Administrative Services' Quarterly Informational Announcement
January – March 2021

Facilities Planning and Management

- The Facilities Planning and Management team has been extremely busy this quarter planning new facilities, designing and constructing the first phase of the Measure GO building program, and preparing for students and faculty to fully return to campus. The planning team is engaged in seven new planning studies, along with the ongoing space management, capital outlay planning, and construction document management tasks. The design and construction team is overseeing the design of four new major facilities, along with many other smaller projects, while concurrently managing the construction of seven major projects. The maintenance and operations team is preparing the campus for the summer and fall semesters by updating building ventilation systems to ensure healthy air circulation levels, preparing new more rigorous cleaning schedules, and restoring landscape that was not fully maintained during the lockdown periods. Administratively, the team has begun implementing the community workforce agreement approved by the Trustees in October 2020 and is preparing future project budgets in support of the Measure GO bond sale planned for the next fiscal year.
- The facilities planning team highlights include the development of a project proposal for state funds to cover a portion of the cost of modernizing the current library building and the architectural programming of the future school of continuing education and instructional village. Other important planning studies just getting started include land use planning for the west parcel, large-scale electrical system engineering in advance of adding solar power generation at several locations on campus, and the development of a site and space plan for the Brackett Field location. Other long-range planning efforts include the north campus precinct study, which will develop sites and utility systems for the future student services north building, to be located at the current bookstore site, and for a replacement facility for the current fine arts building 1A. The planning team is also focused on allocating existing and expanding parking with the construction of a third parking structure on campus.
- Special note should be given to the document resource team that has done an amazing job collecting, verifying, updating, and permanently protecting the many volumes of as-built construction documents and product data from the Measure R and RR building programs. The team has also expanded capabilities to prepare technical drawings and sketches in support of the many dozens of small projects that the College needs each year.
- The design and construction team has made great progress in advancing the Measure GO projects through both the design management and construction phases. The student center underground utilities and foundation work is nearly

complete. Expect to see the concrete building structure of all three floors in place by the end of June. The gymnasium/wellness/aquatics and Heritage Hall projects are well underway, with grading activities substantially complete. Work will continue to impact traffic circulation on Bonita Drive's segment between Stadium Way and Temple Avenue throughout the spring. The second parking structure, located on the site of the old student lot S, has been given a new official name. Work on the Gateway Structure will continue through the spring and summer months, with 860 spaces available to students for the fall semester. Work on the Temple Avenue green corridor project has begun concurrently with the new pedestrian bridge that will connect the Gateway Parking Structure with the main campus at the Miracle Mile pedestrian path, just west of the existing concrete pedestrian bridge, from student Lot F. The transit center work will begin this summer as well.

- Three major architectural design projects have met milestone goals this quarter, including the campus store and instruction offices facility to be located south of the student center, and the new Technology and Health facility to be located at the site of the current pool, and athletics buildings that will be replaced by the gymnasium/wellness/aquatics project. The campus store will be submitted to the Division of the State Architect (DSA) in May, while preliminary plans for the Technology and Health facility were submitted to the California Community College Chancellors Office in March. Finally, the new beach volleyball and wildlife sanctuary entrance project is nearing completion of the design phase, with the goal of starting construction in early 2022.
- The team is thankful for all the support and collaboration that has taken place within administrative services and across campus. Much remains to be done over the next months in preparation for the full return to campus, and when we return, there will still be a tremendous amount of construction taking place, along with the associated inconveniences. We can also expect some impacts within buildings as systems that have been idle for many months are returned to full operating status. The team is prepared for the challenge and optimistic for the future.

Fiscal Services

- Fiscal Services would like to congratulate Teresa Patterson, Director of Purchasing, Printing & Mail Services, on her upcoming retirement and for her 31 years of dedicated service to Mt. SAC!
- Fiscal Services is working closely with Human Resources on recruitments for the Director, Purchasing, Printing & Mail Services; Fiscal Technician I; and Fiscal Specialist.
- We want to congratulate Kasteel Gumban on her promotion to Payroll Coordinator.

Chrome River

- Chrome River, the new expense reimbursement software, will be officially launching at the end of April and will be the new resource for p-card allocations, travel & conference pre-approvals, and employee expense reimbursements, including travel

& conference expenses and direct payment, previously payment reimbursement requests. Training materials and video tutorials will be AVAILABLE SOON!

