Administrative Services' Quarterly Informational
Announcement – January – March 2023

In an effort to keep the campus community informed of the current activities within the Administrative Services Division, a quarterly informational announcement is sent highlighting each department's activities/projects. Administrative Services welcomes your feedback.

Morris Rodrigue

Vice President | Administrative Services

Facilities Maintenance & Operations

GROUNDS

- Grounds continues to be involved in future campus construction by lending our expertise to move toward a sustainable campus landscape.
- Currently participating in an Emotional Intelligence & Diversity(EID) training series offered by POD for the entire department.
- As water becomes increasingly scarce, alternative sources are on the horizon. Our irrigation staff works diligently to monitor water usage campus-wide while still being able to offer exceptional athletic field conditions.
- An unusual amount of rainfall this year compared to last year with just under 20 inches for this quarter has allowed us to drastically reduce our landscape water consumption.
- We are always monitoring the current campus tree inventory, ensuring our urban forest is aesthetically pleasing and safe for the campus community.
- In collaboration with Event Services, Grounds continues to accommodate the use of our premier athletic facilities. Successfully hosted a number of events including the Kamaka Invitational Track Meet, LA 84 Foundation Youth Day, Softball and Baseball home games.
- Looking forward to implementing robotic mowers for new facilities coming online and acquiring other battery electric tools/equipment to aid in our sustainable efforts.

Energy Services Department

- Daily coordination of the B29 Chiller plant, Boiler systems, cooling towers, recirculation pumps, and control valves to enable quality temperature ranges for all buildings on campus.
- Performed daily HVAC request work orders for too hot & too cold requests.
- Performed daily and weekly recharging of the Thermal Energy Storage Tank.
- Performed cooling tower preventive maintenance.

- Performed major preventive maintenance work to chillers 2, 3, and 4. Cleaned tubes and epoxy-coated chiller condenser domes.
- Replaced eight 8" dia. chiller condensate feed pipes due to excessive corrosion.
- Replaced chiller 3 flow-switch.
- Lost 126,000 gallons of chilled water due to pipe breakage from construction demo. Had to refill Thermal Energy Storage Tank and recharge 1.5M gallons of water to the chilled water set point.

HVAC Department

- Escort/assist DB Sales with Annual Boiler Preventative Maintenance of 40+ boilers.
- Escort/assist TSS with the Annual Testing & Certification of all Fume Hoods and Snorkels.
- Assist with Job Walk of CHW Piping for Bldg. 28B with Fernan.
- Screening and Interviews for HVAC Applicants.
- Instruct & assign replacement of VAV damper motors to Jason for the renovated POD area. Pick up new motors at Trane Diamond Bar.
- Bldg. 77, ALC Panel. Replace PAM relay that burned up causing no CHW flow.
- Bldg. 36, mount ALC panels and terminate wiring to Bard Units after refurbish by Mobil Modular. Relocate wall sensors for more effective operation.
- Check on Boiler Systems throughout the first quarter due to various issues. Order replacement parts as needed for repairs.
- Attend new pool mechanical room information meeting.
- Schedule and monitor Annual PM of Chillers for Bldg. 2 by Mesa – Emcor.
- Assist with R&R of 15 HP motor for Welding Shop, Bldg. 69. Confirm faulty motor windings via Megger readings.
- Bldg. 8, found faulty Digital Controller for all Medium Temp refrigeration. Re-wire for temporary "mechanical" control until new controller arrives for installation.
- Walk Student Center with Fernan to identify location of access panels for VAV boxes.
- Schedule and monitor quarterly PM for Bldg. 23A by Diversified Mechanical.
- Schedule and monitor quarterly PM for Bldgs. 8, 70, 78, &744 by Tempro Refrigeration.
- R&R Mini-split A/C system for IT room in the writing center.
- Order new expansion tank for Boiler system at Bldg. 4.
- Troubleshoot make-up water for Boiler system at Bldg.2. Replace valves and remove blockage in piping.
- Recover 80#'s of R-22 from abandoned Chillers south of 26D.
- R&R HHW pump motor for HHW system at Bldg. 9B.
- Preventive Maintenance for buildings 31-38, 27C, 26D.
- Installed Return Air grille and 8" flex to saddle Tee in bldg. 66 RM 233.
- Repair burnt wiring and relay in Bldg. 77 for DHWP/CWP ALC controller.
- Removed booster Ex. fan in Bldg. 78 Kitchen/classroom for cleaning. Lent build up caused loud vibrations.

