

# Administrative Services

## Quarterly Informational Announcement



Learn more at [www.mtsac.edu/adminservices](http://www.mtsac.edu/adminservices)

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# Introduction

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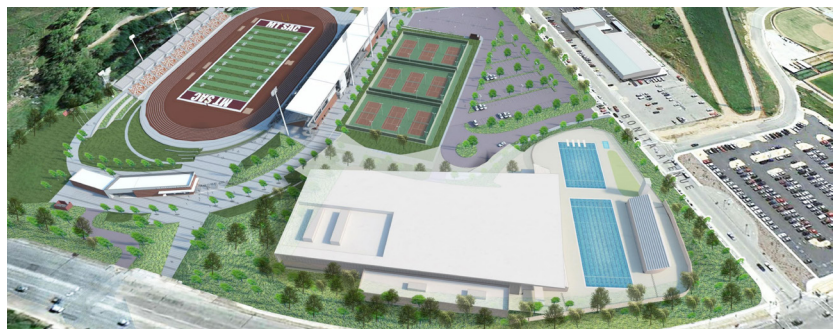
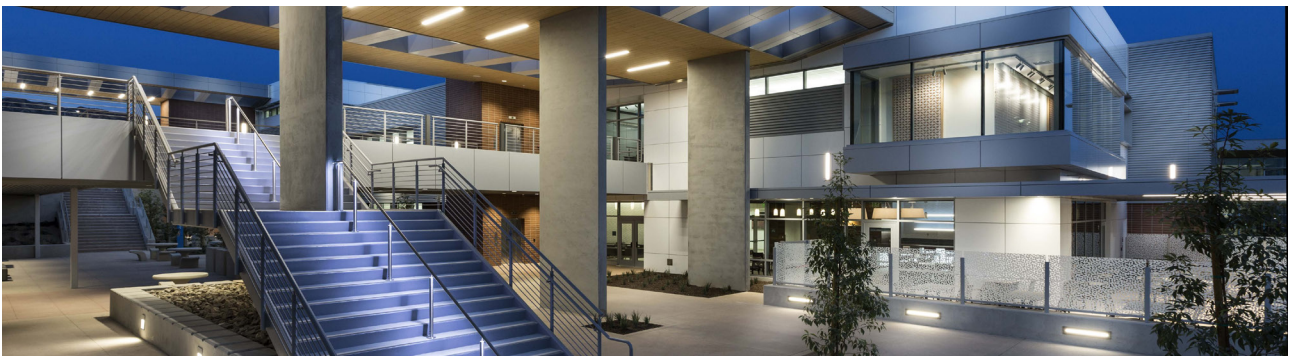
## Message from the Vice President of Administrative Services

As part of our commitment to fostering transparency and keeping the Mt. SAC campus community informed, the Administrative Services Division is delighted to present this quarterly informational report. This report aims to showcase the various activities and projects undertaken by

each department within the division. Your perspectives and suggestions are crucial, and we highly value your input. We welcome any feedback you may have. Thank you for your continued engagement and support in making our campus a thriving and dynamic community.



*Morris Rodrigue*  
Vice President,  
Administrative Services



# Facilities Maintenance & Operations



## Grounds

- Mt. SAC is the first **AGZA** Green Zone® Community College in the nation! On November 2, 2023, Mt. SAC hosted a ceremony during which Mt. SAC's Grounds crew accepted an award for their achievement of transitioning from gas-powered equipment to zero-emission, low-noise electric equipment and people-powered tools. This transition supports Mt. SAC's **Fresh Air Campus** policy and **Carbon Neutrality** goals. Not only is this change environmentally friendly, but it also protects the health of our many employees who keep our campus looking beautiful.