Accounting

- Unclaimed Property Due Diligence Letters for 2017-18 fiscal year Commercial Warrants have been mailed out to payees, and the reissuance requests are being processed.

Budget

- Fiscal Services has begun the Annual Budget Development Process through Questica. Budget managers should have promoted their budgets to their areas Vice President/President for review.
- Fiscal Services continues collaborating with the management, oversight, and operational processes of the COVID-19 related grants, including CARES, CRRSAA, ARPA, etc., to ensure allowability of expenditures, provide account codes, process purchases orders, timely grant reporting and monitoring, and payment to vendors and students. Purchase orders for these grants will continue to be processed through the end of the Fiscal Year.
- In collaboration with several campus departments, Fiscal Services completed the annual audits for the period ending June 30, 2020. The College and the Auxiliary Services have obtained unmodified (best) audit opinions.
- The College will have its interim Audit the week of April 26, 2021, and a final Audit scheduled in September 2021.
- Online Appropriation Transfer Training with Banner 9 is scheduled for April 20, 2021, at 9:00 a.m. Please visit POD to register.

Cashier's Office

- Registration for classes for Summer 2021 will begin on Wednesday, May 5, 2021. As a reminder, payments for all fees are due upon registration. Students who are unable to pay for their classes by the following established deadline may be dropped: Students who register May 5 – June 4, 2021, will be dropped for nonpayment on Friday, June 4, 2021, at 8:00 p.m. Classes for Summer 2021 will begin on Monday, June 21, 2021.
- As we continue to work remotely, students should visit their Portal to pay all course fees. For any questions regarding fees, please contact the Cashier's Office at cashiersoffice@mtsac.edu.

Payroll

- New Payroll Alphabet as follows:

Last Names Starting With The Letter:	Payroll Representative	Email Address
Am-G	Evelyn Ramirez	Eramirez240@mtsac.edu
H-O	Amy Cheung	Acheung@mtsac.edu
P-Z, A-Al	Lakshimi Fontecha	Lfontecha@mtsac.edu
Retirement	JenMay Anol	Janol@mtsac.edu
Wage Garnishments	Ron Titus	Rtitus@mtsac.edu

Purchasing

- The requisition deadline for the Unrestricted General Fund has passed. The deadline to submit requisitions for all other funds is April 16, 2021.
- Banner Requisition Training is scheduled for April 28, 2021, at 8:30 a.m. Please visit POD to register.
- P-Card training for Chrome River has begun through POD and all current cardholders and backup allocators have been notified via email. If you are a current cardholder or backup allocator and have not completed your training, please ensure you have done so by April 21, 2021. For questions, please contact Teresa Patterson at tpatterson@mtsac.edu.
- The 2020-21 Purchasing Card Schedule and NEW Chrome River P-Card Training Guide are available on the Fiscal Services Forms webpage at http://mtsac.edu/fiscal/fiscal_service_forms.html under 'Purchasing.'

Information Technology

Academic Technology / Infrastructure & Data Security

- The student laptop loaner program is growing and moving along well. This program is a collaborative effort between Student Services, Library, and IT. So far, we have distributed the following technology to students.
  - ✓ Tablets (iPads): 250
  - ✓ Laptops: 3,012
  - ✓ Hotspot: 2,413
- IT was granted permission to work on campus starting April 1, 2021, to evaluate classroom, lab, and staff computers. Due to COVID restrictions, most of the computers campus-wide have been off for a year and are behind on maintenance. IT will start the process of updating and performing maintenance on computers campus-wide ahead of students, faculty, and staff returning to campus in Fall.
- The College's phone system transition from PRI to SIP was completed in January 2021.
- CENIC, through the CCC Tech Center, reviewed and approved the College's request to upgrade the secondary internet circuit from 1gbps to 10gpbs. Crown Castle, via the CCC Tech Center, completed a walkthrough in March 2021 to map out the upgrade. The official implementation date is currently pending.
- The Infrastructure & Data Security Team is currently reviewing campus network infrastructure, including wireless, to identify future upgrades to increase overall campus coverage.
- The State Chancellor's Office sent a memo titled Removal of Zoom Cloud Recordings, on March 1, 2021, via the Chief Information Systems Officers listserv. The memo stated effective March 8, 2021, all TechConnect Zoom recordings with a creation date prior to August 15, 2020, will be deleted from user accounts. On 3/2/2021, an email from the DE Coordinators listserv confirmed that

