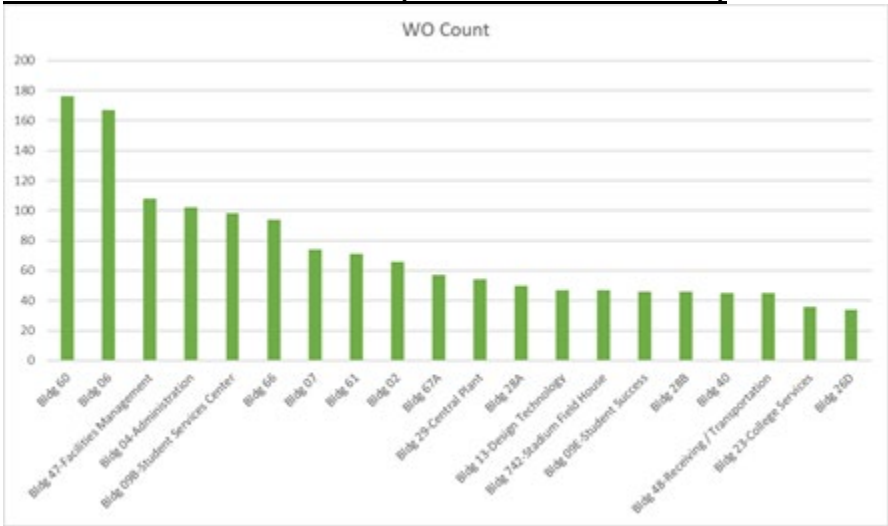
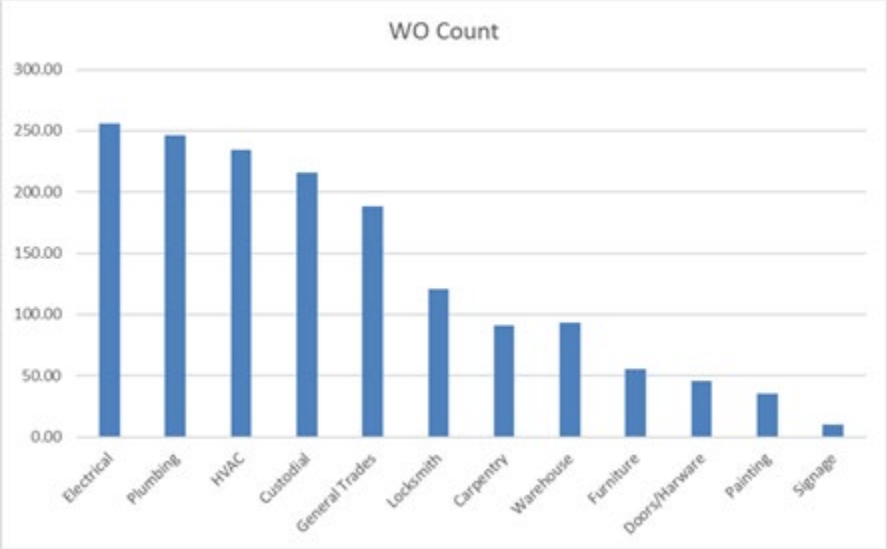
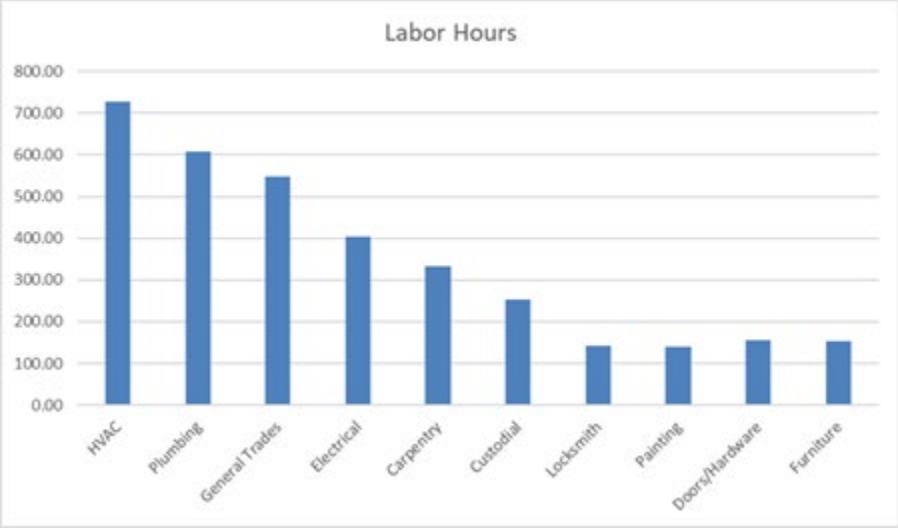
Administrative Services' Quarterly Informational Announcement – July – September 2022