# Facilities Planning & Management



## Facilities Planning

- The Educational and Facilities Master Plan (EFMP) Selection Committee has chosen a consulting team and made a recommendation for award. Contract review is in progress. An initial item for preliminary work is expected to go to the Board of Trustees in January 2024 with the remainder of the contract to go to the Board in March 2024 for final approval. Completion date for the plan is estimated for June 2025.
- The final report from the Fall Term 2023 Parking Inventory and Evaluation has been completed and the report remains in progress.
- The Planning Office is supporting final revisions to the Facilities Total Cost of Ownership (TCO) Framework, which will be complete for presentation and discussion in the new year.
- Wayfinding and Signage prioritization, budgeting, and mockups are in progress based on feedback received from the Campus Master Plan Coordinating Team (CMPCT).
- The Planning Office has worked with Campus Police, Public Safety, Environmental Safety, Emergency Services, and Risk Management to review the planned Campus Renumbering Plan outlined in the 2018 EFMP. The Building Renumbering Workgroup plans to reconvene in the Spring and continue work on this effort.
- The Office of Instruction, Technical Services, and Facilities Planning have reconvened the Space Utilization Core Team and will meet in January.
- Meetings with the Planning Office and the Deans remain ongoing to understand physical project process, needs, communication, and project reporting.

## Sustainability

- The Mt. SAC CAP is in development. The CAP will inform Mt. SAC's path in the areas of energy, water, waste and transportation for the next 5 years. The Final draft of Mt. SAC's Climate Action Plan (CAP) 2023 will be completed in May 2024.
- A renewable energy feasibility study is underway for the campus. The analysis will provide a phased approach for renewable energy that will lead to 100% offset of energy by 2045. The first phase will offset approximately 18-20% of the campus's energy use.
- An electric vehicle charging station analysis is being conducted for 74 new EV parking stalls. The analysis will consider 49 stations in Lot A and 25 stations in Lot B.
- On November 2, 2023, Mt. SAC hosted the **American Green Zone** Ceremony during which Mt. SAC's ground crew accepted an award for their achievement of transitioning from gas-powered equipment to electric equipment. This transition supports the **Fresh Air Campus** policy and the **Carbon Neutrality** goals of the campus.
- On November 13, 2023, The California Community College Board of Governors Energy & Sustainability Program awarded Mt. SAC with an 'Excellence in Energy & Sustainability Innovative Project Award' for the Student Center.
- In the new year:
  - Mt. SAC will host a ceremony that will commemorate the reopening of the Wildlife Sanctuary and Mt. SAC's achievement of Tree Campus USA designation.
  - In February, Mt. SAC Sustainability team members will speak at the Second Nature

# Facilities Planning & Management

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2024 Higher Education Climate Leadership Summit in Long Beach.

- In March, the College will participate in the Campus Race to Zero Waste event during which the campus will strive to achieve a landfill diversion rate of 60%.
- In April, a series of Earth Week events will be hosted for the campus and surrounding communities.
- Mt. SAC will host a Climate Summit for the California Community Colleges system in May (rescheduled from March 2024). This summit will foster dialogue around climate action and environmental justice. The summit will also provide opportunities for collaboration among the community colleges in terms of sustainability efforts.

## Major Capital Improvement Projects

- Construction closeout procedures remain in progress on the Gymnasium, Wellness, and Aquatics Center projects. These facilities are open for use by instructional and athletics groups.
- The Transit Center and Student Center projects are both substantially complete with closeout procedures currently underway.
- The Sand Volleyball and Wildlife Sanctuary project site is now energized, and the sand courts have been filled. All landscape, turf, and road paving has been installed. The project site supported the Soccer State Championship hosted by Mt. SAC in early December.

- Roofing installation and interior steel framing is in progress on the Campus Store and Instruction Offices building. Coordination continues with the bookstore and coffee shop partners on construction requirements.
- Increment 1 of the Technology and Health building is approaching completion. Increment 2 bids have been received and will be presented at the December Board of Trustees meeting for review and approval.

## Minor Capital Improvement, Alteration, and Miscellaneous Projects

The Facilities Planning and Management team is currently working on many Minor Capital Improvement, Alteration, Furniture, and Miscellaneous project across all parts of the campus. A few project highlights include:

- Construction is scheduled to begin on a 4-classroom renovation in Building 26A. Project work will run from December with completion estimated for early February 2024.
- The Building 26B Writing Center renovation is currently out for public bid. Bids will be received on December 14th and will be reviewed in the early part of the New Year.
- The renovation of 4 classrooms for the new LVN Program in Building 31B is currently under construction. Construction completion is estimated at February 2024.
- The interior improvements bid portion of the Instructional Support Modular (16F) is being rebid to replace the previous contractor and restart construction efforts.