this action had been rescinded and Zoom recordings would not be deleted until June 30, 2021. In subsequent conversations with the CCC Techcenter, it was confirmed that, as a sub-account, no Mt SAC recordings would be deleted. IT will revisit this topic once staff and faculty have returned to campus.

Enterprise Application Systems/Web Team/Project Management

- In partnership with Fiscal Services, the anticipated campus go-live date for Chrome River is April 27, 2021. Chrome River is an expense management solution for reimbursements, including travel and conference expenditures. Professional and Organizational Development will be sending information about training for Chrome River.
- The 2020-21 PIE Planning and Program Review is open. Training sessions are now available through POD on most Fridays. To register for PIE Day: Unit PIE training, visit POD Connect.
- Etrieve by Softdocs was selected by the Transitioning to Online Forms taskforce to move manual forms to an online format. IT has been working closely with the vendor to implement the product. We are currently working on Banner and OnBase Integration. The anticipated go-live date for Softdocs is at the end of April 2021.
- Evisions Suite has been upgraded to the latest version. This will free all ARGOS users from using Internet Explorer in accessing their reports, thus allowing them to use any browser of their choice.
- Successfully completed a total of fifty-five (55) BANNER upgrades, implemented from November 2020 to February 2021. These upgrades were necessary for Financial Aid Compliance, W2, 1099 defect corrections, and more.
- The College's tool to edit websites, OmniUpdate, has been rebranded as Omni CMS (Content Management System).
- The Preferred First Names process was successfully updated such that if faculty, and/or staff enter/change their preferred first names in Banner via the Portal, those names now display in their email (Outlook/O365), as well as in Canvas.

Police and Campus Safety

Police & Campus Safety Calls January – March 2021			
	January	**February**	**March**
Money Pick-ups (10-17's)	2	2	0
Battery Jumps (10-37's)	0	4	1
Vehicle Unlocks (10-41's)	1	1	1
Building/Door Lock/Unlock	55	77	75
Medical Assistance	0	1	1
Vehicle Checks	0	0	0
Assist/Other	8	13	11
Transports	0	1	0
Postings	0	0	0
Total Common Calls for Service	**66**	**99**	**89**
Total All Dispatched Calls	**107**	**128**	**126**

In accordance with the Clery Act, the Daily Crime Log can be accessed using the below link.
https://www.mtsac.edu/safety/crimelog

Risk Management

- Worker's Compensation results for the first quarter:
  - One new claim was filed.
  - Three claims were settled, and four claims were closed.
- In the first quarter, four Property & Liability claims were filed. Approximately $24,000 will be recovered and reimbursed to the College from these claims.
- Risk Management conducts ergonomic evaluations, upon request, to assist in preventing worker's compensation injuries and repetitive motion claims. Since the closing of campus in March 2020, we have been able to conduct these evaluations virtually to the currently telecommuting staff.
  - Five virtual ergonomic evaluations were completed in the first quarter.
- Risk Management identified and surveyed 478 individuals working from home, solely on laptops. In helping with telecommuting on a laptop, we will provide keyboards and additional equipment. The distribution of these items will take place at the end of April 2021.
- 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. Since May 2020, we have been able to conduct virtual trainings, giving

individuals who are not on campus the opportunity to participate. Virtual safety trainings associated with the plan were initially held for the Grounds and Custodial Group. In the first quarter of 2021, CSEA 651 and staff from the farm attended the following virtual trainings:

- January – Slip/Fall Prevention
- February – canceled
- March – Personal Protection Equipment

