

ADMINISTRATIVE SERVICES

ADMINISTRATIVE SERVICES
 Dr. Ann Tomlinson, Vice President
 William Gasper, Associate Vice President
 Susan Okawa, Administrative Assistant
 April Aragon, Administrative Aide
 Mariana Puche-Hernandez, Sr. Office Assistant
 Kim Hoffman, Procurement Specialist

COLLEGE BOOKSTORE

Joyce Garcia, Bookstore Manager
 Miguel Perez, Asst. Bookstore Manager
 Nettie Corbin-Johnson, Cashier
 Svetlana Gurdzhlyants, Bookstore Assistant
 Socorro Natividad, Bookstore Buyer
 Raziel Vela, Cashier

EVENTS MANAGEMENT

Ernest Burnett, College Venue & Event Coordinator
 Michael Renteria, College Venue & Event Technician

FISCAL, PAYROLL, PERSONNEL

Erlinda De Ocampo, Associate Vice President
 Normita Alonzo, Senior Accountant
 Obdulia Carranza, Senior Accounting Technician
 Ann Chen, Accounting Technician
 David Chiu, Accounting Technician
 Nga Diep, Accounting Technician
 Joanne Fung, Accounting Technician
 Katherine Huynh, Accountant
 Robert Medina, Senior Accountant
 Arnold Miranda, Accounting Technician
 Arvin Mundo, Accounting Technician
 Carol Poon, Accounting Technician
 Shay Razfar, Supervising Accounting Technician
 Ruth Siguenza, Senior Secretary
 Mimi Su, Accounting Technician
 Norman Cheung, Administrative Analyst
 Antonio Dominguez, Payroll Assistant
 Maria Estrada, Senior Personnel Technician
 Vanessa Flores, Payroll Assistant
 Irma Hernandez, Senior Personnel Assistant
 Jody Hoang Ta, Payroll Assistant
 Eusebio Reyes, Payroll Assistant
 Roxanna Velasquez, Senior Personnel Assistant
 Iris Ruiz, Purchasing Aide
 Dora Soto, Accounting Technician

INFORMATION TECHNOLOGY

Nghi Nghiem, Associate Vice President
 Gonzalo Mendoza, Manager College Info. Systems
 Michael Iwashita, Sr. Comp. & Network Support Specialist
 Vincent Wong, Sr. Comp. & Network Support Specialist
 Kyle Tran, Web Architect
 Hung Trinh, Web Designer
 Jason Van Cleve, Data Communications Specialist
 Danny Telles, Sr. Office Assistant
 Tuan Nguyen, Comp. & Network Support Specialist
 Cherimin Cudiamat, Comp. & Network Support Specialist
 Lisha Kunnaragthai, Comp. & Network Support Specialist
 Tony Lin, Comp. & Network Support Specialist
 Hagop Hadjinian, Asst. Comp. & Network Support Specialist
 Julio Ortiz, Asst. Comp. & Network Support Specialist
 Chris Stychinsky, Asst. Comp. Network Support Specialist
 Chih-Ming Yang, Asst. Comp. & Network Support Specialist

PLANT FACILITIES

Abel Rodriguez, Director of College Facilities
 Donald Fleming, General Foreman
 Jose Angel Hernandez, General Foreman
 Monica De La Parra, Administrative Aide