Facilities Maintenance & Operations

Maintenance work orders (Fiscal Year – 1st Qtr)







- 1,226 work orders requested.
- 1,182 work orders completed.
- 255 preventive maintenance work orders completed.
- 167 open work orders remaining.

WAREHOUSE

- 10,485 packages received.
- 9,522 packages processed.
- 9,510 packaged delivered.
- 141 misc. furniture/surplus work orders completed.
- 189 office/classroom supply orders filled.

SMALL PROJECTS COMPLETED

- Bldg. 60 Boiler re-tube.
- Bldg. 78 Small kitchen equipment preventive maintenance.
- Annual fire extinguisher preventive maintenance.
- Electrical panel preventive maintenance to bldgs. 1A,1B,1C, 2T.
- Annual fire sprinkler repairs, campus-wide.
- Fire panel battery replacements.
- Bldg. 60.-3601 deck repair completed.
- New boilers for bldg. 27 purchased.
- New flooring in bldg. 28 lobby installed.
- Rebuilt lighting contactor in bldg. 48.
- Campus-wide Partial Discharge Testing scheduled.
- Elevated exhaust fan at bldg. 746.
- Located and repaired loose feeder to bldg. 2T chiller.
- Concrete repair outside north door bldg. 6 scheduled.
- Rekeyed all Access Control exterior doors to ACC-60.
- Assisted with demo of electrical circuits to light poles in Lot W.
- Painted Softball and Baseball dugout benches.
- Demoed electrical to three unused telephone booths so they can be removed.
- Bldg. 2T roll-down door replaced.
- Spot painted multiple areas of Bldg. 6.
- Repaired bldg. 1 A/B lockers.
- Patch/Paint bldg. 2T ceilings as needed.
- Installed blinking street signs in Lot A.
- Repaired bldg. 32 siding.
- Obtained new key cutting machine for Locksmith Shop.
- Painted lines & goals for Water Polo team.
- Re-tubed bldg. 7 boiler #2.

STAFFING

- Hired Skilled Crafts Tech.
- Hired Electrician (Starts on 11/1/22).
- Maintenance Staff attended Active Shooter Training.

SCHEDULED MAINTENANCE PROJECTS

- Started B29 refrigerant monitoring system upgrade.
- Completed first quarter preventive maintenance of B29 equipment.
- Replaced B29 CH4 oil pump starter capacitor and purge pump out solenoid valve.
- Diagnosed B29 CH3 VFD issue. New translator board lead time is four weeks.

TRANSPORTATION

- Made repairs to sweeper for lot cleaning.
- Repair and maintenance of skip loader for trash removal and farm maintenance.
- Replaced tires and serviced batteries on trash carts.
- Stripped T-103 for salvage.
- Replaced tires and batteries and repaired steering on aeronautic tow vehicle at Brackett Field.
- Ordered unleaded and diesel fuel for college vehicles.
- Ordered tires and batteries for college trucks and carts.
- Repair to fuel nozzles for fuel tanks.
- Repaired brake system on Athletic trainer cart.
- Replaced fire extinguishers in all maintenance carts and vehicles.
- Repaired and maintained field line striper for Athletic fields.
- Repaired minimum of 10 flat tires per week, total 99.
- Scheduled 81 buses for field trips from July – August.
- Prepared and safety-checked vans 108 times for van field trips during July – August.