# Facilities Planning & Management

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- Closeout procedures and minor punch list items are in progress on the Building 6 POD Loft project.
- The Equine Barn received three large ceiling fans to assist with cooling in the summer months and insect lessening. The barn lab area also received a subfloor under the floor pavers to reduce trip hazards for students and horses.
- The 67B Health Center is in the process of receiving new flooring, paint, and furniture. New furniture is scheduled to be installed in April 2024.
- A new greenhouse was installed in the horticulture section of the Farm. The

Thermolator made by AgraTech was installed to advance propagation of new seedlings and reduce plant overcrowding in existing greenhouses.

- The WIN Expansion project in Building 45 continues with design work on the new furniture plan that will be completed in 2024.

## Scheduled Maintenance

- The team continues to revise and update the 5-Year Scheduled Maintenance Plan to reflect recent change in the Governor's Budget.
- Efforts to reappropriate projects and identify other funding sources for these projects is in process.



# Fiscal Services

- In collaboration with several campus departments, Fiscal Services completed the annual audits for the period ending June 30, 2023. The College and the Auxiliary Services have obtained unmodified (best) options.
- We are excited to announce that a significant upgrade is currently underway, transitioning from our existing version of Self-Service Banner 8 (SSB8) to Self-Service Banner 9 (SSB9) for the Finance Module. This new version offers quick views of spend analysis through an intuitive, visually appealing dashboard that lets users save favorite queues for collaborations. It lets users process budget transfers online with new abilities to copy, reverse, and delete budget journals. It also gives users an at-a-glance view of the finance documents in their approval queues.
- To kick off this transition, Finance Self-Service 9 is set to go live on January 29, 2024. We strongly encourage all Banner Finance end users to participate in one of the upcoming Finance SSB9 training sessions facilitated through POD. Registration for these sessions is now open, with classes commencing on Tuesday, January 9, 2024.
- Fiscal Services will begin the Annual Budget Development Process through Questica on March 1. Budget managers will receive an email to kick off the process with information

on what is included in the 2024-25 budget and deadlines for each level. In-person and online classed will be offered to learn how to use Questica, please visit POD to register.

- We have been working hard to make our Fiscal Services Website more valuable to our students, staff, and faculty. We have updated our webpage; please visit [Fiscal Services Forms and Reference Documents](#). Our webpage will give you access to forms, user guides, Conference and Travel, Budget, Payroll, Cashier's Office, etc.

## Helpful Hints

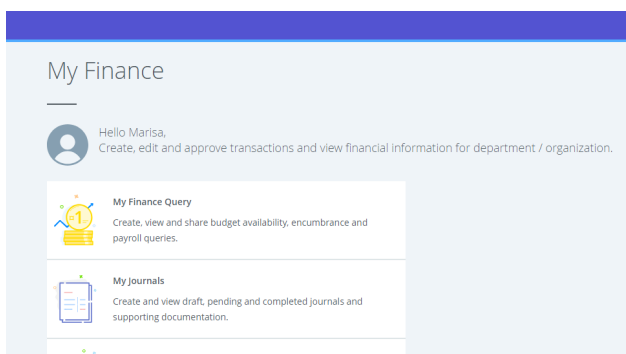
- Need help determining salary costs for a new position? Take advantage of our 23-24 EZ Salary Projection. By selecting the employee group, salary range, number of months of employment, and FTE percentage, this calculator will provide you with the total annual cost, including salary and benefits. This tool can also be accessed on the [Fiscal Services website](#) under the "Budget" drop-down menu.

## Payroll

- W-2s will be available by the end of January via the Banner Self-Service portal.

## Fiscal Services Training

- Chrome River Training will happen once a semester; the next training will be in April 2024.
- Banner Self-Service 9 (Financial Services) training starts in January 2024. Please visit POD to register.
- Questica Training will start within the upcoming months.



