSWebsite: <http://www.evc.edu/discover-evc/administrative-services/campus-technology-support-and-services>
  - a. Complete the CTSS Request Form
2. Email: Example
  - a. Send Email to [HELPDESK@SJECCD.EDU](mailto:HELPDESK@SJECCD.EDU)
  - b. Requester: John Smith
  - c. Location: SC-233
  - d. Date/Time: 9/16 – 3:30 pm
  - e. Summary of Request: Install Software MS OFFICE 2016 to Desktop in Classroom AE-259.
3. Phone: Call (408) 270-6411
  - a. Monday – Friday 7:00 am – 5:30 pm

Team Member	Contact
Raymond Wu – Network Technician	raymond.wu@evc.edu
Linh Chung – Network Technician	linh.chung@evc.edu
Joe Barraza – Network Technician	jose.barraza@evc.edu
George Bouzek – Network Technician	george.bouzek@evc.edu
Shashi Naidu – The Web/Distance Education Technician	shashi.naidu@evc.edu
Anthony Euley – Systems Administrator	anthony.euley@evc.edu
Eugenio Canoy - Supervisor	eugenio.canoy@sjeccd.edu

# Coming Soon to EVC: Gender Neutral Restrooms

As of January 2017 all single user restrooms on the EVC campus will become "all gender" restrooms. The signage for these restrooms will be updated (a sample of what the signage will look like is to the right), and a list of locations of the "all gender" restrooms is below.

Building	Area Nearest
Acacia	AB-265
Central Utilities	Police Lobby
Observatory	MH-103
Physical Education	PE-202J Studio
Student Services	SC-124H (Health Services)
Visual Performing Arts	Near VPA-112 (2 individual restrooms) Near VPA – 201 (2 individual restrooms)



*Assembly Bill (AB) 1732 — requiring single-user occupancy restrooms in businesses, government buildings, and places of public accommodation to be available to everyone. Compliance requires changes to restroom signage to designate single-occupancy restrooms as "all gender" – March 2017*

## Purchasing Training at Evergreen Valley College: Friday, December 16<sup>th</sup> @ 1:30pm in VPA115



The San Jose Evergreen Community College District Office in coordination with Evergreen Valley College Business Services will conduct a training concerning purchasing services on Friday, December 16, 2016 from 1:30 pm – 4:30 pm in the Visual and Performing Arts Center Room 115. All faculty and staff interested in purchasing issues are welcome to attend this learning opportunity. The agenda will include:

- Various statuses of purchase orders and blanket purchase orders
- Request For Checks (RFC) versus requisitions
- Department of Industrial Relations and Public Works Contracts
- Insurance and Independent Contractor Agreements

The Fiscal Services staff appreciates campus participation to promote compliance and continuous improvement.