CUSTODIAL

- In addition to the COVID-19 cleanings, the following items were also accomplished during the 3rd-quarter of 2022.
- The Custodial department strives to provide excellent customer service to the campus community.
- During the 3rd Quarter of 2022, the Custodial Department completed 283 service work orders, bringing the total number of completed work orders for the year to 700.
- During the 3rd quarter of 2022, Custodian I's were nominated and awarded the Burning Bright Award. The nominee wrote "Custodians, the quiet heroes of the College, without your hard work, we could not operate as we do. Thank you for your dedication to cleaning and maintaining our buildings; for keeping our facilities open, healthy, and ready for learning and working each and every day. The person who nominated you wrote, "The custodian I's, most on 3rd shift, work tirelessly to ensure a safe and clean campus for all." All Custodian I's were invited to join President Bill Scroggins for breakfast at Founders Hall.
- The custodial department received recognition at the 20th Annual Simon Institute Symposium held this year in Milwaukee, WI, August 1-3, 2022. Custodial Services Supervisor, Lorenzo Meza, who serves as the primary trainer for the custodial department, was recognized as Trainer of the Year. At the same time, the work conducted at the College to update the custodial job classification and increase recognition for expanded cleaning requirements associated with the pandemic was recognized for Treating Cleaning Workers as First Class Citizens.

Covid Rooms Addressed/Completed 3rd (Q3) Quarter of 2022

- Covid Rooms Addressed/Completed in the 3rd (Q3) Quarter of 2022: 368 Total
    - July 2022 Total Rooms Addressed: 139
    - August 2022 Total Rooms Addressed: 122
    - September 2022 Total Rooms Addressed: 107
- Rooms Cleaned for Health (Within 24 Hours): 49 Total

GROUNDS

- Welcome to the team, Sergio Navarro! Sergio will be joining us on campus as one of our Grounds & Horticultural Technicians.

- We successfully executed various campus beautification projects prior to the start of the Fall semester.
- We continue to be involved in future campus construction. We are lending our expertise to move toward a sustainable campus landscape.
- Acquired our first wave of battery-operated power tools to be used in day-to-day campus landscape maintenance.
- 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. Such events include various television show filmings and athletic field usage by professional teams.
- Looking forward to upcoming training regarding battery-operated riding mowers and possible upcoming transitions in our sustainable efforts.

Facilities Planning and Management

Planning

- The Facilities Planning Office has completed and submitted the annual Space Inventory Report. Each year the team adjusts the space inventory to reflect new facilities, demolished or inactive facilities, and changes in the use of space. The College now has 2,780,902 gross square feet, including parking structures, and 1,388,467 square feet of space assigned to specific academic and service use.

- The Campus Decarbonization Plan is underway with a focus on reducing CO2 emissions over time, aiming toward CO2 neutrality in the year 2050. Work on the decarbonization plan will take place concurrently with the Climate Action Plan update.
- The Water Capacity Study is complete identifying options to increase potable water storage on campus and options to replace the main water service line that runs for nearly a mile beneath Temple Avenue. From our point of connection near the Cal Poly Pomona farm to the million-gallon storage tank in the northeast corner of campus, the study also addresses potential pathways for the new waterline to traverse the farm. Efforts to modernize the utility infrastructure on the farm will also include consideration for data networks, wireless connectivity, and stormwater management.
- Over the next few months, the Educational and Facilities Master Plan (EFMP) update will begin by selecting consultants and leadership teams to shepherd the process. The updated EFMP will require several months to complete and will serve as a long-range guide for future facilities improvements, building modernization efforts, and new construction.

Major Capital Projects

- The Gymnasium, Wellness, and Aquatics project and the new Student Center are both approaching 85% completion. Substantial completion is expected in January 2023, with Furniture, Fixtures, and Equipment installation and commissioning, with estimated final completion in the Spring of 2023.

- The new Technology and Health building has completed the design phase and was submitted to the Division of the State Architect (DSA) in June 2022. Early construction activities, including demolition, grading, and utility infrastructure, are scheduled to begin in early 2023. Building construction is estimated to begin in the fall of 2023.