- Repaired thermostat in coach's office/locker room and Gym 3.
- Hiring Committee HVAC 4 Screening/interviews.
- R&R damper motor from VAV? in bldg. 6.
- R&R Bearings in 30hp motor for Temporary domestic water feed pump. Stocked in Warehouse.
- AC 7, 8, 9 bldg. 45 no communications. Reset controllers - re downloaded.
- AC 9 bldg. 45 -repaired high voltage short, replaced transformer.
- Bldg. 31B replaced contactor relay found during PM.
- Verified bad phoenix valve bldg. 60 RM 2624.
- AC3 bldg. 45 R&R stage 1 Compressor.
- R&R both blower motors in Ceiling Cassette unit in broadcasting room in bldg. 6, reused motors from old Pantry system pulled from remodel. Stripped old unit for parts/stock.
- Bldg. 27C, AC1 heating repair. Found during PM.
- R&R Ex fan at bldg. 27c. 1/6 HP 115v 1725rpm.
- Reset boiler bldg. 12, purged air from coils in AHU1 and 2.
- Responded to water leak at bldg. 28B, helped plumbing locate and repair.
- Help Art/John with replacing Ex. fan motor at bldg. 69 welding. (15HP)
- Installed Mini Split at writing center IDF.
- Preventive Maintenance for buildings 48, 26ABC, G5, 30.
- Bldg. 45 AC2 no heating call. R&R Limit switch.
- Bldg. 2 R&R pressure/Regulator combo for Make-up water in boiler loop. R&R bypass ball valve, Recharged Ex. tank.
- Reset static switch bldg. 77 -blew out tubing. Confirmed Damper ops.
- Bldg. 1/BC CWP1 R&R bearings and seal.
- Helped John P reinstall HWP at 9B.
- Bldg. 9B HWP R&R bearings and stocked at warehouse for spare.
- Bldg. 9E boiler reset, Cleaned UV sensor. Inspected thermostats bldg. wide for proper calibration.
- Bldg. 26B writing center VAV 122 RM 1563 heating repair. Cleaned strainer, purged coil w/John P. Also cleaned strainer from VAV 125.
- Bldg. 9G no heat call. Reprogrammed thermostats.
- Preventive Maintenance for buildings 9C, 44, 29 trailer, 742, F10,
- Bldg. 23 boiler R&R ignition control module.
- Bldg. 1B/C cleaned HWP strainers, R&R Pump seal and bearings for HWP1. Installed new rubber couplers.
- Cleaned coils in Gateway and Champion parking structures.
- Bldg. 746 R&R bearings for make-up blower motor.
- Attempted to repair refer leaks in print shop York package unit.
- Called in to reset VFDs and IDF rooms that were offline due to power outage.
- Bldg. 40 RM 140 VAV 1-13 cleaned HW strainer and purged coil.
- Bldg. 6 Kiosk no heat call.
- Bldg. 66 1st floor took Air scrubber to office space, R&R OA filter on N/S side.
- Bldg. 47 Paint shop heater repair. Fuses and calibrate timer.