Denise Lara, Senior Office Assistant
 Errol Daly, Carpenter
 Harold Sherburne, Carpenter
 Carey Delzell, Carpentry Supervisor
 Edwin Patino, Electrician
 Jeffrey Daclan, Electrician
 Manuel Verdugo, Electrician
 Marijan Vucic, Electrician
 Dan Scrugs, Gardener
 Edmer Peraza, Gardener
 Enrique Brucio, Gardener
 Enrique Figueroa, Gardener
 Fernando Guzman, Gardener
 Hilario Valdez, Gardener
 Jesus Ortiz, Gardener
 Rosendo Porral, Gardener
 Vincent Nieto, Gardener
 Gabriela Arguelles, Gardener Supervisor
 Carlos Hernandez, HVAC Tech
 Johnny Pearson, HVAC Tech
 Max Marquez, HVAC Tech
 Leroy Cadman, Lead Electrician
 Tom Carrisoza, Lead HVAC
 Emiliano Tello, Lead Painter
 Alfonso Arteaga, Locksmith
 Daniel Guardado, Maintenance Assistant
 Dara Chap, Maintenance Assistant
 Eddie Cortes, Maintenance Assistant
 Filiberto Barajas, Maintenance Assistant
 George Ceja, Maintenance Assistant
 Michael Reyes, Maintenance Assistant
 Sergio Perez, Maintenance Assistant
 Baudelio Ibarra, Mechanic
 Edgar Cruz, Painter
 Hector Abella, Painter
 James Owens, Painter
 Mario Toledo, Painter
 Christopher Holbert, Plumber
 James Cadman, Plumber
 Javier Caro, Plumber
 Mauricio Guardado, Plumber
 Benjamin Almeida, Stock Control Aide
 Regis Bell, Stock Control Assistant
 Richard Rosales, Stock Control Assistant
 Luis Velasquez, Stock Control Supervisor

OPERATIONS

Robert Burns, Operations Manager
 Aldo Beltran, A-Shift Supervisor
 Alex Almeida, B-Shift Supervisor
 Brenda Johnson, B-Shift Supervisor
 Ricardo Rodriguez, A-Shift Supervisor
 Akela Wroten, Custodian
 Alfredo Garcia, Custodian
 Antonio Bramlett, Custodian
 Darren Johnson, Custodian
 David Lopez, Custodian
 Demond Walker, Custodian
 DeShaun Smith, Custodian
 Eduardo Gonzalez, Custodian
 Enrique Preciado, Custodian
 Eraina Bell, Custodian
 Eric Loupe, Custodian
 Eugene Thomas, Custodian
 Fredy Valenzuela, Custodian
 Greshawn Jackson, Custodian
 Herman Garvin, Custodian
 Isaac Flores, Custodian
 Javier Brindis, Custodian
 Jesse Gonzalez, Custodian

Jillavonia Penninman, Custodian
 Joe Valenzuela, Custodian
 Joey Oliver, Custodian
 John Vrklan, Custodian
 Jose Morales, Custodian
 Juan Coria, Custodian
 Juan Mora, Custodian
 Karina Quintana, Custodian
 Kenneth Brown, Custodian
 Lawrence Hall, Custodian
 Luis Guerra, Custodian
 Luis Ruiz, Custodian
 Mark Montalbo, Custodian
 Nancy Herbert, Custodian
 Oscar Rivera, Custodian
 Pena Porfirio, Custodian
 Qasim Shamsiddean, Custodian
 Ramiro Camarena, Custodian
 Raymond Ariaga, Custodian
 Raymond Flores, Custodian
 Rene Lara, Custodian
 Rene Morales, Custodian
 Robert Mananing, Custodian
 Samuel Perez, Custodian
 Sergio Deltorre, Custodian
 Shonte Bloodsaw, Custodian
 Sidney Avery, Custodian
 Tanya Okray, Custodian
 Victor Gonzalez, Custodian
 Wendell C. Smith, Custodian
 Wilbert Murray, Custodian
 Yvonne Johnson, Custodian

REPROGRAPHICS/MAILROOM

David Cruz, Lead, Support Services Asst
 Haven De Jesus, Office Assistant
 Yolanda Lira, Office Assistant
 Michael Garcia, Repro Equip. Operator
 Jason Jung, Offset Machine Operator
 Anne Kazarian, Office Assistant