- The Employee Wellness Program continues to provided resources and challenges to our staff throughout the campus closure and current pandemic:
  - The "Mindful Movement" challenge started on January 25, 2021, and ended on March 21, 2021. We had 195 staff registered and participating in the challenge. Together, all the participants walked 60,098,083 steps, burned 2,704,414 calories, and lost 773 pounds. Every participant who met the goal of 8,000 steps a day was entered into a drawing to win one of twenty-five $100 Amazon Gift Cards.
  - A variety of virtual nutritional classes & demos were provided to the campus:
    - Whole 30 Recipes for Mood Boosting Cooking (January 26, 2021).
    - All Things Chocolate (February 9, 2021).
    - Meal Planning for your Health (March 8, 2021).
    - Cooking for Allergies & Sensitivities (March 23, 2021).
  - In January 2021, we were able to bring on and have Robert Van Der Heyden provide classes on Breathwork where he teaches about functional breathing and provides self-assessment tools to check in with yourself daily to help with stress. These classes were provided twice a month in the first quarter.
  - Other virtual activities that were provided monthly through the Wellness Program were:
    - Yoga and Hatha Yoga
    - Self-Massage & Sound Bowl
    - Safe & Effective Circuit Training
    - Deskercise & Makercise
  - 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).

Emergency Management

- We have been conducting OSHA audits per the COVID Prevention Plan (CPP) guidelines to ensure compliance with all safety protocols that are mandated by the Higher Education Guidelines identified by the LA County Department of Health and Cal OSHA.

- Hazard and Universal Waste have been identified on campus. We have activated our assigned EPA number, and it has been confirmed with our waste vendor servicing the campus.
- COVID-19 OSHA training requirement: We have 1028 employees that have completed the training to date.

Sac Book Rac

- Spring Semester opening: Although we were not open for in-store purchases, we were able to allow students to come to the store and pick up their online orders. This was very well received by students. We processed over 3600 online orders and processed several programs that require a more specialized transaction. Some of the programs that we were able to assist were: the Department of Rehabilitation, Vets, EOPS, CARE, Promise Plus, Reach, and Bridge. Many students from these programs required one-on-one assistance to obtain their books and materials, and we offered ship-to-home or in-store pick-up. We also added 9 new financial aid programs that will assist students with their books and materials.
- We continue to work closely with the Dual Enrollment program and we provided textbooks to 27 High Schools. This program will continue to grow as it has become a very valuable program in the high schools.
- We opened Photo ID for staff and students in February, March, and April.
- In February, we were able to allow students to return their Winter Session textbook rentals in person.
- Sac Book Rac took their Annual Physical Inventory in March.
- B & N is working with Mt. SAC IT to implement a new Faculty Online Textbook Ordering System.
- We look forward to the campus opening to all students very soon.

Technical Services

AV/Presentation Services

- As the campus looks to return to in-person instruction in the Fall, the AV team is evaluating what technology upgrades need to take place to facilitate this. Conference rooms will need to be upgraded to incorporate video conferencing technology and some classrooms may need additional audio equipment while masks are still being worn by instructors. Additionally, as most of the rooms on campus have sat idle for the last year, the team needs to cycle through the rooms and ensure all the equipment is functional prior to classes resuming. These will be ongoing efforts over the summer.
- For the past few months, much, if not all, of the team's time has been committed to finishing the technical installation and commissioning of Hilmer Lodge Stadium. Significant work has gone into finishing the details of the audio and visual systems, which include the scoreboard and main audio system. This facility will

support professional broadcasts as well as full integration with our own mobile broadcast production trailer. This system boasts a one of a kind system allowing full audio and video distribution throughout the facility including classrooms and conference rooms in the complex. Due to the flexible nature of the spaces in the complex for events, full audio and video distribution is available to all classrooms and conference rooms through a centralized system. A lot of time and hard work has gone into this project and it is nearing completion.

