Welcome Back!
As we kick off the 2017-2018 Academic Year, the Administrative Services Department will be rolling out some new software, processes, and manuals that you can learn more about in this newsletter. In addition, we have revamped our webpage to include information regarding construction projects, software updates, emergency planning projects, and business service updates. All of this information can be found at http://www.evc.edu/discover-evc/administrative-services.

Moreover, please know that over the summer several of our EVC employees volunteered and were certified to administer CPR and handle all Automated External Defibrillators (AED) equipment on campus. In addition, we have a committee of people throughout campus who will make sure the AED equipment is working efficiently on an ongoing basis. I would like to personally thank all staff members who volunteered to get trained and certified in CPR/AED. A list of the CRP/AED trained staff members is below:

Anthony Euley
Arhur Azevedo
Colleen Cuen
Eugenio Canoy
George Bouzek
Joe Barraza
Jorge Quezada
Linh Chung

Rafael Hernandez
Ralph Jackson
Raniyah Johnson
Raymond Wu
Sarai Minjares
Tammara Chavez
Tom Quade
Yesenia Ramirez

I would also like to thank all Administrative Services team members who worked very hard to ensure the campus was ready to go for the start of the fall semester. A lot of blood, sweat, and tears went into making sure the campus was as ready as it could be in light of the construction demands, facility updates, and IT needs. Therefore, I would like to extend a personal “Thank You” to each member of the Administrative team for making sure all AEDs and web updates were completed, the Business Services team for completing the FY16-17 fiscal close, the CTSS team for all classroom and facility IT updates, the Facilities team for making sure all signage and opening semester events were completed and successful, and the Grounds team for making sure the grounds were safe and aesthetically pleasing. Please know that the college could not fulfill its mission without the work done by each member of the Administrative Services team and for that I say to each of you, “Thank you, and job well done!”

Andrea Alexander
VP, Administrative Services

AED Program at EVC
Evergreen Valley College has increased the number of automated external defibrillator (AED) units installed around campus. AED units have proven to be effective in helping to save countless lives and we are excited to be able to provide this invaluable equipment to our campus.

These units are maintained by an AED Management Committee which is comprised of the following members: Colleen Cuen (lead), Yesenia Ramirez, Janice Assadi, Gina Bonanno, Lisa Renteria, and Rafael Vasquez-Perez.

Additional information, including an EVC AED Handbook and campus map with AED locations, will soon be available on our EVC Administrative Services department webpage.
Business Services Electronic Submission

The EVC Business Services office will soon be implementing an electronic submission process in order to help expedite routine requests such as budget transfers and journal entries. This new process is in its final testing stages and is scheduled to be implemented campus wide during the fall 2017 semester.

Construction Project Updates at EVC

**Architectural Barrier Project Phases 3 & 4**

The third and fourth phase of the Architectural barrier project began in early June 2017. This construction project will ensure the pathways coming in and out of the Student Services Building are within ADA compliance.

**EVC Parking Lot Remediation**

EVC Parking lots are undergoing updates. These lots will be resurfaced and re-striped. Parking lots 2 and 3 have been completed with Phase II of this project beginning October 2017.

**EVC Wayfinding Project**

The Wayfinding Project at EVC is undergoing final adjustments. New signage, campus directories, and an electronic board at the Yerba Buena campus entrance have all been installed.

**Roble Demolition**

The full demolition of the ROBLE building has been underway during the summer, with demolition ongoing since June 2017. Please be aware of the construction, the noise, and the safety concerns while in proximity to the construction site.

**Tennis Court Resurfacing**

The Tennis Court resurfacing project was completed during summer 2017. The courts are now fully operational and open for use.

The Administrative Services Department has had a busy summer implementing new programs and processes to better serve the EVC campus:

**Fleet Management**

EVC has recently acquired two passenger vans for campus use. We are finalizing the reservation process and anticipate this program to be available fall 2017 semester.

**Event Software Program**

EVC will soon be launching a new event reservation software program to better assist internal and external request processing. This program will roll out during the fall 2017 semester.

**Website Updates**

The EVC Administrative Service and department web pages have received several updates! New and updated information is now available online at: www.evc.edu/discover-evc/administrative-services.
Administrative Services

Administrative Services oversees the operations of several departments at Evergreen Valley College including: Bond Management, Business Services, Campus Technology Support & Services (CTSS), Custodial, Facilities, Grounds, and Special Events.

Business Services

The Business Service Office oversees campus budgeting and all accounting processes for all campus departments including personnel accounting, grants, and student activities. Business Services is also responsible for the disbursement of reimbursement checks and payroll checks for staff and students. This team is led by Kathy Tran.

Campus Technology Support & Services

The CTSS department provides support and maintenance for all equipment in the classrooms, labs, staff offices, and events on campus. CTSS also assists campus departments and staff in the acquisition and installation of all technology products on campus to ensure standards and compatibilities with the campus network. This team is led by Eugenio Canoy.

Custodial Services

The Custodial department maintains and oversees cleaning and preparation for EVC classrooms, offices, buildings, and restrooms. This team is led by Rafael Vasquez-Perez.

Grounds Services

Grounds Services maintains the 160 acre Evergreen Valley College campus grounds and landscaping. This team is led by Tom Quade.