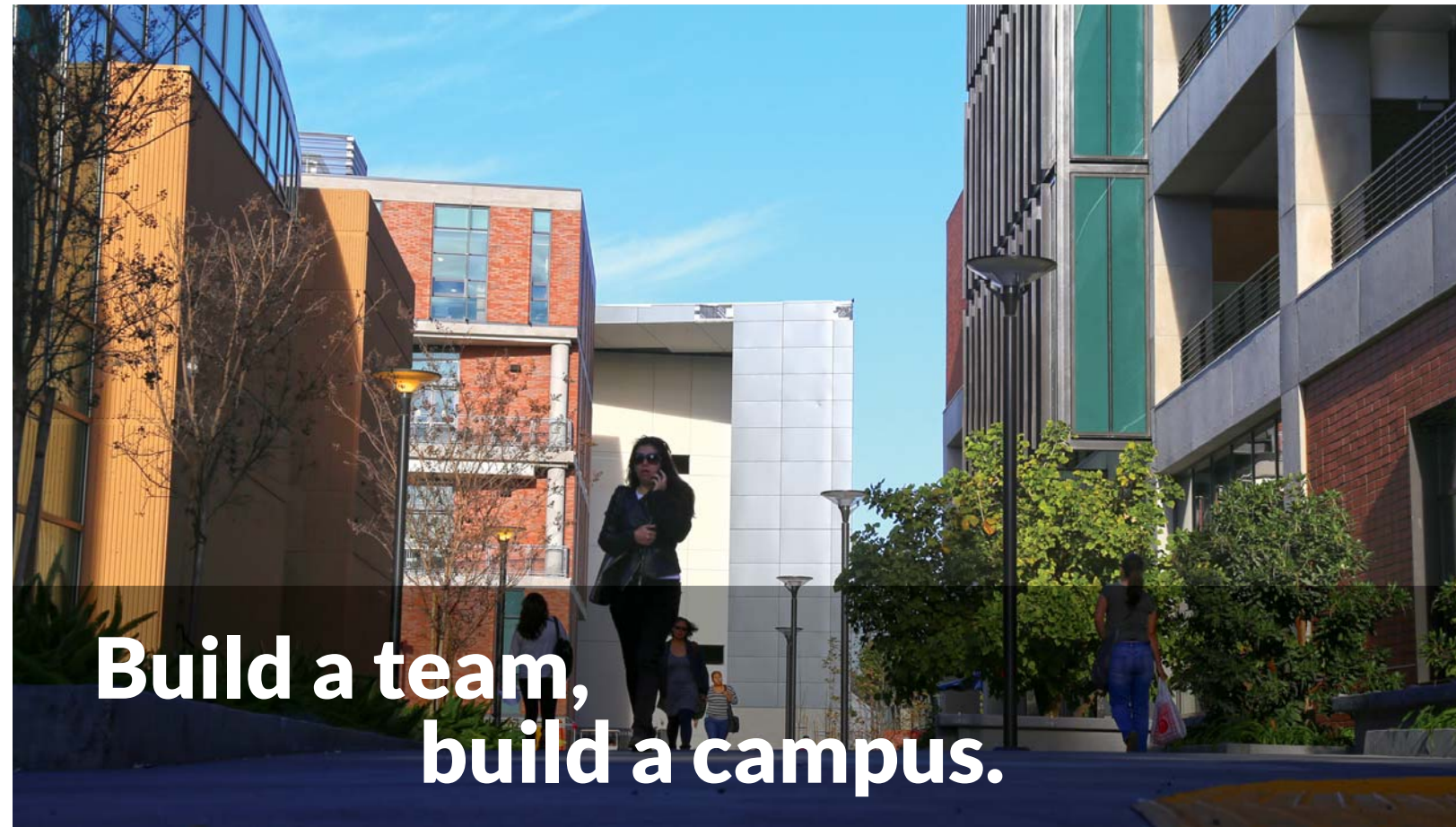
SHERIFF DEPARTMENT

Adolfo Pastrano, Deputy Team Leader
 Alberto Romero, Deputy
 Alex Tiscareno, Deputy
 Lisa Gonzalez, Deputy
 Claire Floria, Sr. Office Assistant
 Noe Bonilla, Security Officer
 Armando Cano, Security Officer
 Jesse Guillen, Security Officer
 Alfred Moreno, Security Officer
 Reynaldo Robles, Security Officer
 Erric Roman, Security Officer
 Hector Ruano, Security Officer
 Victor Shiozaki, Security Officer
 Brianna Morales, Security Officer
 Dan Silvas, Security Officer
 Ben Fournier, Security Officer
 Jose Martinez, Security Officer
 Laura Esparza, Security Officer
 Jonathon Handford, Security Officer

EAST LOS ANGELES COLLEGE

ADMINISTRATIVE SERVICES NEWSLETTER

Spring 2016



Administrative Services
 College Bookstore
 Event Management
 Fiscal/Payroll/Personnel
 Information Technology



Plant Facilities & Operations
 Reprographics/Mailroom
 Sheriffs Department/Campus Safety
 Future Projects