- Public bidding for the Instructional Services Building (formerly known as the Campus Store and Instruction Offices) is underway, with bids due in November. Building construction is set to begin in January 2023. This very challenging project will be constructed over a period of two years while the new Student Center is fully occupied just a few yards away, and while the new major accessible path of travel from parking Lot D up to the 'Miracle Mile' is built in phases. Maintaining safe and efficient access through the center of campus will continue to be a top priority for the team.
- The Lot W and Sand Volleyball Improvements project is underway. The project has suffered a few setbacks related to the underground storm drain system and extensive groundwater and unsuitable clay soil. While these unforeseen conditions present a challenge and add costs to the project, the project team has worked hard to ensure that the end result will be of the highest quality. That is the Mt. SAC way!

Scheduled Maintenance

- The State of California has once again allocated substantial funding to Mt. SAC for scheduled maintenance, instructional equipment, library equipment, and energy efficiency projects. The team is currently developing an extensive list of projects that will substantially reduce the College deferred maintenance backlog over the next several years. Typical projects include roofing repairs, lighting upgrades, mechanical system repairs, general safety improvements, and audio-visual systems upgrades.

Minor Capital, Alteration, Furniture, and Special Projects

- Ongoing "small" projects include new space for the Dual Enrollment and El Centro programs, the Mountie Fresh Food Pantry, and the Writing Center. Modernization projects are underway at both the Student Services building (9B) and the Professional and Organizational Development Loft. These smaller projects are critical for the many specialized services and programs that make Mt. SAC successful in meeting our students' needs.
- The Design and Construction team continues to manage dozens of minor capital, alteration, furniture, infrastructure, and special projects across the campus.

Fiscal Services

Accounting

- Upgrades have begun in the Banner Enterprise Resource Planning system to include Self-Service 9.
- Fiscal Services will expand on creating training material for Chrome River.
- Fiscal Services completed year-end processes for the 2021-22 Fiscal Year and worked on and completed the audit in September.
- Fiscal Services will be working closely with Human Resources to recruit a Fiscal Specialist and a Fiscal Technician II.
- New Resource Allocation Phase 14 has been approved. If you have any questions regarding budget allocation, please contact Diana Morgan, Fiscal Specialist, ext. 5768.
- Do you need help determining salary costs for a new position? Take advantage of our 22-23 E-Z 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 be accessed on the Fiscal Services website under the "Budget" drop-down menu.

Budget

- The 2022-23 Adopted Budget was uploaded into the Banner system effective September 14, 2022. Please note that if your account string does not have enough budget to cover the expenditure, please complete an Online Budget Transfer prior to entering a requisition. For Budget Revisions: email your request to budgetrevision@mtsac.edu. Fiscal Services will be reviewing and processing online budget revisions. If you have questions regarding online budget transfer/budget revisions, please contact Melanie Lazo, Fiscal Specialist, ext. 5388, or Yvette Shane, Fiscal Specialist, ext. 5539.

Training

- Online Appropriation Transfer training with Banner 9 is scheduled for October 18, 2022, at 9:00 a.m. Please visit POD to register.

Information Technology (IT)

- IT continues collaborating with consultants from BerryDunn on developing the new Technology Master Plan. The campus-wide survey on technology needs was sent to employees and students. Preliminary survey results were shared with the Information Technology Advisory Council. The goal is to complete the plan by early 2023.
- IT is collecting and reporting 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 here.

Enterprise Application Systems / Web Team / Project Management

- The Change Management Approval Panel meets every other week to review all requests for changes to IT systems, including hardware and software. Changes are recorded, assessed, approved, prioritized, and then deployed. Examples of changes are an upgrade to Banner, modification to a firewall rule, or swapping out network equipment. Changes are documented and submitted on this form.
- The 2022-23 College holidays are available for import to Outlook calendars. Directions and a training video are available here.
- An upgrade of Ellucian Ethos Identity (EEID) 5.10.4 was recently installed in our Production environment. EEID provides a centralized single sign-on capability for Ellucian and third-party solutions. The installation of the 5.10.4 version is a remediation solution from Ellucian regarding a vulnerability contained in a third-party offering that is a component of EEID. This vulnerability was exploited in several instances to the detriment of a number of higher education institutions.
- Noncredit Advantage Design – Online Orientation for Noncredit: Integrated orientation from Advantage Design Group (ADG) with Mt. SAC's Banner system. This orientation includes five different modules. The application tracks in progress as well as completed orientations.
- IT completed the sunset of the classic version of Degreeworks and transitioned students to use the new responsive dashboard version of Degreeworks.
- Implemented a self-service page to allow credit students to claim their eligibility code to take advantage of the GoPass program from Metro and Foothill Transit. The GoPass program is available to Mt. SAC credit students with a focus on helping them ride transit without the worry of paying a fare. With a registered GoPass TAP card, students can ride Metro and other participating systems to and from Mt. SAC.

