Administration Services welcomes you back for Spring Semester 2016 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
Our athletic program began to move into the Monarch Athletic Center in late January, and the building will be fully operational by the start of the Spring semester as will the new Student Union Building which will house the ASU offices, Bookstore, Student Health Center, Cafeteria, Lion Café, and the Business Office. The new Administration and Career Advancement building is really coming along and appears to be on track for completion by mid to late October. Finally, we are nearing the start of construction on the Valley Academic and Cultural Center building.
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/ for information to help you and your students prepare for emergency situations.

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.

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.

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!!!