**W-2s will be available by the end of January via the Banner Self-Service portal.**



# Information Technology

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- 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](#).
- IT managers participated in a two-day Staff Training Plan workshop and developed a comprehensive three-year IT training plan based on a survey of IT staff and the workshop.
- In November, IT received the 'Ode to You' award from Student Life and the VOICES Committee.
- The Guest WiFi network is available for visitors or campus guests. Directions to connect are available [here](#).

## Academic Technology

- Former Mt. SAC student and IT hourly assistant Eric Pagunsan was the successful candidate for a full-time technical position with Irvine USD.
- The Academic Technology team, in cooperation with other campus departments, assisted with moving staff and classrooms back to their original buildings and dismantling the technology installed in the temporary trailers used during the unforeseen flood issues.
- The IT Help Desk and support teams resolved and closed 1,847 tickets for assistance in October 2023.
- IT completed a Hardware Inventory 5-Year Forecast that will be used to refresh technology campuswide. (This is pending Cabinet approval for funding.)

**The IT Help Desk and support teams resolved and closed 1,847 tickets for assistance in October 2023.**

## Enterprise Application Systems/Web Team/Project Management

- IT completed a total of 25 Banner upgrades and 27 local modifications in October 2023.
- In partnership with the Student life Office, IT made changes to the Students of Distinction process for 2024.
- The IT Training website was revamped. Check it out [here](#), including three NEW Teams video installments.
- In partnership with Purchasing, IT has completed the [Business Card Request Form](#) which is now available online through Etrieve.
- The 2024-25 Academic Calendar was added to the import file for Outlook. Check out the directions here on importing the academic calendar and holidays into Outlook.
- The MIS submissions for Winter and Summer 2023 and Financial Aid were completed. The Summer 2022 MIS was also resubmitted.
- In partnership with HR, IT developed an automated process to enable HR to upload and update more than 4,000 job records automatically to be on-time for the November payroll.

# Information Technology

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- In partnership with Fiscal Services, IT generated the Questica budget operating files (Enc, PreEncumb, Actual) for fiscal years 2022 and 2023.
- The Promise Plus, Bridge Program, and Respiratory Therapy Apex Programs were enhanced.
- The **Assessment Questionnaire (AQ)** process was enhanced.
- The EAB Navigate Early Alert campaign for Fall 2023 went live. To learn how to schedule an appointment via the Navigate Scheduler, watch the instructional video at <https://www.mtsac.edu/navigate/>.
- The Web & Portal Team welcomed new Web Designer Hanna Kim.
- The Web Accessibility Remediation team was nominated for the College Champion Award.



The IT Spotlight Award recognizes IT staff members who made a contribution to the IT Department or College Community and went above and beyond.

With an extensive tenure of over 30 years at Mt. SAC, Joe Vasquez stands as the cornerstone of the IT department and is an indispensable asset to the team. [Read more about Joe's prestigious IT Spotlight Award!](#)

## Infrastructure & Data Security

- The Team worked with CDW-G to complete the installation of the new firewalls and transition to the Fortinet VPN client in November 2023.
- Security review activities with Torchlight through the CCC Tech Center is scheduled for early January.
- The College's current AWS operational expense is \$4,230.87 per month.
- The Microsoft A5 Security Review with Oxford Computer Group was completed in October 2023. IT is implementing the recommended improvements and configuration changes. This initiative was funded directly by the CA Community College Tech Center.
- Reminders:
  - To report questionable emails in Outlook, click 'Report Message' and then choose 'junk' or 'phishing.' Your participation trains our mail systems and reporting capabilities.
  - Zoom cloud recordings are retained for one year and then automatically deleted. Check out Zoom's support site for information about managing recordings.

# Information Technology

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The VOICES Committee is excited to announce that we have launched a new employee award, titled “Ode to You!”

We have retired the *Way to Go Joe Award* and will be distributing the new *Ode to You Award* as a department-to-department award that will continue to be passed along quarterly.