- Bldg. 69 weld repaired heaters on East and West end. R&R thermostats and installed timers.
- Walked Gym 3 - turned off all HVAC equipment and removed Motors for stock.
- Bldg. 6 VAV 157 R&R Damper motor.
- Bldg. 26, 28B valve off CW lines and locked out VFDs for CW line repair. Got equipment back online after repair. This was an emergency from leak caused by construction demolition.
- Bldg. 13 RM 1700 IDF mini split repair. R&R capacitor and R410a leak and repair.
- Bldg. 26D AHU4 CW coil leak repair.
- Bldg. 61 AHU1 repaired PICV for CW line.
- Performed preventative maintenance on nine buildings (1A, 46B, 23Data, K-9 farm, 60, 48, 46EOC, and 80.
- Reset boilers at 7, 12, and 79.
- Received a large order of filter; checked in quantity and distributed to storage locations.
- Bldg-6: Performed repair on VAV-245.
- Bldg-2: Installed new indoor blower motor for Heat pump-1 at the newer music building.
- Bldg-69 Weld: Installed a new 15 horsepower motor for exhaust fan-7 (E.F-7).
- Bldg-61 ; Installed new motor bearings to a 40 horsepower supply motor for air-handler-1 (AHU-1).
- Worked on the January 16 Holiday for a campus wide power shutdown to reset all equipment as required.
- Had training on the equipment for the New Stadium Pool.
- Performed preventative maintenance on 16 buildings (CDC 71-73, 26A, 26BC, 26D, 69 A/C, 69 weld, 30, Swine building, 7, 8, 61, Green house G-5, 47, 28A.
- Bldg-71: Replaced wheel bearings to Fan Coil Unit-B-1 at the Child Development Center.
- Bldg-78: Troubleshot fire alarm system problem with all three Air handlers on roof.
- Bldg-7: Installed new motor for restroom exhaust fan.
- Bldg-F-7 Makers Space: Repaired heating problem for the classroom.
- Hooked up trailer and transported extra exhaust fans that construction left on the second level of the Champion Parking structure to a storage room at the stadium.
- Performed preventative maintenance on 14 buildings (9C, 44, 29, 10, 4, Brackett field, 742, 9D, 9E, 1B, 40, 327, Lot-D block house, F-10
- Bldg-47 lock shop had no heating. Troubleshot and repaired.
- Bldg-9E: Performed Automated Logic troubleshooting and made changes to increase supply heating building wide.
- Bldg-F-2: Installed new contactor to office A/C unit.
- Bldg-6: The library had a loud noise coming from a VAV unit. Performed repair to remove noise, John assisted as well.
- Bldg-G-4: Troubleshot exhaust fan motor tripping breaker.
- Bldg-2: Vacuumed all the Return and Supply registers for both dance rooms.

- Bldg.-78: Troubleshot kitchen fly fan that would not turn off when the door closes.
- Reset A/C equipment after another power outage.
- Bldg-2: Assisted in rain flood inside the Sofia B. Clark Theater. Took dehumidifiers to absorb moisture.
- U.V lamps: Changing all the U.V lamps throughout the campus.
- Bldg-70 CDC: Replaced a BELIMO actuator that was causing a noise disturbance for office 1240.
- Bldg-40: Replacing motor bearings to two return fan motors.

Facilities Planning and Management

Facilities Planning

- The planning team is preparing agenda topics for an Educational and Facilities Master Plan (EFMP) visioning session to be scheduled for May or early June.
- Efforts to update the Climate Action Plan (CAP) are underway. The planning team is working in conjunction with the Climate Commitment Environmental Justice Committee (CCEJC) to develop strategies for the 5, 10, and 15-year time frame for each of the sections of the CAP.
- Planning efforts are underway to install over 2.2 megawatts of solar power in several locations on campus. Proposed locations include the surface parking lots H and G, the top deck of the Gateway Parking Structure at Temple Avenue and Bonita Drive, and the parking areas near the construction offices, maintenance and operations, and warehouse buildings 46, 47, and 48. Engineering work to update our main electrical distribution system is running concurrently with the goal of maximizing the onsite utilization of self-generated power.
- Planning work for the addition of 46 new charging stations is underway. Southern California Edison has approved incentives for the infrastructure installation, while other incentives for purchasing the charging units are under consideration.
- The annual Parking Study was completed in draft form and will be presented to the Facilities Advisory Committee and the Campus Master Planning Coordination Team (CMPCT) in late April. The study analyzes current parking trends and forecasts available parking, taking into consideration on-campus enrollment changes, construction impacts, and expected effects of the new transit center.
- Phase 2 of the Campus Wayfinding and Signage Plan is underway, with the current focus on developing short-term and long-term plans to improve pedestrian and vehicle access to campus facilities, program and department identification, and to create a logical building numbering plan.

Major Capital Improvement Projects

- The Gymnasium, Wellness, and Aquatics Center was open to students on schedule in early January. The facility is in use for instructional and athletics activities with efforts to fully commission some of the most complex systems ongoing through the spring semester.
- The Transit Center and Temple Avenue improvements are nearing completion after a number of delays related to materials availability and rain impacts. The new Foothill Transit bus depot will be available beginning in the summer session for student and public use.
- The Student Center is approaching substantial completion. Furniture installation began in early April, and early move-in activities will begin in May. The facility will be fully operational for the fall 2023 semester.

