



PICTURED ABOVE IS AN ARTIST RENDERING OF THE NEW ADMINISTRATION & CAREER ADVANCEMENT (ACA) BUILDING

Welcome  
Back From  
Administrative  
Services!

Administrative Services welcomes you back for another great year at Valley. For those new members of the Valley family Administrative Services is comprised of departments which serve to support the business and facilities operations of Los Angeles Valley College. Our mission is to provide essential support services necessary to achieve the teaching and public service goals at LAVC. All members of the Administrative Services team are committed to providing services and facilities to enrich a quality learning environment which advances education, technology, scholarship, and public service.

### **Construction Updates**

Administration & Career Advancement (ACA) building construction project is progressing as scheduled. Furnishings and Equipment ordering are underway and move-in is planned to start later this year and conclude in Jan 2017. Parking lot F paving has been completed and Football Field Sod is to start and finish in August 2016. Lastly, Valley Academic and Cultural Center (VACC) project is scheduled to begin in the fall of 2016, pending the budgetary refinement approval by the Board of Trustees in August.



Pictured Above is an Artist Rendering of the New Valley Academic and Cultural Center



Pictured Above is the New Student Union Center

## **Stay Informed In an Emergency**

Los Angeles Valley College is now using Blackboard Connect for emergency notification service. This system makes it possible for the college to send emergency notifications to your work email, your office telephone, your mobile (cell) phone, and additional email addresses. In the event of an emergency, LAVC students, staff, faculty and others will be alerted in real-time.

Also please visit the LAVC Emergency Response Plan Information Page at [www.lavc.edu/erp/](http://www.lavc.edu/erp/) for information to help you and your students prepare for emergency situations.

## **Building Marshal Program**



The Building Marshal is responsible for managing the evacuation of assigned building(s) and ensuring that all information regarding the status of their assigned evacuation area(s) have been reported to the LAVC Emergency Management Coordinator or Operations Section Chief.

Marshals will be provided with various emergency preparedness training. Help keep LAVC safe!!

If you want to volunteer, please contact LAVC Administrative Services  
(818)947-2336  
[AdminServices@lavc.edu](mailto:AdminServices@lavc.edu)

## **Is It Broken? Let Us Know**

Keeping the facilities of Valley running in tip top shape takes everyone's participation. If you notice routine facilities related items that need attention such as broken fixtures, lights that are not functioning or non-emergency building repairs please report it by electronically filing a Work and Service Order (WSO) which is available through the LACCD Portal.

<https://myportal.laccd.edu:50001/irj/portal>

If you notice a facility related emergency such as, major water leaks, utility outages, sewer backups, building security, immediate safety hazard, vandalism, fallen trees, obstructed roads or sidewalks, gas odors, or any situation that is a major impact to campus facilities/environment you should call:

- The Maintenance and Operations office at x2301 if the incident occurs between 7:00 AM and 4:30 PM Monday through Friday
- The Sheriff's Office at x2911 if the incident occurs between 4:30 PM and 7:00 AM Monday through Friday or on weekends and holidays.

## **Help Us Keep It Clean**

Classrooms and trash never go together! Please remind students to use the trash and recycle bins to get rid of their unwanted rubbish. This will keep the classroom clean and give our custodial staff more time to focus on the deep down cleaning.

## **Don't Forget To Say Hi!!!**

If you ever have any questions, comments (good or bad) or just want to say hi please always feel free to stop by Administrative Services in person. Welcome back!!!