

# Administrative Services' Quarterly Informational Announcement



**October 13, 2016**

**In an effort to 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**

- Thanks to Instructional equipment funds, 160 Apple desktops are on order to replace aging classroom and student lab computers.
- IT is testing mobile device management (MDM) for all Apple products including iPads. This new system will allow for remote management of College-owned Apple devices including software, apps from iTunes, and security updates.
- A system security audit was completed on Mt. SAC's primary computer systems by the California Community College Information Security Center. IT is reviewing the results to determine potential system changes and end-user training opportunities.
- IT is scheduled to meet with Associated Students on October 18 to review the implementation of external Wi-Fi access points and discuss potential future installations. IT is researching the feasibility of adding better Wi-Fi coverage near Kerrs Corner and the fountain north of the Library. Check out the current external Wi-Fi coverage map: <http://www.mtsac.edu/it/wifi.pdf>
- If your computer is more than 5 years old, please contact Dale Vickers at [dvickers@mtsac.edu](mailto:dvickers@mtsac.edu) or ext. 4374 to request a replacement.
- [Click here to view the Project List](#)

### **Enterprise Application Systems / Web Team**

- A new system was implemented to grade surveys and tests. Our legacy system dated back to 1990 and was quite costly to maintain. The new system does not require special NCR forms since scoring sheets can be printed on demand. See more at <http://www.mtsac.edu/it/teaching-learning/scoring-services.html>
- The new Ellucian Mobile application software has been installed and IT is working with Ellucian on configuring the new MountieApp which will be available in the iTunes Store and Google Play Store. Estimated release is winter 2017.
- A total of 10 significant upgrades were implemented to various Banner modules (General, Financial Aid, Student, CAL B, and Self-Service) in order to package and award financial aid in 2016-17. Functionality is now available that will allow us to verify enrollment in courses that count toward the degree or certificate for financial aid purposes by using the MAP degree audit (with DegreeWorks 4.1.5) in disbursement.

- An interface was created to interact with the text messaging system which went live during summer. In collaboration with Marketing, text messages were delivered to students regarding registration appointments, financial aid, drop for non-payment and waitlist information.
- The Web team participated in two workshops to train more than 30 users on how to update websites. Templates for instructional websites were created, including 25 'snippets' and widgets for items like news feeds and calendars. These tools provide the ability for departments to easily create attractive and informative web pages in the new responsive format. Check out the POD calendar to register for future web training sessions: <http://www.mtsac.edu/pod>
- An in-house free-text search utility called "Ask Joe Mountie" is in development.
- Paulo Madrigal and Bob Hughes worked with Elijah Bisbee from Hyland to finalize the details for offering OnBase certificate training through our Community Education program. Mt. SAC is only the second community college in the nation to offer these inexpensive, fee-based classes, taught by a Hyland instructor. At the conclusion of the class, hiring managers from local industries using OnBase would attend a mixer to meet and potentially employ these students.

### **Project Management**

- IT is reviewing recommendations from Imerge on proposed document retention schedules and will be working with representatives from various campus departments to utilize the OnBase document management system to implement the recommendations.
- [Click here to view the Project List](#)

### **Public Safety**

<b>Public Safety Calls</b>			
	<b>July 2016</b>	<b>August 2016</b>	<b>September 2016</b>
Money Pick-ups (10-17's)	43	39	70
Battery Jumps (10-37's)	35	34	111
Vehicle Unlocks (10-41's)	16	19	45
Building/Door Lock/Unlock	83	112	142
Medical Assistance	5	12	25
Vehicle Checks	2	2	9
Assist/Other	96	61	118
Transports	7	5	11
Postings	1	0	0
<b>Total Common Calls for Service</b>	<b>288</b>	<b>284</b>	<b>531</b>
<b>Total All Dispatched Calls</b>	<b>459</b>	<b>491</b>	<b>812</b>

On August 5th, personnel responded to a motorcyclist who crashed in Lot F. The rider did not have any affiliation with Mt. SAC. He had to be airlifted to a hospital in Los Angeles.