- The Sand Volleyball and Wildlife Sanctuary project is approaching the midpoint of construction. The project has experienced some significant weather-related delays, but the team has revised the schedule to accelerate critical activities with the goals of completing the soccer shade structures in time for the 2023 fall season and completing the volleyball courts in time for the 2024 winter season.
- Construction has begun on the new Instruction Offices and Campus Store building. Early activities include earthwork, shoring, and site utilities, with structural steel and concrete work following in the summer. The project is expected to run for just over two years, with occupancy available in the spring of 2025.
- The first phase of the new Technology and Health building will begin this summer with demolition, earthwork, shoring, and site utility activities running through the fall semester. Public bidding for the building construction will take place this fall, with work beginning in early 2024. A detailed review of construction impacts will be reviewed with the Facilities Advisory Committee and CMPCT in April and May.
- Design work for the new School of Continuing Education is underway, with schematic design work to be completed in May. Engineering work for the site utility and grading is running concurrently with the schematic design work with the goal of submitting an early-phase design package to the state architect (DSA) this summer. The new facility will include several buildings arranged around a central gathering space to create a village-like environment in the northeast portion of surface parking lot H.
- Schematic design work for the 100,000-square-foot new Library is underway. The Library will be located just north of parking lot D, between the Campus Store and Instruction Offices and the existing technology and Health building. Design presentations to the Facilities Advisory Committee and CMPCT for both Library and School of Continuing Education will take place in May.

Minor Capital Improvement Projects

The Facilities Planning and Management team is currently working on a long list of minor capital improvement efforts. These projects require formal design, DSA approval, and formal bidding. Following are some highlights:

- El Centro Modular building – This 3900 GSF new building will be located north of the new Student Center and just east of the Equity Center. The modular buildings will be installed this summer, with occupancy expected in late 2023.
- New Math and Science Elevator Tower – Two new elevators will be installed just north of building 61. The project is currently under review by the state architect (DSA). Construction will begin in early 2024, with an expected duration of just over a year.
- Student Services and Human Resources Modular Spaces – Five new modular buildings will be constructed on the site of the old gymnasium. These spaces will

provide long-term space for student services programs, including the deaf and hard of hearing (DHH) student learning and gathering space, High School Outreach, Promise Plus program, International Students support space, and the Basic Needs program. Temporary space for Human Resources will be included to provide for growth until their permanent home in Administration Building 4 is completed.

- The POD Loft – New space for the Professional and Organizational Development program will be located on the second floor of the current Library Building 6. Construction is nearly complete, with occupancy planned for the summer.

Scheduled Maintenance Furniture and Alteration projects

The team is currently engaged with over 100 projects in these categories. Critical scheduled maintenance work includes water utility projects, stormwater management, major electrical system improvements, chilled water central plant major maintenance, expanding wireless access, new roofing systems, and building envelope improvements. New furniture work includes a full range of projects, from new building interior and exterior furnishings and equipment to individual office spaces. Alteration projects are ongoing in most of our major buildings and exterior spaces.

Fiscal Services

Accounting

- The College will have its interim Audit the week of April 10, 2023; the final Audit is scheduled for September 2023.
- Fiscal Services is working closely with Human Resources on recruitment for Fiscal Analyst.
- Fiscal Services Year-end Deadlines will be announced the first week of May 2023.
- Fiscal Services has begun reviewing test upgrades within the Banner Enterprise Resource Planning system to include Self-Service 9, with the tentative expectation for the advancement to go into effect by the summer of 2023.
- Fiscal Services has continued expanding and updating training material for Chrome River.
- Fiscal Services has upgraded and added new features in Questica.
- Fiscal Services is working with Public Safety to implement the T-2 software processing system.
- Fiscal Services is assisting in streamlining the credit card system with Blue-Finn.
- Fiscal Services is currently working on creating a bank account to process Sisc payments for Payroll and Human Resources.
- Fiscal Services is in the process of creating a policy for Credit Card fraud.

Budget

- Fiscal Services, in collaboration with several campus departments, has completed the annual audits as of June 30, 2022. The College and Auxiliary Services have obtained unmodified (best opinion) audit opinions.
- Fiscal Services has begun the Annual Budget Development Process through Questica. Budget managers should have promoted their budgets the Vice President/Provost, President to review. In-person and online classes are being offered to learn how to use Questica; please visit POD to register.