- All-Gender Restrooms are now displayed on the printable and online versions of the Campus Map
- The IT Department welcomed Rick Nguyen as the new Senior Systems Analyst/Programmer for the Web & Portal Team.
- Setup has begun for Mt. SAC's new chatbot. This artificially intelligent chatbot by Ocelot, will be privately labeled and made available on the website to provide automated answers to questions. Financial Aid will be the first department to pilot the chatbot.
- With the passage of AP 3720, de-provisioning has begun with the removal of Google Drive storage for suspended user accounts. Mt. SAC's storage for Gmail and Google Drive is now below 1.5 petabytes. We must be under 180 terabytes by January 1, 2023.

Infrastructure & Data Security

- Reminder – to report suspicious emails, click on 'Report Message', then choose if the message is 'junk' or 'phishing'. Your participation tunes our mail protections and reporting capabilities.
- During the last phishing simulation, 5,851 emails were sent out, 367 accounts reported the phishing attempt using the mechanism described above, and 164 accounts provided their credentials.
- IT worked with Facilities to send an RFQ for increasing wireless coverage on the outside of buildings 1, 2M, 2T, 4, 6, 9A, 69, and 329. Thank you to Joe Vasquez and Kara Dannenbring for leading this process. This is the first wave of wireless coverage enhancements that did not require significant infrastructure rework for installation and support.

Academic Technology

- The College has transitioned from Verizon for student Wi-Fi hotspot service to T-Mobile. Completing this project saved the College $120,000 monthly and $1,440,000 annually in Wi-Fi hotspot service costs. This project was a collaborative effort between IT, Library, and Student Services.
- 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. Student Technology Support.
- Academic and IT Support Teams are still working to install over 3,000 desktops, laptops, and other technology items that experienced delayed shipping by supply chain issues.

Police and Campus Safety (P&CS)

- On July 13, 2022, P&CS apprehended a car theft suspect wanted by the Los Angeles Sheriff's Department (LASD). After a traffic collision at the corner of Grand and Temple Avenues, the suspect fled on foot from the stolen vehicle. The suspect was immediately apprehended by a Campus Public Safety Officer in parking Lot D and taken into custody by LASD.
- On August 2, 2022, in conjunction with the Joint Regional Intelligence Center, Mt. SAC hosted a School Safety Seminar. The seminar included presentations from campus safety experts who discussed: Gun Violence Restraining Orders; FBI Threat Assessment and Management Resources; Collaboration in Risk Management; Intelligence Analysis; Assessing Security Vulnerabilities;

Responsibilities of the SRO; and Active Assailant Considerations for School Administrators.

- Chief Williams continued his participation in the Minority Male Initiative meetings during September.
- P&CS met with the Deaf & Hard of Hearing Department to establish best practices for service, student/officer connections, and understanding.
- Members of P&CS also met with the Employee Counseling Center personnel to discuss safety procedures and options.
- With contributions from the P&CS staff, a Mt. SAC student scholarship has been implemented.

Police & Campus Safety Calls
July – September 2022

	July	August	September
Money Pick-ups (10-17's)	24	41	44
Battery Jumps (10-37's)	8	12	24
Vehicle Unlocks (10-41's)	6	8	18
Building/Door Lock/Unlock	31	58	41
Medical Assistance	4	4	5
Vehicle Checks	0	0	0
Assist/Other	1	0	22
Transports	0	0	1
Postings	0	1	0
Total Common Calls for Service	**74**	**124**	**155**
Total All Dispatched Calls	**146**	**239**	**296**