On August 18<sup>th</sup>, DPS personnel assisted the Orange County Sheriff's Department in Florida with locating a wanted felon. We worked with a warrant team from L.A. County Sheriff's Department (LASD) to coordinate a successful and peaceful apprehension.

On August 30<sup>th</sup>, a male exposed his genitals to a female student near Building 13. The suspect was not located and a campus alert was issued.

On the morning of September 8<sup>th</sup>, an unknown person posted three messages on Twitter indicating he/she was going to shoot people in the area of Building 26. DPS personnel worked with LASD to search the buildings and the surrounding area. The threats were determined to be a hoax. Campus alerts were issued and LASD is still working to see if they can determine who posted the messages.

In the early afternoon of September 8<sup>th</sup>, a male and a female, neither of which were students, attempted to lure a female student into their car in the 30 minute parking lot by San Jose Hills Road. DPS personnel responded and detained the two suspects. The female student was not injured and the two suspects were subsequently arrested by LASD for narcotics violations.

On September 13<sup>th</sup>, a male student made threats to a classroom full of students about wanting to shoot them. DPS personnel located and detained the suspect near the Clarke Theater. LASD responded and eventually took the suspect off campus for a 72-hour psychiatric evaluation. Mt. SAC was notified by the treatment center that the student made additional threats of violence while he was detained. The student has been suspended as a result of his disciplinary hearing.

On September 28<sup>th</sup>, a male student was kicked in the chest by a foal at the Farm. The student was airlifted to a hospital in Orange County. The student's mother, a Mt. SAC employee, was taken to the Farm by DPS personnel.

## **Fiscal Services**

Fiscal Services successfully completed year-end processes and accruals for the 2015-16 fiscal year.

- Fiscal Services also is currently working on the audit for the 2015-16 fiscal year.
- The 2017 Chancellor's Office Tax Offset Program (COTOP) due diligence debt letters were sent to students. This letter informs the students of the amount and what type of debt they have incurred. The letter also informs them if the debt is not paid by October 18, 2016, they will be sent to the Chancellors Offset Tax Program.
- Student debt for the 2014-15 fiscal year was forwarded to Conserve, a third party collection agency.
- P-card users were trained over the last two months, which also included open lab hours for additional assistance.
- Fiscal Services is once again participating in the Occupational Work Experience Program for Fall 2016. A Mt. SAC Business student is being introduced to Budget, Accounting, Payroll and Purchasing processes.
- Michael Gregoryk announced the appointment of Rosa Royce as the new Chief Compliance Officer/Controller. Rosa's expertise and knowledge will be powerfully utilized in maintaining our compliance with regards to our grants, bond issues, and categorical programs.
- Steven Garcia has been hired as the Interim Associate Vice President of Fiscal Services. The position will be advertised in the future.
- If you have questions regarding online budget transfers/budget revisions, please call any one of the following:  
Yvette Shane, Fiscal Specialist, Ext. 5539  
Gloria Munguia, Fiscal Specialist, Ext. 5526  
Marisa Ziegenhohn, Fiscal Specialist, Ext. 6445

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- Fiscal Services welcomed two new Fiscal Technician II's, Alsace Kam and Kimberly Leisure. Click on the following link to see their area of responsibility and contact information. ([Fiscal Services/Staff Directory](#))
- Fiscal Services congratulated Rondell Schroeder of Purchasing on her promotion to Procurement Specialist. Click on the following link to see Rondell's area of responsibility and contact information. ([Fiscal Services/Staff Directory](#))
- A SchoolsFirst Federal Credit Union representative will be on campus Wednesday, October 26th from 9 AM to 2 PM 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 Carlos Almazan at (714) 258-4000 X 4116 or [calmazan@schoolsfirstfcu.org](mailto:calmazan@schoolsfirstfcu.org) to set up an appointment.
- Payroll has a website! Visit the Payroll Department's website at ([Fiscal Services/Payroll Department](#)) where you can find forms for tax withholding, direct deposit, time sheets and pay dates for Fiscal Year 2016-17. A section for frequently asked questions (FAQ's) will be added in the near future.
- Registration for the Winter 2017 session begins on November 9, 2016.