CABINET

- Marvin Martinez, President
- Dr. Ann Tomlinson, Vice President of Administrative Services
- Dr. Laura M. Ramirez, Vice President of Academic Affairs
- Julie Benavides, Vice President of Student Services

ADMINISTRATIVE SERVICES MANAGEMENT TEAM

- Erlinda De Ocampo, Associate Vice President
- William Gasper, Associate Vice President
- Nghi Nghiem, Associate Vice President
- Abel Rodriguez, Director of College Facilities

BOARD OF TRUSTEES

- Scott J. Svonkin, President
- Mike Eng, Vice President
- Mike Fong
- Andra Hoffman
- Sydney K. Kamlager
- Ernest H. Moreno
- Nancy Pearlman
- Milo Anderson, Student Trustee

DISTRICT ADMINISTRATION

- Dr. Francisco C. Rodriguez, Chancellor
- Dr. Adriana D. Barrera, Deputy Chancellor
- Dr. Felicito Cajayon, Vice Chancellor, Workforce Development
- Dr. Ryan Cornner, Vice Chancellor for Educational Programs & Institutional Effectiveness
- Dr. Albert J. Roman, Vice Chancellor for Human Resources
- Jeanette Gordon, Chief Financial Officer/Treasurer
- Kevin Jeter, General Counsel
- James D. O'Reilly, Chief Facilities Executive

East Success Continues with Growth!

by Dr. Ann Tomlinson

East Los Angeles College (ELAC) is experiencing unprecedented change and growth in our student population, employees, and campus infrastructure. New buildings have been constructed and old buildings have been renovated to meet the growing needs of our faculty, staff and students. Although financial resources have grown to record levels, the pent up needs of the campus have outpaced the actual funds available.

To meet the twin expectations of new buildings and technologies, your Administrative Services Team has carefully managed the financial resources available, using bond money and other financial resources to support student success by financing technologically advanced smart classrooms, key card access, the central plant, and necessary classroom equipment. New buildings and technology require intensive training and maintenance as well as a team that is up to the challenge. This resulted in the hiring of a record number of exceptional classified staff in facilities, IT, and in other key areas.

Making room for our new East LA family has resulted in reopening the ELAC Corporate Center. I am very proud of our receiving team who stepped up to the challenge by relocating some ten offices.

I hope you will join me in celebrating your Administrative Services Team coming together to meet the growing needs of faculty, staff, and students as well as new challenges.



Administrative Services

The Office of Administrative Services oversees the day to day business of the college including college safety, information technology, fiscal/ payroll/personnel, plant facilities, event management, as well as reprographics and mail services. They also oversee the college's AQMD Rideshare Program reporting, room and event reservation system, college marquee announcement system, and they work directly with the Sheriff's Department on all college emergency plans and drills.

A large part of their responsibility is the management of the college budget, including the approval of hundreds of contracts, purchases, budget transfers, and other financial transactions. A majority of the contracts processed on campus are done through the Administrative Services Office. They have processed over 250 contracts and short term agreements during the 2015-16 fiscal year.



Sheriff Department

Since early 2000, East Los Angeles College has had a partnership with the LA County Sheriffs Department to have a permanent station on campus to manage the safety and security of the campus community. The department is staffed 24/7 with Deputies, Security Officers as well as cadets during day.

Some of their responsibilities include patrolling the campus, South Gate and Corporate Center, assisting with emergencies and injuries, escort services for students and employees, providing support during campus events, and maintaining/reporting crime statistics which are posted on the ELAC website as required by Federal law.

The Sheriffs Office is located in B5-104, on the south west end of the stadium. You can contact them at (323) 265-8800.

Campus Safety

The Sheriffs Department continues to work in conjunction with the college Administration, Facilities Department and the Information Technology Department to review and improve campus safety policies and procedures.

As the environment continues to grow and change, it is the colleges responsibility to make the campus community aware of how to handle any emergency situations that may arise.

The updated the Campus Emergency Procedures document and placed them in offices and classrooms along with an updated evacuation map that includes the new buildings being opened this Spring. Likewise, the college administers emergency drills each semester to stay prepared in the event of a campus emergency. Specials workshops and training has been offered to the campus on topics such as active shooter scenarios to continue to prepare the faculty and staff.

