Administrative Services' Quarterly Informational Announcement

MT. SAC
Mt. San Antonio College

April 21, 2017

In an effort the keep the campus community informed of the current activities within the Administrative Services Division, we will be sending quarterly informational announcements that highlight each department's activities/projects.

Mike Gregoryk, Vice President, Administrative Services welcomes your feedback on whether or not you find this announcement useful.

Information Technology (IT)

Academic Technology & Infrastructure / Security

- IT completed the planning phase and is now in the purchasing phase to upgrade and add exterior and interior wireless to Bldgs. 7, 11, 60, 80 and all of 30s. The goal is to complete these installations during summer 2017.
- IT completed the bid process to replace 56 HP Xenpack modules. These are critical components of the College's network infrastructure. Replacing them will reduce hardware failure points.
- If your computer is more than 5 years old, please contact Ron Bean at rbean@mtsac.edu or ext. 5126 to request a replacement.
- Click here to view the Project List

Enterprise Application Systems / Web Team

- IT and the Radiologic Technology Department collaborated to create an online application for the program. Students can now complete the online application and submit the required supplemental information online for this impacted program. Faculty and staff in Radiology Technology report an increase in the number of applications received compared to when the application was only available in paper form. Check out the online application at http://www.mtsac.edu/radiologic/radiology/ Click the 'Program' dropdown menu and select 'Radiology Application'.
- Banner has been configured to rely on student attributes for preventing registration activity in only credit classes. Students with Past Due holds are now able to register into non-credit classes, including non-credit labs that may be required for successful completion of credit courses.
- The new online Campus Directory and Profiles feature are live. Check it out http://www.mtsac.edu/directory

Project Management

- IT and Purchasing are collaborating on implementing the OnBase document imaging system for purchasing files and other supporting documentation.
- IT has selected a new Help Desk software package. Implementation is planned for fall 2017.
- Phase II of the Records Retention Schedule project is currently in process. IT along with Imerge, Inc have completed a physical inventory of records generated and held by Administrative Services, Human Resources, Instruction, President's Office, and Instruction.

We are working to consolidate all information in order to develop a records retention policy and taxonomy.
- IT and Fiscal Services are reviewing potential solutions for a budgeting software that will assist in automating budget development, routing, approval, and reporting.
- The Email Task Force has completed it's evaluation of Google Suite and Microsoft Office 365. A recommendation is in process to document the results of the evaluation and to recommend the product which the task force felt would best meet the current and future needs of the college.
- [Click here to view the Project List](#)

Public Safety

Public Safety Calls			
	January 2017	February 2017	March 2017
Money Pick-ups (10-17's)	65	69	90
Battery Jumps (10-37's)	76	42	110
Vehicle Unlocks (10-41's)	28	20	41
Building/Door Lock/Unlock	92	94	107
Medical Assistance	7	9	19
Vehicle Checks	5	7	15
Assist/Other	58	58	148
Transports	2	2	9
Postings	1	0	3
Total Common Calls for Service	334	301	542
Total All Dispatched Calls	507	449	807

On Wednesday afternoon, March 1, 2017, Public Safety personnel responded to the SAC Book Rac bookstore for an unresponsive female. They performed CPR, along with Student Health Services nurses, and assisted L.A. County Fire paramedics after they arrived. Due to their efforts, the patient survived for about two hours after arriving at the hospital. The personnel were recognized for their efforts at the April Board meeting.

Fiscal Services
- Fiscal Services is pleased to announce that Myeshia Armstrong joined the department as the new Associate Vice President, Fiscal Services.
- Fiscal Services welcomed the following new staff members: Melissa Cone, Executive Assistant I, Evelyn Aguilera, Fiscal Technician II, and Kasteel Gumban, Fiscal Technician II (Letters S-Z).
- Congratulations to Marisa Ziegenhohn on her promotion to Director, Fiscal Resources, and Tiffany Chen on her promotion to Senior Buyer.
- The budget development process is underway for the 2017-18 Tentative Budget. Staff is currently reviewing Status Quo Budget Templates that were due earlier this month.
- The year-end deadlines will be released the first week of May.
- For Conference and Travel processing, please thoroughly complete the [Conference and Travel Form](#) and refer to [AP 7400 Conference and Travel](#). This administrative procedure requires prior approval of at least (10) working days by the appropriate vice president or

manager. For timely processing, submit immediately to Fiscal Services after obtaining approval. When submitting documentation with Conference and Travel forms please remember to include original itemized receipts and hotel folios for timely processing. For further information, call Kim Leisure at 5773 or kleisure@mtsac.edu.