### Technical Services

During the last quarter, the Technical Services Division was given the exceptional opportunity to expand our management staff for the first time since the Division was created. Please welcome Kevin Owen as our Assistant Director, Technical Services and Chris Rodriguez as our 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. Chris is very involved with the planning of new building projects, especially the BCT Center and he is also actively working on the development of Audio Visual standards for the campus and the creation of life cycle budget planning for Audio Visual systems on campus. Kevin is already heavily involved in the installation of infrastructure and equipment in our new broadcast production trailer, the startup of our new on-line campus facility scheduling system and the acquisition of a new central media server for the distribution of audio-visual presentations over the campus network. In addition to our new managers, we are in the process of hiring two classified professionals to fill openings in the Division. We are about to interview candidates for the AV Systems Coordinator position, and we will be recruiting the Performing Arts Operations Audio Engineer in the coming months.

As mentioned above, the new Television Production trailer has arrived on campus and is now "under construction" in the Learning Technology Center loading dock. This is an enormous project for the technical staff. The data infrastructure in the trailer consists of more than 400 network drops. There are more than 1200 high definition video cables to be build and installed and more than 1000 audio cables to be placed and terminated. This trailer will be a tremendous asset for the College instructional program and will also be actively used to support major events on campus and in our new stadium. This 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.

Our Event Services office is as busy as ever. With the relocation of home football games to the Covina District Field this year, we have had to extend the reach of our support services to Covina. In addition to providing event support for the games, we are also running a remote box office operation to support ticketing for the games.

At the October Board meeting, we received approval to begin the implementation of College Net

25 Live (<https://corp.collegenet.com/products/scheduling/25live.html> ) as our campus master scheduling system for events on campus. 25 Live will eventually replace the cumbersome multi-part forms presently used to schedule use of college facilities with a streamlined web based request process. In addition to making our operation more efficient, we will finally have a single, unified master calendar that can identify all events, classes, meetings and special activities all in one place. 25 Live will interface to Banner so that classroom utilization information will be incorporated in the calendar, and different areas on campus will be able to publish specific calendars on the web with the ability to have interested parties subscribe to the calendar.

Our current log of events for the 2015-2016 academic year is available here:

Use of Facility Requests 2016-2017: <https://app.smartsheet.com/b/publish?EQBCT=e6e27a484a964cfd5d60dd8e7aae476>

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=12e2225cd5b14844be56f3728572be80>

AV Project List: <https://app.smartsheet.com/b/publish?EQBCT=fb4033be2e4e45f2bf0c0353b9781422>

Finally, the 2016-2017 season has arrived at the Performing Arts Center, tickets for all of the outstanding student performances for the year are available at: <https://tickets.mtsac.edu/Online/>

## **SAC Book Rac**

Fall is finally here and we are in the midst of a new semester. The Sac Book Rac was very busy (like everyone else) during the first two weeks of the semester. Our student traffic was up slightly from the year before, so we were assisting students in getting all their books and supplies to help them have a successful semester. We continue to facilitate the Free Bus Pass program and it's nice to say that students are using the program to accommodate their transportation needs. The Fall Semester is always especially busy for our Photo ID station, since there are a lot of new incoming students, we distributed over 6,100 photo ID's in the first two weeks of the Fall Semester.

The Sac Book Rac Textbook Rental program continues to be a valuable cost savings option for students, and each semester we are constantly adding more titles. This fall we offered over 150 titles for rent and rented over 2500 books so far. Our Textbook Rental program is now open all semester and students can rent books any time.

Now as the holidays approach be sure to visit Sac Book Rac for all your holiday decorating needs or easy and convenient shopping for friends and family!

## **Risk Management**

In August Risk Management provided a training at the Classified Professional Development day regarding ergonomics and body mechanics. The training was well received and the department is currently in full swing with providing ergonomic evaluations. Ergonomics is an important piece to an employee's overall wellness and is key in preventing injuries.

If you are interested in requesting an ergonomic evaluation please email Doris Torres at [dtorres106@mtsac.edu](mailto:dtorres106@mtsac.edu) or Duetta Langevin at [dlangevin@mtsac.edu](mailto:dlangevin@mtsac.edu) with your request.