Training

- Online Appropriation Transfer Training with Banner 9 is scheduled for April 18, 2023, at 9:00 a.m. Please visit POD to register. A training video will soon be offered.

Information Technology (IT)

- The 2023-28 Information Technology Master Plan is done.
- IT collects and reports more than 110 data points as monthly statistics for all aspects of IT, including infrastructure, web, administration, project management, enterprise systems, and externally hosted systems. The data dashboards are available on the IT Statistics webpage.
- Approximately 35 IT staff members attended AWS Cloud Practitioner Essentials training. AWS scheduled additional IT training classes in April.
- IT is pleased to share an update on Dallas Venegas, a former Web Team Student Employee. After completing an AA degree at Mt. SAC and a bachelor of science degree at Cal Poly in 2021, he has worked for a tech company for 18 months. He attributes his success to Mt. SAC, stating that our rigorous interview practices helped him prepare for his job search, and he landed the first job he applied for after graduation.

Enterprise Application Systems / Web Team / Project Management

- In partnership with the Wellness Center, IT successfully transitioned Employee Registration forms into a fully online, paperless process. This included developing the forms, routing, and automated notifications.
- Episode 3 of the MS Outlook training series is now published. This video shows how to save time automating text with My Templates, Quick Parts, and Autocomplete.
- Fall 2022 MIS data was successfully submitted to the Chancellor's Office. This includes reports of student enrollments, their student types, and participation in various special and categorical programs.
- With the passage of AP 3720, de-provisioning continued with removing Google Drive storage for suspended user accounts. Mt. SAC's Google Drive storage is now below the Google-imposed limit of 180 terabytes.
- IT collaborated with Financial Aid to implement Banner Financial Aid upgrades and local modifications, which were successfully installed and applied in production in March 2023.
- IT and Instruction worked together to establish a targeted notification process for identifying and removing fraudulent student registrations, freeing up spots for genuine students in need.
- IT collaborated with various departments to implement updates, patches, and database upgrades in DegreeWorks, Operational Data Store (ODS), and Banner databases.
- IT assisted Fiscal Services and Financial Aid with creating HEERF Annual Reports for 2020, 2021, and 2022.
- Phase I of the School of Continuing Education data dashboards is done. Phase I included student demographics, grades/success, and certificate data.
- IT collaborated with the Student Life Office to complete the Students of Distinction nomination, submission of documents, and the committee reviewing and scoring processes.

- Completed the W2, 1098-T, and 1099 processes for tax year 2022.

Infrastructure & Data Security

- The new Guest WiFi network is available for visitors or campus guests. Directions to connect are available here.
- Reminder: In Outlook, click 'Report Message' to report suspicious emails, then choose if the message is 'junk' or 'phishing.' Your participation tunes our mail protections and reporting capabilities.
- Reminder: All Zoom recordings older than one year are automatically deleted from cloud storage. More information on saving recordings can be found at the Zoom support site.

Academic Technology

- The Mountie Tech Hub Project is moving forward with the approval from Cabinet to run the location in the new Student Center. The purpose of the Mountie Tech Hub will be a location where students can ask questions and receive technical support on hardware and software provided by the College.
- IT created a Student Technology Support website dedicated to providing our students with information, resources, and support on the technology available here at the College while taking classes. The purpose of this website is to be the first place students look when needing help or have questions about technology resources provided by the College.
- Our Wepa Student Print Management System is operating well, and more students are using the system to print on campus. Our latest report as of March 1 shows 68% of the students are using the Wepa mobile app to interact with the Wepa system, a 21% increase over December 2022.

IT is proactively working on completing a campus-wide computer desktop and laptop hardware inventory. Big thanks to SCE and IT staff who worked together to complete their hardware inventory. The work to inventory the remaining College computer hardware is ongoing.

Police and Campus Safety (P&CS)

Police & Campus Safety Call January – March 2023			
	January	**February**	**March**
Money Pick-ups (10-17's)	28	30	39
Battery Jumps (10-37's)	10	20	38
Vehicle Unlocks (10-41's)	5	11	12
Building/Door Lock/Unlock	41	35	73
Medical Assistance	1	4	15
Vehicle Checks	0	0	0
Assist/Other	14	16	32
Transports	4	3	0
Postings	0	2	1
Total Common Calls for Service	**103**	**121**	**210**
Total All Dispatched Calls	**201**	**235**	**373**

2/13/23 P&CS hosted a Threat Assessment & Management Training in collaboration with the Chaffey College Police Department.

