



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

- Valley Academic and Cultural Center (VACC) project is scheduled to be completed in 2020.
- Gym modernization project and ADA upgrade project are currently under construction.
- Energy Infrastructure Upgrade Project construction will start in November 2018.
- Allied Health Sciences Center Weatherization project will occur during the summer 2019.
- Budgeting and planning for Measure CC projects continues. Various projects are being considered.



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



Pictured Above is the New Administration & Career Advancement (ACA) Building

Stay Informed In an Emergency

Los Angeles Valley College uses 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/ 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

LAVC Rideshare Program



Rideshare Incentives are available to regular LAVC employees who meet the eligibility requirements. You can also log your carpool, bicycle, and walk commutes online for additional reward opportunities from Metro. To review the details, please visit the LAVC Rideshare Program Page at <https://www.lavc.edu/adminservices/rideshare.aspx>

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. We are located in the Administration & Career Advancement Building, Suite 2301.

For details about the LAVC Administrative Services departments, policies/procedures, and forms, please visit the LAVC Administrative Services Page at <http://www.lavc.edu/adminservices/index.aspx>

Welcome back!!!