



Administrative Services Bulletin



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

As we leave the month of March and enter into the month April the Administrative Services Department has several activities that we are planning this quarter. Below is a list of items that the Administrative Services Department will be embarking on between April – June 2017:

Fiscal Services

- Third Quarter Budget Projections which include Budget Managers meetings
- Budget Planning with each Department to include in-depth meetings
- Unveiling a new "Electronic Submittal System" for documents to the Business Office

Facilities

- Completion of the campus Wayfinding Signage project
- Continued progress on the Acacia Building improvements
- Improvements to the MS3 Building due to staff feedback (sound proofing, projector updates, and laboratory updates)
- The abatement and demolition of the Roble Building
- Construction – Removal of the Student Services Center Architectural Barrier for ADA Compliance
- Gear up for the resurfacing of the campus Tennis Courts in Summer 2017

Due to the vast activities that the Administrative Services Department is looking to complete and embark on this quarter, we wanted to highlight some important dates. As such, please review this newsletter in detail and be on the lookout for additional maps and information regarding all Administrative Services activities this quarter.

Finally, the Administrative Services Department would like to thank the Campus Budget Committee for all that they do to aid the EVC campus. We would also like to extend a special thank you to the committee for overseeing the review process and allocation of EVC's onetime funding. These funds were allocated to several EVC departments in early January due to the efforts of the committee over the last 12 months. Thank you to the Campus Budget Committee!!!

Best,
Andrea Alexander
VP, Administrative Services

Need to Know:



Fiscal Year End Approaching



The fiscal year end is approaching quickly – for important deadlines visit the Purchasing Toolbox under the Fiscal Services Department information at: www.sjcccd.edu

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Welcome Rafael Vasquez-Perez, EVC Custodial Supervisor!

Rafael is a transplant from New York and moved to California in 1997. Since 1997, Rafael has worked as a Custodial Supervisor for several companies including Yahoo, Intel, Applied Materials, and most recently the City of Mountain View. Rafael began working at EVC in 2015 and in that time Rafael exclaims that, "I have been very happy at EVC."

Interesting things to note about Rafael - When not working at EVC you can find him playing soccer, basketball, or simply taking a bike ride. Welcome, Rafael!



Upcoming Construction Projects at EVC

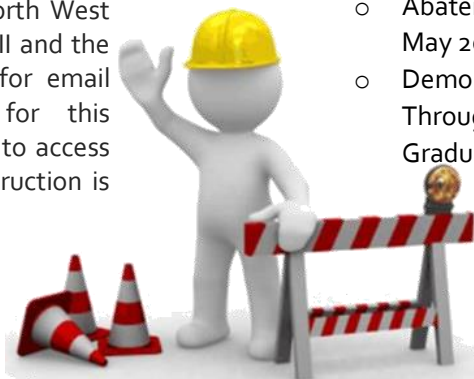
Architectural Barrier

Facilities will be embarking on construction around the Student Services Building along with the A&R Building throughout the month of April. The project consists of upgrades to the upper level entrances and the paths of travel leading into the Student Services Center (SSC) to meet Americans with Disability Act (ADA) standards. The project also includes the redesign of the stairs and ramp to the SSC main entrance, replacement of the North West stairs and upgrades to door thresholds at Gullo II and the Library buildings. Please be on the lookout for email correspondences and a pedestrian map for this construction project to indicate the best routes to access the SSC building and A&R Building while construction is underway.

Roble Fencing, Abatement and Demolition

The Roble Building is now vacant of classrooms, faculty, and staff. The Reprographics Office will be moving to the Acacia building during Spring Break 2017. Please review the dates below for more information:

- Fencing off of the Roble Building – Early May 2017
- Abatement of the Roble Building – Mid May 2017
- Demolition of the Roble Building – Throughout Summer 2017 (after Graduation Ceremony)



Important EVC Campus Dates

Activity	Notes	Due Date (without exception)
One-time Allocation	Departments were allocated funds from the Campus Budget Committee in January 2017 to be spent on pre-determined supplies and services this fiscal year. All supplies and services have to be spent or encumbered by the due date.	April 28 th , 2017
Purchasing Deadline for EVC	Departments have to complete and submit all purchasing documents for Fiscal Year 2016-2017 to the Campus Business Office by the due date.	May 19 th , 2017
Fund 10 (Location 25)	Departments have to spend all funds within Fund 10 – location 25 in preparation for the next budget cycle by the due date.	June 5 th , 2017