2/16/23 Chief Williams conducted a Flex Day discussion regarding Risk Management related to the mentally ill students, staff, and faculty.

Purchasing, Printing and Mail Services

- The Purchasing department is currently working on several solicitations, some of which include the Request for Proposal (RFP) process and evaluation for the Campus Store Operations Services, Building 7 AudioVisual Systems Replacement, as well as several bids, including the Technology and Health Increment 1, Building F-10 Foundation Landscape Project, Bldg. 16 F Site Development & Tenant Improvement Project, Hospitality Furniture for the Student Center building, and Student Services Program Modulars Gynasium (Bldg. 3) Abatement projects.

- In an effort to ensure and maintain the College's ability to continue to offer the P-card program, as a convenient, and efficient payment mechanism, cardholders are requested to ensure their allocations are completed by the 5th of each month, and all P-Card guidelines are followed. All approvals should be completed by the 10th of each month. It is the responsibility of the cardholder to follow up with all approvers in their chain to ensure the approvals are completed in a timely manner. Please keep in mind that issuance of a P-Card is a privilege, and in accordance with the guidelines, P-Cards may be suspended or revoked if cardholders do not comply with these guidelines.

- Reminder, The deadline to enter to submit purchase requisitions and change order requests for equipment and other long lead time items, such as furniture for the 2022-23 fiscal year utilizing was Thursday, 3/30/2022. The deadline for all other requisitions for supplies, equipment, and/or services remains April 14, 2022. If an unforeseen or emergency arises after the deadline (very limited circumstances), advance approval will be required prior to entering the requisition or requesting a change order, and written justification for the late requisition or change order must be provided. All requisitions and change orders submitted after the deadline will require approval from Angelic Davis, Director of Purchasing.

- Upcoming Deadlines:
  April 14, 2023 All other orders for All Funds
  June 16, 2023 Cutoff for ordering all items from a Standing Purchasing Order.
  June 19, 2023 Cutoff for purchasing items with a P-Card. P-Card purchases may resume on July 1st.
  June 30, 2023 All supplies, equipment, and services must be received.

- A FEW REMINDERS REGARDING REQUISITIONS:

  To expedite the review process and eliminate delays due to errors, here are some tips and suggestions when submitting requisitions and change orders.

1. If you have already submitted a requisition, do not make payment to the vendor with a credit card. This may cause duplicate payments.

2. Check budget available in Banner. Make sure there are sufficient funds for the requisition or change order.

3. Review the account code used for each item on the requisition or change order and make sure that it is appropriate for the item.

4. Make sure commodity description is descriptive of what is being purchased.

5. Ensure that the quotes you submit as backup, are still valid and have not expired

6. Please include back up as applicable. Such as:

   Quotes or invoices, or Single Source Justification Form
   Board approval
   VP signed agreements/contracts
   New Vendor Information Packet

7. For subscriptions and/or online orders that require P-card payment, please provide your User ID and Password in the document text.

8. For orders over $10,000 provide either 3 quotes or a Single Source Justification (SSJ) form pre-approved by Angelic Davis, Director of Purchasing, Printing and Mail Services.

9. It is the requestor's responsibility to obtain all approvals. Approval status is available in Banner (FOIDOCH).

- ALSO PLEASE NOTE RE: WAREHOUSE DELIVERIES/PICK UP:

  With continual increase in automation, some delivery services are now notifying purchasers via e-mail that their ordered item(s) have been "delivered" when they reach our Warehouse Dock. These packages still need to be received and processed by the Warehouse staff before they can be distributed. Drop-in visits to pick up orders, based on this "delivery" notification from the Shipper, slows down the overall cumulative process of Campus receiving. This slow-down is magnified during year-end purchasing activities, when the total number of packages being distributed significantly increases. Therefore, whenever possible, please allow us to bring your package(s) to you on your designated delivery day. See attached Weekly Delivery Schedule.