Risk Management is actively working with all department managers and directors on the ability to return people back to work if an injury occurs. It is important to keep the employee engaged and support them. Doris Torres is doing a fantastic job in communicating with managers and directors



on returning employees to work, in a modified capacity. Think of return to work as a transitional temporary assignment until the employee is able to return to full capacity. This might be sedentary tasks that are not currently being attended to or working in a lighter capacity within the same job assignment.

### **Facilities Planning and Management**

This quarter, the Maintenance and Operations crews completed 2,015 campus initiated work orders as well as 125 Facilities initiated Preventative Maintenance Work Orders. Project activities included replacement of all 31 pool light fixtures with LED energy efficient fixtures, significant repairs to the pool bulkhead, replacement of the boiler on Building 9B, replacement of the upper roof at Building 28B, striping of several parking lots, replacement of supply fans at Building 4, modification of the fire alarm systems in 9 buildings to add off-site monitoring, restriping of multiple parking lots, interior improvements (carpet, ceiling tiles, etc.) at the Building 30 modulars, and completion of multiple HVA/C replacements across campus. Interior painting efforts of hallways, office, and classroom spaces also continued. Front Office staff processed a total of 53 bus, including 28 charter, and 89 van transportation trips for campus staff, faculty, and students. 2016-2017 Scheduled Maintenance Project Funding Proposals were completed and submitted to the State for approval. Recruitment for an Administrative Assistant to support Operations Management staff is underway.

The Facilities Grounds team continues to focus on water conservation efforts through installation of California native landscape, drip irrigation systems to replace many existing overhead spray heads, and update the campus-wide computerized irrigation control system. A tree replacement and maintenance program remains a top priority for the Grounds team as well. Both the Grounds and Maintenance teams continue to provide strong support for the ongoing construction and opening of new buildings. The Custodial Group continues to provide superior janitorial services across campus, with efforts to expand recycling and waste management capacity a top priority.

Facilities planning work to secure the final permits for the 2.2 MW solar power developments at the West Parcel is nearly complete, along with the environmental mitigation plans associated with the project, and a subsequent environmental impact report for the Athletics Complex East Project. The campus space inventory, construction document resources, and computerized building floor plans have all been updated in support of campus wide efforts to improve space utilization and in advance of the new 2017 Facilities Master Plan set to kick off this fall. The Facilities Master Plan will be driven by a new Educational Master Plan also set to begin in the fall. Hydrology, parking, traffic, and transportation studies are also set to begin this fall and will lead to an environmental impact study and report focused on traffic and parking and the planned Public Transportation Center Project.

The Facilities design and construction team is engaged in over 200 active projects plus over 100 projects on hold pending project management or funding availability. With the College experiencing extremely rapid growth in faculty and staff, work related to adding office and classroom space has been prioritized over several previously approved projects. Work to add new modular units for Student Services and improved space for Continuing Education is underway.

Significant projects in the design phase include a new STEM center in the Math and Science building, new modular units for the Equity Center and a new Testing Center, a storage facility for Event Services, mechanical system upgrades in the Humanities building, and the addition of water wells for farm irrigation. Programming and conceptual design on the new Student Center is

ongoing. The Athletics Complex East Project is in the bid process, with construction scheduled to start in December.

Ongoing major construction projects include the Business and Computer Technology Center, the Lobby Renovation at Building 66, and the new Athletics Modular which provides temporary space in support of the Athletics Complex East project. The construction of a two million gallon underground storage tank is scheduled to be complete by the end of November, and Lot H will be reopened.

Other significant projects in the construction phase include reconfiguring classroom space in several areas of the Technology building, reconfiguring office space in the Administration and Information Technology buildings, elevator and fire alarm upgrades in several buildings, mechanical system upgrades in the Bookstore, and a broad expansion of wireless internet connectivity in exterior spaces across campus.

The teams remain focused on providing the very best customer service possible, and look forward to upcoming efforts to improve classroom utilization, reduce the backlog of small projects, and expand the capacity of the Maintenance team to minimize building system down time and extend the useful life of our facilities.