- A SchoolsFirst Federal Credit Union representative will be on campus Wednesday, April 26th, and Wednesday, May 24th, from 9 a.m. to 4:30 p.m. in Building 4, Room 1380. College employees who are interested in signing up for or learning more about 403(b) and 57(b) retirement accounts may contact Zandra Pirozko at (714) 914-7464 or zpirozko@schoolsfirstfcu.org to set up an appointment.
- Payroll has a website! Visit the Payroll Department's website at www.mtsac.edu/payroll where you can find forms for tax withholding, direct deposit and time sheets. Other information such as pay dates for Fiscal Year 2016-17 are also posted online. A section for frequently asked questions (FAQ's) will be added in the near future.
- Payroll has been working with IT to develop a brand new web-based time sheet system to eventually replace the paper "pink" time sheets. Departments that would like to participate in the pilot phase of this project should contact Richard Lee, Director, Payroll.
- P-Card training is scheduled for May 16, 2017, from 9:30 a.m. - 12:30 p.m. If you would like more information or you are interested in attending, please contact Teresa Patterson at ext. 5512, or email tpatterson@mtsac.edu.
- Summer School registration for classes begins Wednesday, May 10, 2017. Classes will begin on Thursday, June 22, 2017. An announcement with extended hours of operation for the Bursar's Office will be posted at a later date.
- The College has contracted audit services with Vavrinek, Trine, Day, & Co., LLP. The Audit engagement is scheduled for the week of September 18th.

Technical Services

As a reminder, earlier this year the Technical Services Division was given the exceptional opportunity to expand our management staff for the first time since the Division was created. Kevin Owen is now the Assistant Director, Technical Services and Chris Rodriguez is now the Manager, Technical Services Engineering. Both of our new managers are former classified professionals at the College, and their wealth of information about the campus has allowed them to both hit the ground running. The additions of Kevin and Chris make our Division unique in that the entire management structure of our area is comprised of former Classified Professionals, with Bill Eastham, the Director of the Division having started as a classified "Theater and Facilities Technician" in 1978.

BCT Building and Supporting Technologies

Chris Rodriguez has been extremely involved in the design and acquisition of sophisticated audio-visual systems for all of the classroom spaces, meeting spaces and public areas in the new Business and Computer Technology Building Complex. In total there will be more than 48 classroom systems and 18 additional systems valued at 2.1 million dollars that need to be purchased, installed and programmed prior to February 2018. The BCT building will be the first building on campus to incorporate by design the full suite of Alertus emergency notification products, including Alert beacons in every classroom, Alert LED message tickers in larger public spaces and the Alertus text to speech function to provide emergency audio spoken word alerts into every classroom and public space in the buildings.

The emergency audio system will be implemented using QSC Q-SYS which is a network managed audio distribution system that will also provide access to audio paging within the building. During

the last 6 months, the Technical Services Division has also installed Q-SYS paging systems on the upper floor of the Library and throughout the Child Development Center complex. Just as Alertus is our standard for visual notification of emergency situations, Q-SYS will become our standard for audio notification, insuring that students, faculty, staff and visitors will all be notified of emergency situations.

The opening of the BCT Building will also mark the changeover from our existing SCALA digital signage software to an easier to use and maintain product, Carousel, from Tightrope Media Systems. Over the next year, we will be changing all of the SCALA systems to the Carousel product, this will finally allow different groups to create and submit content for the displays in their areas, which is a feature that has been requested for many years. In addition to updating the interior building displays, over the summer we will be installing two LED marquee signs to replace the existing message boards located at the Temple and Grand intersection. The new displays will be considerably larger than the existing displays and will also be higher resolution, so the college messages will look considerably better on the new system. The move to Carousel software will also include bringing these two displays into the system, which will produce considerably better graphics along with greatly improved ease of use.