  As is always the case, If you are expecting time sensitive deliveries, and you would like to pick them up from the Warehouse prior to your delivery day, we ask

that you contact Steve Green at Ext. 4870 or by email at Sgreen30@mtsac.edu to arrange a pick-up time. Please have your package tracking information available as well as the PO number or P-Card information. This will ensure that your package(s) are ready when you arrive.

Risk Management

- Worker's Compensation results for the first quarter:
    - Sixteen new claims were filed.
    - Seventeen claims were closed.
- In March Risk Management introduced and provided training on Company Nurse which is an added benefit through our Worker's Compensation Program. The program went live in April 1, 2023.
- In the first quarter, eight Property and Liability claims were filed.
- Eight hazard reports were reported to or through Risk Management in the first quarter. All have been resolved or are pending the completion of a work order ad assessment. Hazard reports are reviewed and discussed at the monthly Health & Safety Committee meetings.
- Risk Management continues to conduct ergonomic evaluations upon request to assist in preventing worker's compensation injuries and repetitive motion claims.
    - Eighteen ergonomic evaluations were completed in the first quarter. Risk Management continues to partner with HR regarding accommodation requests and needs.
- Every year we develop a Risk Improvement Action Plan with our worker's compensation carrier to address areas with a high frequency or severity of claims. We continue to conduct monthly trainings with Grounds, Maintenance, and the Custodial group. In the first quarter of 2023, CSEA 651 and staff have had the following in-person trainings:
    - January – Slip, Trip and Falls.
    - February – Ladder Safety.
    - March – Introduction to Company Nurse.
- The Employee Wellness Program continues to provide resources and wellness challenges to our staff in remote and in-person settings. We are continuing to see an increase in participation from employees:
    - The "Healthy Mind Movement" walking challenge started on November 14, 2022, and will ended on January 8, 2023. We had 180 staff registered and participating in the challenge and 33 teams were created. All registered Participants were eligible for the raffle of one of twenty-five $100 Stater Bros gift cards with this challenge. The Spring Vibes (mind and soul) challenge started on March 6, 2023 and will end on April 30, 2023. All registered Participants will be eligible for the raffle of one of twenty-five $100 Amazon Gift Cards. Keep up the great work campus community!
    - The NEW Wellness Center opened it doors in January of 2023.
    - A variety of virtual nutritional classes & demos were provided to the campus:
        - Wellness Webinar: Love your Gut (February 14, 2023).

        - Upcoming Wellness Webinar: Root Causes of SIBO & Gut Dysbiosis (April 11, 2023).
    - Other virtual and in-person activities that were provided monthly through the Wellness Program were:
        - Breath Work Classes with Robert Van Der Heyden (now available in person and online).
        - Yoga.
        - Guided Meditation.
        - Cardio Dance.
        - Capoeira.
        - Cardio/Circuit Room.
        - Lap Swimming.
    - Weekly Wellness Announcements are sent to our employees, providing the following resources:
        - Resources to Move More.
        - Resources to Eat Well.
        - Resources to Build Stress Resiliency.
        - Mental Health Wellness and Crisis Services (Crisis Hotline (800) 854-7771, available 24 hours).

Environmental and Emergency Management

- Survey of Formaldehyde exposure levels in the anatomy laboratory was completed. The report will be available early next quarter.
- Continue to partner with Mt. SAC Design & Construction team on the Fire and ADA compliance code.
- Resolved safety recommendations resulting from the SWACC inspection that concluded in June and partnered with multiple areas on campus including Maintenance & Operations.
- Started the process on partnering with Keenan & Associates on the development of an EOC hands-on training for the Policy and Executive Groups on Campus.
- Emergency Management 101 training continues to be offered monthly through POD to help prepare staff in case of an on-campus emergency event. These trainings are held in-person once a month.
- In-person Building Evacuation Training for the Building Marshals and Floor Captains continues to be a training provided through POD twice a month. Separate division trainings are being conducted upon request to address the coordination and communication between different divisions in the same building during an emergency.
- Working on updating the building evacuation routes building floors and evacuation assembly areas on campus.
- Stop the Bleed and Use of Fire Extinguishers training were conducted in the first quarter and will be ongoing through POD.

- The department continues to provide PPE supplies for the campus as requests are submitted.

- Regular routine inspections are conducted on campus to identify hazardous situations. All hazards identified are addressed with appropriate parties and moved to resolution.

Sac Book Rac

Technical Services