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

Purchasing, Printing, and Mail Services

- The Purchasing department is currently working on several solicitations, some of which include the Request for Qualifications (RFQual) process and evaluation for AudioVisual Contracting Services, as well as several construction project bids, including the Campus Store/Instruction Offices; Athletics Modular Roof Replacement; bldg. 6 Professional and Organizational Development Loft Remodel; and the Health Career Center Food Pantry Remodel projects.
- The Purchasing Department is happy to announce that we have two new temporary staff members assisting Purchasing in filling in for current staff vacancies/temporary leaves. Please join me in welcoming Valerie Biller (assisting Purchasing on a part-time basis) and Gloria Burk-Williams (has been assisting Purchasing since July 2022) to the Purchasing team!
- As we are adjusting the assignment of work, Purchasing has recently reorganized the assignment of purchase orders. We are now assigning purchase orders (not including those assigned to Procurement Specialists – see list below) to the corresponding Buyer by the Vendor Name. Below is the list of the letters Purchasing staff is currently assigned. **This is temporary and will be in effect until further notice**.
    - A-F – Valerie Biller
    - G-L – Connie Madarang
    - M-R – Gloria Burk Williams
    - S-Z + numbers – April Landry
- We have also adjusted the Procurement Specialist duties to include the furniture and all construction and facilities maintenance. Procurement Specialists handle the following:
    - Advertising (Legal Ads)
    - Architect/Engineering Services
    - Large Volume Audio Visual (Bids)
    - Legal/Construction Fees
    - Furniture
    - Hazmat Testing/Inspection Services
    - P-Card functions
    - Formal Bids/RFPs/RFQuals
    - Informal/Formal Construction Bids & Quotes
    - Facilities Maintenance Agreements
- **Purchasing has updated the Procurement Card Guidelines**. Training will be held for all P-Card users on the following dates:
    - October 26, 2022, 9:00 – 10:00 a.m.
    - November 1, 2022, 9:00 – 10:00 a.m.
- 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.

Risk Management

- Renewals of all eight Property and Casualty programs were completed effective July 1, 2022.
- Renewal of Student Insurance effective July 1, 2022.
- Cyber Liability partnership with IT to ensure Cyber liability mitigation guidelines for the college.
- Worker's Compensation results for the third quarter:
    - Five new claims were filed.
    - Ten claims were closed.
- In the third quarter, one Property and Liability claim was filed. To date, for the third quarter, $40,208 has been reimbursed to the College from the insurance carrier.
- Six Hazard reports were reported to or through Risk Management in the third quarter. All have been resolved or are pending the completion of a work order. All 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.
    - Nineteen ergonomic evaluations were completed in the third quarter excluding the assessments of Fiscal, Payroll, and the Cashiers offices. 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 third quarter of 2022, CSEA 651 and staff have had the following in-person trainings:
    - July – Canceled due to scheduling.
    - August – Keenan Safe Colleges Active Shooter Training.
    - September – Active Assailant Training facilitated by IMReady.
- 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 "California Coastline" walking challenge started on July 25, 2022, and ended on September 4, 2022. We had 229 staff registered and participating in the challenge which is the highest to date. Together, all the participants walked 59,392,839 steps, and burned 2,672,678 calories which is the equivalent of 764 pounds of fat. Participants who reached their goal of 8,000 steps per day were eligible for the raffle of one of twenty-five $100 Amazon gift cards with this challenge. Keep up the great work campus community!
    - A variety of virtual nutritional classes & demos were provided to the campus:
        - Wellness Webinar: Managing IBS with Mindfulness (July 13, 2022).

        - Wellness Webinar: Mastering Hormone Balance for Women (May 18, 2022).
        - Virtual Cooking Class: Tame the Tummy. Eating for Healthy Gut (August 24, 2022).
        - Virtual Cooking Class: Easy Lunches for Mediterranean to Plant-based to Keto (September 28, 2022).
        - Wellness Webinar: Pack Your Lunch Like a Pro (September 22, 2022).
    - 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

- The Mt. SAC Laboratory Safety Program first draft has been submitted for review.
- The Control of Ethylene Oxide and Chlorofluorocarbon Emissions from Sterilization or Fumigation Processes (PAR 1405) Survey was completed and submitted to AQMD.
- The registration to purchase Iodine is in the process with DEA.
- We had a visit by LA County Department of works. Partnering with the Maintenance department to resolve the three violations.
- Partnering with Mt. SAC Design & Construction team on the Fire and ADA compliance code.
- October is Emergency Preparedness month. An Emergency Preparedness fair was held on October 11 and emergency-related trainings will be held throughout the month of October. All trainings are available through POD.
- 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 both in-person once a month.
- The Emergency Management Policy sub-group continues to meet monthly to update current policies and documents for our Emergency Action Plan, Emergency Operations Plan, Emergency Response Team, and Crisis Management Team.
- In-person Building Evacuation Training for the Building Marshals and Floor Captains was a weekly training provided through the summer months. It

continues to be a monthly training provided through POD. Separate division trainings are being conducted on a request basis.