New Broadcast/Television Production Trailer

Kevin Owen, along with numerous Technical Services staff members, work study students and student workers continue work on the completion of the installation of support infrastructure and television equipment in our new broadcast/television production trailer. The majority of equipment has been installed, programmed, and commissioned by various manufactures, and testing is now proceeding on our "broadcast classroom on wheels." Following last minute adjustments and additions we anticipate that the trailer will be substantially complete by the end of April. By mid May, we hope to be hosting some instructional activities for our Spring Television classes. This mobile facility can place Mt. San Antonio College in the forefront for training in the field of remote television production, an industry that continues to grow across the country.

25 Live Event Scheduling Software

25 Live, the online event scheduling and management platform will enter into the live testing period in May. This system will replace the current 5-part NCR form that has been in use (in one version or another) for at least the last 40 years, and it will advance the College efforts towards becoming a paperless campus. Over the past months, Technical Services has conducted an inventory of every classroom, every public space and every meeting area to catalog the available features of these areas. Eventually, there will be pictures and descriptions of every available space on campus posted on this system, this should make it considerably easier to schedule events and meetings on campus. The system will be rolled out and fully tested over the next year with the goal of being fully operational by July 1, 2018, at the latest. During most of the 2017-18 academic year, the system will be run in parallel with our existing system, and we could possibly go live sooner if things go well. 25 Live will interface with Banner to bring classroom usage information into the 25 Live environment, bringing "one stop" shopping to groups needing to schedule a meeting space or a campus event. In addition to implementing 25 Live, our Division is also actively reviewing different systems for tracking employee scheduling and labor costs for events on campus. Once a selection is made, this additional software will be deployed to complement 25 Live to provide a complete system for event scheduling and cost management.

Performing Arts Operations

During the past few months, a great deal of effort has been devoted to transitioning the audio mixing environment from a Studer Vista 5 digital console to a new Soundcraft Vi 7000 console, the most advanced digital console in the Vi series. The Studer console has been moved to the Broadcast/Television Production Trailer, where it was recommissioned as a television production console, while the more contemporary Soundcraft console will provide a greatly simplified yet powerful user interface for theatrical users. This was a win-win situation for both groups of users, and the new Soundcraft console has produced great results in the Clarke Theater.

Last week, the Performing Arts Box Office took the show on the road and managed all of the box office operations for the Mt. Sac Relays, which were hosted at El Camino College this year due to stadium construction. Our cloud-based box office software, Audience View, makes these types of remote deployments practical. Although this was work on a much larger scale, the project is similar to the remote effort made at Covina High School, where the Mt. SAC football team played all of their home games this year. Hats off to our box office coordinator Dalia Puentes for pulling off another remote miracle for this important college event.

New Construction and Project Planning

Technical Services management and staff members are presently involved in the planning and implementation of a large number of other projects in addition to the BCT Building. The two biggest projects currently on the books are the new stadium, just starting construction, and the new Student Center, which will include a substantial space for events. The Student Center is currently in the design phase, with construction contingent on the passage of a new facilities bond. In addition to these big projects, there are a number of smaller projects currently in progress. These include:

1. Three classroom upgrade to Building 2M ($60,000, Facilities Campus Standards)
2. Three classroom upgrade to Building 6 (two purchases totaling approximately $55,000, purchased though library)
3. Purchase of new paging and monitor system for Performing Arts Center ($55,000, needs approval)
4. Building 6-160 Teleconference Room upgrade ($70,000, Phase V)
5. Gym Audio system upgrade ($50,000, Facilities Project in conjunction with IT WiFi upgrade)
6. Building 16D new construction ($30,000)
7. Building 40 next phase construction ($75,000)
8. Installation of equipment for Building 23A IT training room. ($9,000)
9. Installation of equipment/infrastructure for Building 10 Founder's Hall ($15,000)

Commencement

Due to construction at the stadium, the College commencement ceremonies will be held at Citizen's Bank Arena in Ontario on Sunday, June 18th at 11:00 AM. Needless to say, a great deal of time and effort has been devoted to planning and coordinating this massive transplant of one of the biggest events held on campus every year. Our division is working closely with Student Services to keep the spirit of the ceremony intact during this move. The College has always produced an exceptional ceremony, and we plan to continue that tradition during our hiatus in Ontario.

