

# Administrative Services Bulletin



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

### Transition is Nothing but Opportunity

The English novelist Jeanette Winterson once wrote that, "In the space between chaos and shape there is always another chance" (1998). When I think about this time within the Administrative Services Department at EVC this quote becomes ever so relevant. Over the last six months we have gained two new additions to our team, Kathy Tran – Interim Business Service Supervisor and Rafael Vasquez-Perez – Interim Custodial Supervisor, both of whom replaced long-standing EVC staff members. In addition, we have seen the construction of the MS3 building, the Fitness Center, and the Central Green; but, we will also come to witness the demolition of the ROBLE building over the next six months. I would be remiss if I did not remind the campus of how difficult the construction phase of the MS3 building and the Central Green was to our campus community. However, it would also be unfair not to highlight how beautiful these construction projects turned out to be.

I bring up these items to introduce and remind the campus that Administrative Services has been and will continue to be in a transitional stage as we move forward with finding permanent staffing and begin new construction projects. However, Winterson's quote reminds us that **transition is nothing but opportunity**. More importantly, our recent past reminds us that through all the hardships of construction, the annoyance of demolition, and the progression of position changes - the opportunity to build a better campus for our students is paramount and doable. So with all of this said, I want to thank the campus for their patience with Administrative Services over the last six months as everyone played a vital and important role in making sure these transitional moments were done with grace and not fraught with adversity.

I appreciate the campus and, more importantly, each person and department that has made and will continue to make this transitional period an opportunity for the EVC campus.

**Andrea Alexander**  
Vice President, Administrative Services

## Need to Know:

### Purchasing Training at EVC



EVC will be hosting a Purchasing Training workshop on Monday, March 20<sup>th</sup>. An email will be sent to staff with the campus location and time once this information is available.

### EVC Website



Please visit the EVC Administrative Services webpage for current and helpful information on purchasing and facilities. Recently added items include campus and Acacia building maps, purchasing flowcharts, and EVC operations information. Visit us at: <http://www.evc.edu>

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# Welcome Kathy Tran, Interim Business Services Supervisor!

Kathy Tran began working at the EVC Business Services office earlier this month as the Interim Business Services Supervisor. She brings a wealth of accounting knowledge and institutional knowledge with her as she has been the Budget Analyst at the SJECCD District Office over the last few years.

The Business Office is gearing up for the budget season and Kathy will be instrumental in getting resolution for all ongoing business service items and we know that she will be a great asset to the campus in general. Welcome, Kathy!

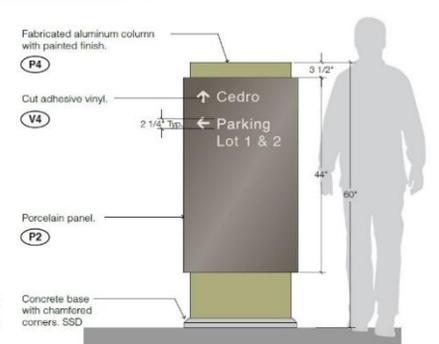
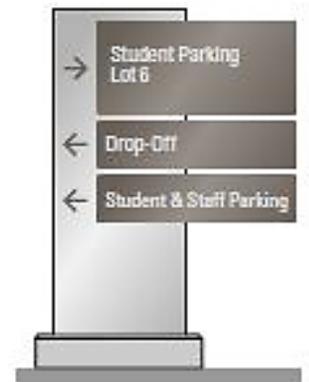


## New Wayfinding at EVC!

The Signage & Wayfinding Project is underway and is currently in the installation phase. You may have noticed that new fixtures have been placed throughout the campus and parking lots. This exciting project will update and replace existing signage throughout the EVC campus. The project will include the creation and installation of digital signs, campus directory maps, and directional signage to reflect the new buildings on campus. Also included in this project will be a brand new digital marquis sign on the Yerba Buena entrance to campus. With this project already well underway, we are anticipating a completion date of spring 2017!

To the right are examples of the following types of new signs that will be on campus:

- the new campus directory
- parking lot directional signs
- campus directional signs
- a composite of scale for the new directional signs



EVC Events & Facilities



Yesenia Ramirez, College Facilities Coordinator, oversees all internal and external facilities requests, reported facility safety concerns, and non-instructional classroom reservations. Below is a list of the rooms that can be reserved through Yesenia:

|                                  |                    |
|----------------------------------|--------------------|
| Amphitheater                     | Gym                |
| Classroom(s)                     | Mishra Room        |
| Gullo I (Cafeteria)              | Grass Soccer Field |
| G-111 (Gullo I Conference Room)  | Turf Soccer Field  |
| Gullo II (Multipurpose Room)     | VPA Theatre        |
| Gullo II (Large Conference Room) | VPA Gallery        |
| Central Green                    | Art Plaza          |

For more information please visit:  
[www.evc.edu/discover-evc/administrative-services/facilities](http://www.evc.edu/discover-evc/administrative-services/facilities)