- Together with Police & Campus Safety a meeting took place with Cal Poly Pomona's Police and Emergency Management Department on September 7, 2022 to see how we can partner together in case of an Emergency.
- Mt SAC has partnered with IM Ready to provide Active Assailant training for the campus. These in-person trainings started on September 23, 2022, and will continue through the month of October.
- The department continues to provide PPE supplies for the campus as requests are submitted.

Sac Book Rac

- The Bookstore spent July preparing for the Fall Semester. We continued to order textbooks and follow up on arrival dates for orders placed. Reminders were sent to instructors who had not yet submitted an order for their class. Our textbook business has migrated to more digital textbooks each semester or rental textbooks. The digital option is attractive because it is instant access to the student, many of which get their material in just a couple of hours after purchase. We also received a lot of new merchandise, including clothing, board games, new squishables, trendy school supplies, backpacks, and tech products like speakers, earbuds, and headphones.
- In early August, our business started to pick up with back-to-school shoppers. We continue to follow up on classes without course materials to see if there is something we need order for an instructor's class. Our Photo ID business began to get very busy with orientation students getting their ID while on campus. The first week of the semester is the busiest week for Photo ID and we processed over 2,000 in that week alone.
- By the end of August, the Fall Semester was well underway, and we were extremely busy with in-store customers as well as Online orders. Our Online orders surpassed our prediction of an increase in that type of transaction. We processed over 2500 Online orders by the end of the month. The GoPass program was also rolled out, and since we facilitate the bus pass program, we distributed the information and assisted students in the transition.
- In September, we continued to see an increase in the Online orders placed by students, and we processed over 200 more orders. We also had a lot of Go Pass students needing assistance. We are at a point that we begin to review textbook inventory and start looking at what needs to be returned to the publishers. Before that happens, we notify the instructors so they can let their students know that the book is available, and if they need to purchase it, they need to do it soon. We also are ensuring we have textbooks for the late start classes that begin in October.

Technical Services

AV/Presentation Services

- The AV team is entering into the installation and commissioning phases for equipment in the Gymnasium and Student Center projects. Equipment procurement delays continue to be a challenge for numerous projects. This is the busiest time the team has ever seen with numerous projects happening simultaneously.

- The team has begun the scheduled maintenance replacement program for AV equipment. This is the beginning of an ongoing cycle to replace outdated AV equipment in classrooms, meeting rooms, and event facilities throughout the campus. First up on the list are systems in Building 7, which are ten years old.

Broadcast Services

- Broadcast Services is working on adding additional streaming equipment to the Master Control facility in Building 6 to support the streaming of monthly board meetings. The anticipated go-live for this system is December 2022.
- The mobile production truck, which supports instructional programs, is entering its 8th year of service. The team is beginning the replacement cycle for some older critical systems to ensure continued operations and unexpected outages.

Event Services

- The Event Services team took the summer to update internal processes related to event scheduling and internal operations. The past year of operating the new stadium provided some lessons learned. Football season, starting at the end of August, would kick off a new cycle of events in this facility, including a number of cross-country events for both internal and external groups.
- Planning and event support was provided for the Beach Volleyball construction project groundbreaking in September.
- Ongoing efforts are continuing toward planning for the opening of the Student Center in 2023.

Performing Arts Operations

- In working with various departments across campus, the President's Advisory Council team finalized the Performing Arts Baseline Schedule for the 22-23 year.
- A number of annual maintenance projects and inspections were completed over the summer.
- Equipment lists for the Event Center at the new Student Center were finalized in order to begin the procurement process.
- The team continued to provide assistance to events at the stadium at the beginning of the fall season.