This new award was inspired by the memory of retired classified employee, Odette Richardson, who was one of the founding members of the VOICES Committee. During her tenure, Odette was very active with CSEA, Chapter 262, the Mt. SAC Staff Association, and many other campus initiatives.

Odette’s advice was always to “get involved.” She felt that by getting involved at work, you enrich not only your own work experience, but you enrich the experiences and provide benefits to the students, colleagues, and the community you serve.

**VOICES Committee is pleased to announce that the Ode to You award was given to its first recipient, the Information Technology (IT) Department, in November 2023.**

Student Life, who was our last recipient of the *Way to Go Joe Award*, selected IT and shared these words:

“These IT professionals go above and beyond to ensure the success of the Student Life/Associated Students programs and applications such as the Students of Distinction, LEAD Program, RSCO Activation, and Associated Students officer and committee applications. They are always ready and willing to help with any issues or new ideas and they should be commended for handling a thousand and one tasks at a time with grace and professionalism, never making us feel like an imposition, and always taking the extra time to explain in ways we understand.”

**Congratulations to the IT Department!**

# Police & Campus Safety

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Police & Campus Safety Calls October–December 2023			
	October	November	December
Money Pick-ups (10-17s)	38	31	20
Battery Jumps (10-37s)	29	24	9
Vehicle Unlocks (10-41s)	14	14	3
Building/Door Lock/Unlock	96	60	48
Medical Assistance	16	5	3
Vehicle Checks	0	0	0
Assist/Other	30	24	15
Transports	0	0	1
Postings	2	2	0
Escort Service	40	8	7
<b>Total Common Calls for Service</b>			
	265	168	106
<b>Total All Dispatched Calls</b>			
	471	285	172

## **Month**

## **Accomplishments**

### **October 2023**

- Chief Mike Williams participated in the Campus Safety Forum.
- Chief Mike Williams met with the English Department to discuss safety concerns on campus.
- Sergeant Brian Owen participated in the 2nd Campus Safety Forum.
- Sergeant Rafael Ixco and Deputy Chief Aubrey Kellum attended a 3-day Clery training.

### **November 2023**

- Self-Defense/RAD training was provided by the Pasadena City College Police Department.

# Police & Campus Safety

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- The P&CSD began to recertify Department personnel in CPR, First Aid and the use of the AED.
- A Public Safety Officer received RAD (Rape Aggression Defense) / Self Defense instructor certification. This certification can be valuable in enhancing campus safety and empowering individuals with the skills and knowledge needed to protect themselves. It reflects a proactive approach to security and the commitment to providing resources for self-defense education on campus.
- One of the Public Safety Officers attended training on Policing the Mentally Ill: The Autism Angle, as well as a School Safety Seminar.
- During the fall semester, PCS staff performed over **1,220 hours of on-campus foot patrols**. This represents the department's commitment to maintaining a secure environment for students, faculty, and staff.
- Collaboration between P&CS staff, CSC, and Student Life has resulted in successful and peaceful outcomes for the student walkouts that occurred on campus during the Fall semester.
- Commendation Letters were written for the following P&CS employees and Mt. SAC staff:
  - PSO II Olga Castillo
  - PSO II Valerie White
  - PSO II Jesse Flores
  - CSO Wes Phongsas
  - Robert Medina, Maintenance & Operations Manager
  - Arturo Guerra, Custodian II



# Police & Campus Safety

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## Parking

Effective February 26, 2024, the Police and Campus Safety team will begin actively enforcing parking permit violations in **Staff** lots. To avoid being cited, it is imperative that you **[register your vehicle\(s\) in our parking management system.](#)**



Please reference the additional information below and reach out with any questions.

### WHEN WILL PERMITS IN STAFF LOTS START BEING ENFORCED?

Any vehicle parked in a Staff lot **MUST** have an active/valid Staff permit beginning on the first day of the term, **Monday, February 26, 2024.**

In alignment with campus safety initiatives, our Public Safety Officers and Sergeants will continue to patrol the campus while our Community Service Officers begin actively enforcing College parking and traffic regulations.

