



Administrative Services Bulletin



EVC Administrative Services
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Closing out the Academic Year/Fiscal Year:

Hello All,

The academic year-end and the fiscal year-end are upon us. I want to thank the campus for supporting the Business Office by adhering to the year-end dates we have communicated thus far.

Please know this is a busy time for the Business Office as we close out our financial books by making sure all programs, categorical accounts, and overall budgetary accounts are in order for state and audit reporting. As such, it is vital that the campus continues to adhere to the Business Office deadlines so that we can provide you with the best service. In addition, please know that normal activities within the Business Office will take a back seat to closing out the fiscal year; therefore, the turnaround time on unrelated year-end requests will be longer.

Please review the dates below and let the Business Office know if you have any questions:

Activity	Notes	Due Date (without exception)
Requisitions	All documentation (pertinent quotes, contracts and invoices) must accompany the submission of the requisition and be forwarded to Business Services.	5/19/17
Employee Reimbursements	Last day to submit conference, mileage, petty cash and/or other reimbursement claims to Business Services.	6/30/17
Budget Transfers/ Journal Adjustments	Last day to submit FY 2016/17 Budget Transfers and Journal Adjustments	7/10/17
Invoice Payments/ Accruals	Last day to submit invoice payments or accruals for FY 2016/17. If you do not have an actual invoice, but know that goods and services were provided on or before June 30, 2017, please give Kathy Tran the details (vendor name, amount, GL account) by email so that she can accrue the expense.	7/10/17

Thank you,
Andrea Alexander
VP, Administrative Services

EVC Need to Know:

New Phone Transition



ITSS is coordinating the replacement of EVC phones. This project is underway with a timeline of May-June, 2017.

Fleet Management



EVC will be rolling out a fleet management program in Summer 2017. Additional information will follow.

ZOOM Videoconferencing



ZOOM videoconferencing technology access is now available to EVC faculty and staff. Additional information and training will soon be made available.

Event Scheduling Software



EVC will be getting new software to aid in booking internal and external events on campus. Please be on the lookout as new information will be available soon.

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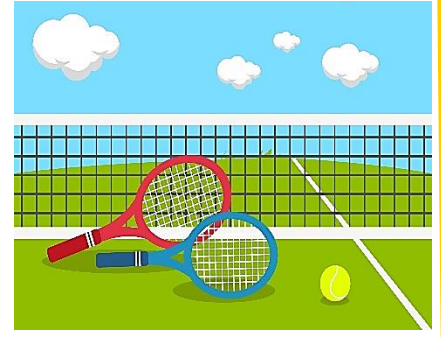
Happening Soon: Tennis Court Resurfacing Project

The EVC tennis courts will be under construction from July 1-31, 2017. During this time, EVC will be resurfacing the tennis courts as well as updating other features.

To ensure the safety of our students and our community residents, **ALL** tennis courts will be **CLOSED** during construction.

Thank you for your patience and your continued support to the EVC campus.

For more information, please call (408) 270-6405.



Updates on Construction Projects at EVC

Architectural Barrier Project Phases 3 & 4

The third and fourth phase of the Architectural barrier project will begin in early June 2017. This construction is to ensure the pathways coming in and out of the Student Services Building are within ADA compliance. **Please know that the main entrance of the building along with the entrance near Montgomery Hall will not be accessible during construction.**

Construction is scheduled to last 3 weeks. Please be on the lookout for email correspondences and a pedestrian map for phase 3 and 4 of the project at the end of May.



Roble Fencing, Abatement and Demolition

The full demolition of the ROBLE building is underway. The building has been fenced off and a full abatement of the building (interior) will be completed in mid-June. Demolition is scheduled to begin in late June of 2017. Please be aware of the construction, the noise, and the safety concerns while in proximity to the construction site.

EVC Wayfinding Project

The Wayfinding Project at EVC is nearly finished. Final changes are expected to be completed by the end of the Spring 2017 semester.

EVC AED & CPR Program



The Administrative Services Department will be rolling out an AED and CPR program in June 2017. This program is being coordinated by Colleen Cuen and we are excited to share the following updates:

AEDs:

A committee will soon be formed that will be responsible for the maintenance of AED units that have been installed on the EVC campus. Please be on the lookout for an upcoming AED manual that will include essential information on these AEDs including the locations, guidelines, and important updates.

CPR Training:

A CPR training course will be held on campus in June 2017 for designated staff members. This training is essential in providing a safe environment for our students, faculty, and staff. Information on this and future training dates as well as volunteer submissions will be shared in a forthcoming communication to the campus.