



# Administrative Services Bulletin



EVC Administrative Services  
Office AC-115 • Phone 408.223.6796

## Letter from the Vice President

*"One does not advance when one walks toward no goal, or - which is the same thing - when his goal is infinity." --- Emile Durkheim*

The great sociologist, Emile Durkheim, once said that, "One does not advance when one walks toward no goal, or - which is the same thing - when his goal is infinity." As the campus embarks on the next phase of the Facilities Master Plan this quote seems more relevant now than ever.

It is important to understand that the choices we make as a campus now will greatly impact our students over the next twenty years and these decisions have the ability to have lasting positive impacts for their future if made wisely. For some, this kind of realization is frightening but for others, they see it as an opportunity. I see this as an opportunity to truly aid our students and the college in making a lasting impact on their social, emotional, and economic well-being. Thus, as Durkheim said – in order to advance we must have a goal, however, we cannot have a goal so infinite that success becomes impossible. As such, I ask each person and division to search their experience, knowhow, and love for education in helping the college make the best decision regarding the implementation of programs and the construction of buildings.

To facilitate this process, Owen Letcher and I, have sought the feedback and recommendations from all constituencies regarding which two buildings the campus would like to construct first. I am therefore asking individual members of the campus to let your viewpoints be known to your Academic Senators, the Safety and Facilities Committee, and the College Council. In addition, the Executive team will be hosting a campus forum on December 6<sup>th</sup> and some community forums that we be announced very soon in order to get as much feedback as possible when making this campus wide decision.

As such, please be on the lookout for additional information to follow as I know we all want to advance the campus in the best way possible which means coming to a consensus on what is best for our students and the future of the college.

Thank you,  
Andrea Alexander  
Vice President, Administrative Services

## Facilitron: Facility Reservation Software

EVC Administrative Services is in the process of launching a new event reservation software program, Facilitron, that will better assist internal and external facility request processing.

**The Facilitron software will include a website with photos, descriptions, locations, and profiles of our facilities. This website will allow users to view our facilities ahead of time along with important information about the types of facilities we offer, such as size and occupancy restrictions.**

Administrative Services will hold trainings for Administrative Assistants on this new software on the following dates:

- Tuesday, December 5<sup>th</sup> 2pm-4pm
- Wednesday, December 6<sup>th</sup> 11am-4pm
- Friday, December 8<sup>th</sup> 9am-3pm

Please RSVP to [Yesenia.Ramirez@evc.edu](mailto:Yesenia.Ramirez@evc.edu) if you plan on attending any of these trainings.



*Editor in Chief: Andrea Alexander, Vice President of Administrative Services*  
*Production & Design: Yesenia Ramirez & Colleen Cuen*

## Welcome Kathy Tran: Interim Director of College Fiscal Services

Administrative Services would like to welcome Kathy Tran as the new Interim Director of College Fiscal Services. Kathy began her assignment on October 11<sup>th</sup> and we are excited to welcome her to the team in her new role.



## Welcome Salvador Cuellar- Hernandez: Lead Custodian

The Custodial Department would like to welcome Salvador Cuellar-Hernandez as the new Lead Custodian. Salvador is originally from Mexico, where he studied psychology for 3 years. He has been an employee at EVC since 2000 and brings to this position many years of experience working with our Custodial department.



## Construction Project Updates at EVC



### Montgomery Hall Renovation

Phase one of the Montgomery Hall renovation will commence during Winter break at EVC. This renovation will include updated flooring, fixtures, technology, and seating. The second phase is scheduled to take place over Spring Break.



### Conference Room Updates

Between December 2017 and February 2018, the following conference rooms will be receiving scheduled updates: Mishra Community Room, Gullo I, and Gullo II. These updates include furniture, fixtures, and a technology refresh.



## The EVC Business Services Office is excited to announce the roll out of our new Electronic Submission process.



With this new process, the EVC campus will be able to electronically submit department and division budget transfers and change orders to the EVC Business Services Office email address.

This Electronic Submission process will aid in a quicker turnaround time for budget transfers and change orders submitted to the Business Office.

Instructions on this new process as well as an informational video are now available on the EVC Business Services webpage, at the following url: [www.evc.edu/discover-evc/administrative-services/business-services](http://www.evc.edu/discover-evc/administrative-services/business-services)

We would like to thank those who helped test this new process over the summer – your assistance and feedback were very helpful in the development of this program!

Electronic Submission