### ARE STAFF ALLOWED TO PARK IN STUDENT LOTS?

For the first two weeks of the semester, employees having difficulty finding Staff parking are permitted to park in Student lots and will not be cited. Beginning on **Monday, March 11**, only those with valid Student permits will be allowed to park in Student lots. This grace period may be extended beyond two weeks as we monitor parking trends in the Staff lots.

### ARE STUDENTS ALLOWED TO PARK IN STAFF LOTS?

No. Although there is a two-week grace period at the beginning of the term wherein students may park in Student lots without a valid permit, unpermitted parking in Staff lots remains subject to citation and will be enforced starting on the first day of the semester.

### HOW DO I REGISTER FOR A PERMIT, ADD OR CHANGE A VEHICLE, ETC.?

Visit our parking management system website at **<https://www.tocite.net/mtsac/portal>** and follow these **[step-by-step instructions.](#)**

### WILL I RECEIVE A PHYSICAL PERMIT (HANG TAG)?

No. Once your vehicle is registered in the system, your license plate serves as your permit. Physical permits are no longer issued.

### PARKING QUESTIONS / ASSISTANCE WITH REGISTERING FOR A PERMIT

Should you have any questions or require assistance with the parking permit registration process, please contact (909) 274-4555 or **[PCSParkingOffice@mtsac.edu.](mailto:PCSParkingOffice@mtsac.edu)**

# Purchasing, Printing, and Mail Services

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## Purchasing

- Purchasing deadlines have been announced. Please refer to the email sent for additional details, however, please note the following deadlines:
  - Upcoming Deadlines:
    - April 12, 2024 - All Orders for All Funds
  - Future Deadlines:
    - June 14, 2024 - Cutoff for ordering all items from a Standing Purchasing Order
    - June 21, 2024 - Cutoff for purchasing items with a P-Card
    - June 30, 2024 - All supplies, equipment, and services must be received.
- Meetings were held regarding fiscal year end deadlines and procedures via zoom. All requestors were strongly encouraged to attend, and recordings of the trainings are available at: <http://tinyurl.com/mtsacpurchasing> (passcode: Q!Bf1KMz).
- Purchasing Department is planning its first annual "Reverse Vendor Trade Show" to be held on Friday, March 8, 2024 in celebration of Procurement Month. This is an opportunity for our campus constituents to meet and greet our vendors and potential new vendors. This will aid the college's efforts to meet institutional goals related to DEISA+, and Sustainability. To register for the event, please complete the "RVTS" interest list for Department sign up: <https://forms.gle/Q8PbAxrMFCSHURHo6>
- Purchasing is happy to announce the vacancy for the full-time Procurement Specialist position was successfully filled. Please join us in welcoming **Danielle Calhoun**.
- Purchasing has also successfully filled the position of Administrative Specialist III. Please join us in welcoming Diana Diaz.
- Purchasing has completed the implementation of a new **e-bidding and contract management platform** for the processing of solicitations, such as bids and requests for proposals, and contract routing and storage. If you would like to gain access to the system, please use **this sign up link**. Training is available from purchasing upon request. Please email **purchasing@mtsac.edu** to receive training.
- 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, Purchasing and Fiscal Services is requesting that cardholders ensure all P-Card guidelines are followed, their allocations are completed by the 5th of each month, and approvals are completed by the 10th of each month. The date for approval has been extended to ensure there is a sufficient amount of time provided to gather all necessary approvals. Please be aware that it is the cardholders' responsibility to follow up with their approvers to ensure approvals are completed prior to the approval deadline. 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.
- The **2023-2024 Purchasing Card Schedule** is available on the Purchasing Website.

# Purchasing, Printing, and Mail Services

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## Printing

- Business Cards are now being printed in house by Printing Services. If you would like to order Business Cards, please complete the [Business Card Order Form](#).

## Mail

- Mail Services is happy to announce the vacancy for the part-time Mail Room Operator has been successfully filled, please join us in welcoming **Dani Gomez**.