The college continues to test and improve the campus emergency alert system, which consists of speaker arrays in the buildings and offices, loud speakers strategically posted across campus, and us of the campus phone system to send out announcements to all the offices on campus.

Furthermore, a text/email alert system has been used to send out over 25,000 text messages and 27,000 email messages to the students, faculty and staff allows the campus disseminate information quickly and thoroughly.

For the past several years the college administers a test of the emergency alert systems each semester continuing to improve how notifications are communicated to the campus.

Future Projects at ELAC

As the campus contines to develop and grow through 2016 and beyond, there are several projects to be undertaken by the Administrative Services Division. Some of these projects include:

- Replacing the existing F9 modulars with new customized modulars.
- Replacing the Weingart Stadium track with a state of the art polyurethane track.
- Opening of the Campus Center/Bookstore during Spring 2016.
- Completion of the Library and Assessment Center at South Gate.
- Relocation of the Financial Aid Department in the E1 Student Services Building.
- Upgrades to the emergency alert system including new speakers and strobes in key locations.
- Upgrading campus wireless network and security camera systems.
- Upgrade of audio/visual systems in E7.
- Deployment of Mathematica software to the Library, Learning Center and Math lab.
- Upgrading college core switches.
- Opening of the Math & Science Complex in Spring 2017.



Reprographics/Mailroom

Located on the first floor of the Administrative Services (G1) building, the Reprographics Department offers access to multi-function copiers for faculty and staff as well as print services for larger projects.

The Reprographics Department, in conjunction with the Information Technology Department, developed an online printing system which allows faculty to submit print requests via the web using the Administrative web portal. Print jobs can be submitted and prepared by the staff to be ready for pick up by the requestor prior to class this saves faculty time and avoiding the last minute rush to print. During the 2015-2016 fiscal year over 2,000 print projects have been sent using this system thus far.

Faculty can also get instant printing of small to medium sized jobs during peak hours:

Monday - Friday 8:30am-11:30am

Monday - Thursday 4:30pm-7:00pm

Faculty also have access to two computers located in the Reprographics Department which can be used to check email, submit online forms such as exclusion rosters and grades to the Admissions Office, and more.

The ELAC mailroom provides standard postal services including receiving and distributing campus and courier mail, and distribution of packages and general announcements. The mailroom has received, tracked and distributed over 3,500 packages this fiscal year.

The campus telephone operator is also part of the Reprographics/Mailroom team, directing the hundreds of calls that come in to the campus on a daily basis.

Two production quality copiers allow the Reprographics staff to provide full copy center services to the campus.

"As an adjunct instructor, being able to send my assignments and tests in to Reprographics online has made my life a whole lot easier. I upload the documents and swing by Reprographics to pick them up right before class."

*-J. Flores,
faculty member*



The courteous Reprographics/Mailroom staff are available to serve the campus from 7am to 8pm, Monday thru Thursday and 7am to 5pm on Friday.

College Bookstore

By April 2016 the ELAC Bookstore will be relocated to their new location in the Campus Center/Bookstore (F3), leaving their temporary location in the D7 Bungalow after six years. The new location offers a more spacious environment, allowing students to browse through rows of textbooks, purchase supplies and snacks, and make use of the book rental program which offers 200-300 titles per semester. During the 2015-2016 fiscal year over 3,500 rentals have been processed by the staff.

Since 2001 ELAC students have been able to visit the Bookstore website and purchase their textbooks online. They can be delivered to their homes or picked up from the Bookstore on the main campus or at South Gate. During the 2015-2016 fiscal year over 2,800 transactions have been processed online.



2015-2016 Fiscal Year Highlights:

- 55 film/commercial shoots in over 100 days of production
- Over 30 large (1,000+) community events including 21 high school and middle school graduations

Event Management

Over the years East Los Angeles College has become a popular location for film jobs and commercial photo shoots. Facilities such as the 20,000 seat football stadium, the 2,000 seat newly renovated auditorium or the Olympic size swimming pool have been used in various television shows such as Celebrity Apprentice, Dancing with the Stars, The Mentalist and True Crime as well as feature films such as Forrest Gump and the upcoming Batman vs Superman: Dawn of Justice.