- As Parking Structure S construction advances beyond the concrete phase, coordination for the installation of the technical systems is underway. From a technology standpoint, Structure S will be similar to Structure R, with notification and safety equipment being the primary areas of technology.
- Work is progressing with the new Gym and Aquatics Center and Heritage Hall. These projects will have broadcast infrastructure that integrates with the nearly-complete stadium system. This will provide a unified infrastructure and a single point of connection for broadcast events at any of the Athletics Facilities on the east side of Bonita Avenue. With the volume of simultaneous construction projects, additional consulting and commissioning services have been contracted to assist with the technical AV & Broadcast systems in these facilities.
- As the Student Center rises out of the ground, technical system designs are being finalized to ensure a flexible and extremely capable facility. Much care is being taken with the system design for the third floor to allow space to support both presentations and performances in a user-friendly way.
- Design work is progressing on the Instruction and Bookstore building. This project boasts first-class audio and video systems to bring the Office of Instruction into the modern age to include video conferencing systems in meeting rooms.
- AV development has begun for the new Stem Center in Building 61. This project's center piece will be a large video window wall that can show live streams from scientific and technical sources to foster inspiration and motivation to students. This video wall will also be used for special presentations hosted by various departments in the division.
- In conjunction with the construction design, development has begun on the audiovisual systems for the new Tech and Health Building. The number of audiovisual systems in this facility will surpass the Business and Computer Technology Center number, which is our largest install to date.

Broadcast Services

- This quarter, our Broadcast team has been busy supporting various groups and projects that will carry us well into the Fall semester and beyond.
- Over 200 videos were captioned this quarter, with Cason Smith continuing to serve as the main point of contact for these services. Live captioning services were provided to various groups for a multitude of events this spring. The volume of captioning requests continues to be above what was forecast due to the remote

instruction environment. This situation is being monitored as we look to return to campus to ensure resources are available on an ongoing basis.

- Several video projects are in progress to support other departments in their remote operations. A series of Pilates courses for Kinesiology was recorded and is now being edited. A campus tour video was created for the High School Outreach department to use in their recruiting and onboarding efforts. Drone footage of the campus was shot and incorporated into this video. With all the construction taking place, this footage will also serve as a good historical record and be useful in other video projects in the future.
- With 2021 being Mt. SAC's 75th Anniversary, the team is partnering with Marketing and Communications to create a video celebrating the impact Mt. SAC has had on students, employees, and the community. Employees, both current and former, and alumni are being interviewed in order to gain their perspectives on the role the College has played in their lives, and the role it plays in the community.
- The campus-wide two-way radio system is getting an upgrade by changing to digital repeaters. This is concluding a project that has been in the works for several years. This project's last piece will include reprogramming all two-way radios on campus for better functionality and control.
- Planning has started on an expanded communications tower next to the current tower on Reservoir Hill. When complete, the new tower will improve the reach of our two-way radio communications and bring the broadcast transmitter for KSAK back onto campus so it can be heard locally, and more importantly, on campus.

Event Services

- With the start of the spring semester, the Event Services team facilitated a number of campus activities and distributions. Laptop distributions, science lab kit distributions, and the Mountie Fresh food pantry drew the largest numbers of students to campus to pick up items. With the upcoming late-start classes and expanded reopening guidelines from the state, the team is anticipating another wave of requests for pick-up stations and other services.
- The Student Health Services group went live with processing payments through the AudienceView Unlimited software application. A student can now purchase lab tests online at reduced rates through the College and then visit their nearby local laboratory for the visit. The AudienceView platform continues to see expanded use across campus beyond its initial use of selling tickets to campus events.
- The campus hosted its first Vaccination Clinic on April 8, 2021, in partnership with East Valley Community Health Center, where over 200 vaccinations were administered. The Event Services team was responsible for overall event logistics, setup, and on-site operations staffing. Many Mt. SAC employees volunteered to work at the site, providing direction to arriving guests and assisting the Mt. SAC and East Valley medical teams. Additionally, Brandin Bowman continues to lead the

Vaccine subgroup from the Return to Campus Taskforce which is leading the charge to bring vaccines to campus.

Performing Arts Operations

- The Performing Arts team continues to provide assistance with commissioning and preparation efforts at the stadium. In addition to the technical systems, there are a variety of operational projects to complete to get the facility ready to open. With the Mt. SAC Relays Elite event returning in May along with Commencement in June, much attention has been focused on ensuring the facility will be ready to support these two events as well as others to come.
- The team partnered with Event Services on April 8, 2021, to operate Mt. SAC's first vaccination clinic. In addition to pre-event setup, the group was also on-site throughout the day assisting with operations.
- For all Technical Services' units, Commencement planning is underway. Planning the first Commencement in the new Hilmer Lodge Stadium is a feat in itself. The ever-changing COVID health guidelines are an added challenge.