# Risk Management

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## Environmental and Emergency Management

### Compliance Walkthroughs (Environmental)

- Conducted monthly visual inspection of all the Mt. SAC generators on campus. This is part of Spill Prevention Control & Countermeasures (SPCC) compliance activity.
- Monthly inspections of the Universal Waste Accumulation Area.
- Bi-weekly Universal Waste pickup from various areas with Mt. SAC.
- Weekly inspections of various hazardous waste accumulation areas throughout Mt. SAC.

- Regular routine daily inspections are conducted on campus to identify all hazardous situations. As hazards are identified, they are addressed with the appropriate division to bring resolution to the hazard.

### Trainings (Emergency and Environmental)

- October Emergency Preparedness Month activities:
  - Emergency Preparedness Vendor Fair
  - Active Assailant Training
  - Disaster Service Worker Training
- Monthly Building evacuation training twice a month (ongoing).

# Risk Management

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- Monthly Emergency Preparedness Training (once a month)
- Conducting separate training session with individual building Marshals and Floor Captains who belongs to different division. The purpose of this to enhance coordination with various Marshals and Floor captains to make the evacuation procedures as smooth as possible (ongoing).
- Stop the Bleed and Fire Extinguisher Training (once a month).
- Laboratory Safety in person trainings.
- Chemical Safety and Handling

## **New Program Developed**

- Emergency Management:
  - Completed Evacuation Procedures for People with Disabilities during an emergency

## **Emergency Response**

- Attended two Campus Safety Forums.
- November 9th and 29th assisted Police and Campus Safety with the student protest.
- December 5, 2023 - Assisted LA County Fire department and Elevator technician with the rescue operation of the trapped students inside elevator.

## **Environmental**

- Via RFP selected new vendors for Hazardous Waste Pick-up and Disposal. Pending board approval.

## **Indoor Air Quality**

- Carried out several Indoor Air Quality analyses to several buildings in Mt. SAC. The analysis was conducted by both an in-house and third party vendor. Findings of the analysis were explained and shared with the occupants of the buildings.

## **LA County Fire Inspector Visit to Mt. SAC**

- Inspection of the fire protection devices at Mt. SAC did not result into any violation or citation.

## **Hazards Report**

- Identified Hazards were report to Maintenance and Operation (M&O). All the hazards identified this quarter were addressed by M&O.

## **Certificate**

- Obtain First Aid/CPR/AED Instructor-BL-R.21 certification.

# Technical Services

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## Audio Visual Services

- New security camera and mass notification systems for Building 26 are being developed. The plan involves installing exterior cameras on each floor and audible and visual notifications within classrooms and offices. To accomplish this project, renovations are required for all network closets (IDF rooms) to accommodate the additional network equipment. The project encompasses a range of tasks, including renovating the fiber infrastructure and cable patch panels, updating network switch hardware, replacing, and adding backup battery systems, incorporating power circuits to support the additional switch and mass notification hardware, and enhancing cooling capacity. Collaboration is underway between AV Services, IT, and Facilities to coordinate these efforts. Phase 1, slated to commence during the Winter Session and conclude in the summer, will focus on renovating IDF rooms, necessitating temporary network outages on a floor-by-floor basis. This phase will also involve the addition of power circuits and increased cooling capacity. In Phase 2, scheduled for the summer, the installation of network switch hardware, cameras, and the mass notification system will occur.
- The completion of the Beach Volleyball Court project is drawing near, with significant progress attained on January 5. Completion of the AV portion awaits the resolution of a few outstanding punch items.
- The team is working on supporting construction of the new Building 16F. Construction delays have led to the postponement of the AV installation, pending an update from the contractor.
- The Audio Visual team is nearing completion of the AV renovation for Building 7, with pending punch items and testing of the mass notification Alertus system left to finalize. Ongoing training and support are being provided to the faculty for utilizing the new technology.
- The Alertus Beacon installation project in Building 9E is nearing completion, continuing the deployment of campus-wide mass notifications.
- The Audio Visual Department is currently updating AV and network equipment to align with the requirements of the new LVN program. Installation has already commenced and is expected to be completed in the fall semester.
- Three classrooms in 26A have undergone the removal of their AV equipment as part of a facility renovation. Upon completion of the renovation, the equipment will be reinstalled. Additionally, a fourth classroom, 26A-3630, is set to receive updated AV equipment as part of this Bond-funded project.
- Within Building 26B, the Writing Center is slated to undergo an AV equipment upgrade in its computer lab. The new system will incorporate conferencing equipment and an ADA-compliant lectern. Additionally, Alertus mass notification will be implemented throughout the area. Simultaneously, the Speech and Sign Language Success Center will receive Alertus systems. Moreover, an update to their digital signage and presentation display is planned as part of this project.
- In Building 60, digital signage is currently being added to each floor.