The college also plays host to several large community events each year. These events allow the campus to open its doors to local groups hosting workshops, plays, concerts, graduations and culminations and other events aimed at bringing the community together.

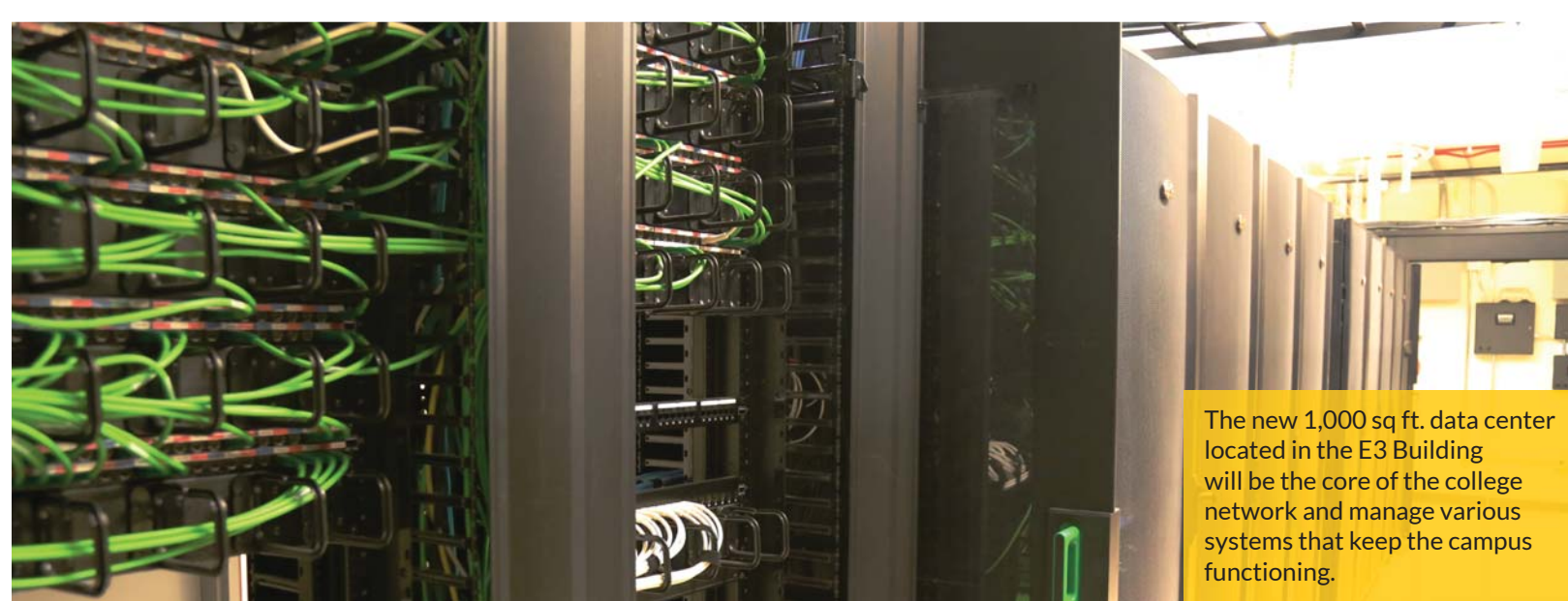
Fiscal/Payroll/Personnel

Recently relocated to G1-104/107, the Fiscal Office services over 20,000 students every semester, assisting them with paying for fees, purchasing parking permits, clearing holds and the distribution of funds such as financial aid and scholarships.

Our Payroll/Personnel Office is located off campus at the recently renovated Corporate Center. They are responsible for the hiring process on campus, working with the departments looking to hire as well as with the Personnel Commission to ensure that the regulations are adhered to and the process flows smoothly. They arrange interviews, assist with payroll and benefits issues for employees and occasionally offer training on various District policies. The 2015-2016 fiscal year has seen the hiring of # full time faculty, # part time faculty and # Classified Staff.

The Payroll/Personnel Office is located at 1055 Corporate Center Drive, Monterey Park, CA 91754.





The new 1,000 sq ft. data center located in the E3 Building will be the core of the college network and manage various systems that keep the campus functioning.