Reports

Our current log of events for the 2016-17 academic year is available here:

Use of Facility Requests 2016-2017:
https://app.smartsheet.com/b/publish?EQBCT=e6e27a484a964cfdb5d60dd8e7aae476

In the audio visual area, we have the following reports available:

AV Issue Response Log:
https://app.smartsheet.com/b/publish?EQBCT=0127b4ccc97d4512801acc5dda8876eb
AV Current Work Order Log:
https://app.smartsheet.com/b/publish?EQBCT=12e2225cdbb14844be56f3728572be80
AV Project List:
https://app.smartsheet.com/b/publish?EQBCT=fb4033be2e4e45f2bf0c0353b9781422

Finally, the 2016-17 season continues at the Performing Arts Center, tickets for all of the outstanding student performances for the remainder of the year are available at:
https://tickets.mtsac.edu/Online/

SAC Book Rac
- Textbook Rental Program is still the popular choice for students to saving money. Over 2,500 textbooks were rented in the Spring 2017 Semester (and still renting).
- Processed over 1,300 book orders for Spring 2017
- Issued over 950 free bus passes to students.
- Processed over 3,800 photo ID's and still continue to do so.
- Employed over 90 students to assist with the first weeks of the semester.
- Sac Book Rac has begun to prepare for graduation. The Grad Center opens May 8, 2017.
- Faculty Cap and Gowns are available for rent or purchase through the Sac Book Rac.
- Sac Book Rac had its Spring Clearance Sale in April. A lot of people were able to get some great items at discounted prices.
- Currently returning textbooks to Publishers.

Risk Management

No submission this quarter.

Facilities Planning and Management
- The facilities planning team continues with efforts to support the 2018 Educational and Facilities Master Plans. A number of community meetings were held in the last several months to gather public input on the college's future. The Parking and Circulation Master Plan continues to be under development with a final document scheduled for completion late summer. We are planning to hire an environmental project manager to manage the California Environmental Quality Act (CEQA) process due to the high volume of environmental work under way.
- The Facilities Support Services Team is beginning to work on year-end closing, determining which projects are complete and reviewing open purchase orders. The $90 million from the Bond Anticipation Note 2 was received and is in the process of being distributed to the project budgets.

- The Facilities Design and Construction Team continues to advance nearly 200 active projects, including 10 major capital projects ranging in value from $5 Million and $85 million. Over 30 minor capital projects such as the 7,000 gross square foot (GSF) Equity Center, the 20,000 GSF Continuing Education phased modernization, and the DHH Center in Building 9A are underway. The design efforts are set to begin for the renovation of Building 9D for Counseling, the 16F Testing Center, and the event services storage building. Numerous energy efficiency, scheduled maintenance, alteration, equipment upgrade, and infrastructure projects are ongoing across all areas of the campus. Recruitment efforts to fill one construction project manager position are nearly complete with an expected May start date for the new position. The Business and Computer Technology project is nearing 70% completion with an expected occupancy date of Spring 2018. The Athletics Modular building was completed and occupied in January 2017. Abatement and demolition of the existing stadium is underway and expected to be completed in June 2017. The Student Center programming is nearing completion and design work will start in June 2017. The Transit Center project is set to begin programming in the Summer of 2017.
- The Maintenance Team continues to support the campus by ensuring operation of building and utility systems and providing support for all types of construction work. The team completed over 2,500 unique work orders last quarter. The Custodial Services and the Warehouse and Distribution Operations are both evaluating staffing requirements related to the upcoming addition of over 160,000 GSF of new space on campus.

The Grounds Team has received a $100,000 rebate in support of their project to upgrade the computerized irrigation controls. In-house construction efforts continue in the grounds area with several irrigation and water efficient landscape projects across campus.