# Technical Services

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## Broadcast Services

- In support of the RTV-21 class, Broadcast assisted with the production of all five football home games for broadcast on both YouTube and the Athletics website. Recognizing the heightened importance of the playoff game, Broadcast Services engaged a team of professional experts to ensure the highest quality production. Furthermore, Broadcast played a critical role in supporting both RCC and the City of Riverside's communications department, enabling them to seamlessly integrate their own video feed and announcer into the overall broadcast coverage of the game.
- The team has been working with the Business Division to produce a series of digital biographies of their faculty to post on their campus webpage.
- Broadcast supported several livestreams of Public Safety events presented considering incidents that have recently occurred on campus.
- Work has begun on interviews and footage for the 2024 Athletics Hall of Fame ceremony being presented in February, 2024 at Heritage Hall.
- Broadcast produced live streams of several graduation ceremonies for the Fall semester, including Psych Techs, Nursing, and the Fire Academy.
- Broadcast uploaded and sent 268 videos for captioning this quarter, which is just slightly more than the 4th quarter of 2022.
- Both the engineering and production team worked on 42 various productions during the 11 ½ weeks of the 4th quarter.
- Broadcast is presently engaged in recruiting efforts to fill a vacant part-time Media Production Specialist position, resulting from the retirement of a team member. The position was posted to the campus jobs webpage.

# Technical Services

## Event Services

- Event Services welcomes the newest member to the team, **Sean Cook**. Sean was hired as an event coordinator, with a background in event coordination and production for events both local and nationwide. Sean started mid-October with his first campus event being the Mt. SAC Cross Country Invitational. Sean's focus will primarily be coordinating events throughout athletic facilities.
- The Event Services team supported both Soccer and Volleyball CCCAA championships hosted on campus during December. Each event had a banquet component, one taking place in the new Summit Event Center, and the second requiring a transformation of the new Practice Gymnasium into a dining facility. These major events were closely followed with the annual Wassail Dinner and Concert, also supported by the team.
- The majority of the event furniture for the Summit Event Center arrived in November. Several events benefitted from this, including the Nursing Pinning Ceremony held in the center in December. Effort is continuing to establish a baseline calendar of major events to be held in the Summit Center, along with standard layouts for event setups.




## Performing Arts Operations

- The Performing Arts Team supported a variety of end-of-semester performances for the Music, Theater, and Dance departments in the Clarke Theater and Feddersen Recital Hall.
- The PAC team once again transformed the Dance Studio into the dinner seating for the annual Wassail Dinner and Concert. This is a multi-day process that begins weeks prior to the event.
- Production assistance was provided for events at the stadium and Summit Events Center, including football games, cross-country meets, and the Nursing Pinning Ceremony.

**The Event Services team supported both Soccer and Volleyball CCCAA championships hosted on campus during December.**





**One of the largest community colleges in California, Mt. San Antonio College serves nearly 20 local communities and has educated more than 1.2-million people since opening in 1946.**

The mission of Mt. San Antonio College is to support and empower all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training, empowering students to attain success in an ever-evolving diverse, sustainable, global society. The College pledges to serve students so they may achieve their full educational potential for lifelong learning, for attaining certificates and associate and bachelor's degrees, for employment, and for the completion of career and

transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement; advancing civic engagement and environmental responsibility; enhancing personal and social well-being; developing information and technological literacy, communication, and critical thinking; and enriching aesthetic and cultural experiences.



**Mt. SAC is ranked  
among the top 3% of  
community colleges in  
the country**

# Mt. San Antonio College

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