Information Technology

The Information Technology (IT) Department is responsible for the network infrastructure and security, academic computer labs and smart classroom technology, wireless internet, campus/District accounts and all other technology based services and equipment on the main campus and at the South Gate Educational Center and Corporate Center off sites.

The department currently supports approximately 3,400 computer systems, 48 academic computer labs, 206 smart/semi-smart classrooms, 300 wireless access points as well as 250 network switches and over 265 servers which run a variety of systems on the Administrative and Academic networks and keep the campus functioning seven days a week.

2015-2016 Fiscal Year Highlights:

- Installation of new network switches in E7 Technology Building with new 1GBs switches.
- Purchased new hi-definition projectors to replace the existing projectors in E7. Installation in progress.
- Installation of a new virtual computer environment in the Student Success computer labs.
- Development of a state-of-the-art data center which will replace the existing two server rooms.
- Installed ten new smart classrooms and upgraded four existing rooms at the South Gate Educational Center.
- Opening of Corporate Center off site, including a network infrastructure, deployment of 70 new computers, wireless internet, and a video security system.
- Hired an Assistant Computer & Network Support Specialist and rehired Web Architect.
- Upgraded the college website to be mobile ready.



Helpdesk Tickets Submitted FY 2015-16		
Area	Qty	Percentage
Academic	442	8.8%
Administrative	3,452	68.5%
Phones/Faxes	189	3.7%
Web Presence	723	14.3%
Card Access	237	4.7%
TOTAL	5,043	100%

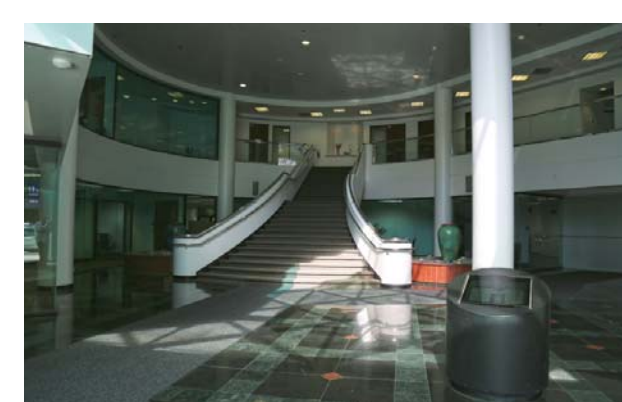
Plant Facilities & Operations

The maintenance and improvement of the college buildings and grounds falls squarely on the Plant Facilities and Maintenance & Operations Departments. With approximately 88 acres on the main campus, as well as the South Gate and Corporate Center, there is a constant flow of work orders and projects that keep the staff functioning seven days a week.

2015-2016 Fiscal Year Highlights:

- 9 new staff hired this fiscal year
- Launched new Facilities Helpdesk and closed 2,220 work orders
- Opening of largest building per sq. ft. in the LACCD (E3)
- Renovation of Auditorium
- Landscape beautification and drought tolerance upgrades
- Monthly safety meetings and annual trainings on sexual harassment and other job related issues
- Developed "Needs Assessment List" to address issues such as health and safety, scheduled maintenance, and other concerns
- Replace the air conditioning in the P1 Building
- Processed 340 purchase orders and 131 Facilities Orders/contracts

The friendly staff in Plant Facilities and Operations work hard to maintain the campus and off site locations. With over 2,600 work orders submitted during Fiscal Year 2015-16 the crew keeps the campus afloat seven days a week.



Corporate Center receives a facelift

While the campus population continues to grow, the need for office space has become a top priority for the Administrative Services Division. As such, the recently unused Corporate Center property was targeted for renovation to relocate various departments off campus and make room for office space. The Plant Facilities and Information Technology departments took the lead in working with contractors as well as managing the work necessary to open Corporate Center quickly. The site received new carpeting, paint, updated the air and plumbing systems and received an entirely new network backbone which included 70 new computers, wireless internet, closed circuit television, and connection to the college network and services. There were a total of 15 relocations of various departments to corporate center as well as moves that were made on the main campus. We would like to send out a tremendous thank you to the ELAC Receiving, Maintenance and Operations, Facilities Office staff and Information Technology staff for their dedication and effort to this time critical project.