

Administrative Services' Quarterly Informational Announcement



July 17, 2018

In an effort to keep the campus community informed of the current activities within the Administrative Services Division, a quarterly informational announcement is sent that highlights each department's activities/projects.

Mike Gregoryk, Vice President, Administrative Services welcomes your feedback.

Information Technology

Academic Technology / Infrastructure & Data Security

- The Infrastructure & Data Security Team attended a CA Community College workshop regarding Amazon Web Service (AWS), hosted by Ventura County Community College District.
- IT is in the process of preparing for a security assessment to be completed by the CA Community College Security Center.
- IT is assisting Facilities with technology related installations and setup for the Building 41 SIM lab for Nursing and the Bldg. 9D Deaf & Hard of Hearing (DHH) remodel. Both spaces are expected to be completed by August 13.
- The Loaner Laptop Program has expanded. Please contact the IT Help Desk (ext. 4357, Bldg. 23 Room 6100) if you need a loaner device.
- If your computer is more than 5 years old, please contact Ron Bean at rbean@mtsac.edu or at ext. 5126 to request a replacement.

Enterprise Application Systems / Web Team

- The EAS Team completed the Banner production database upgrade to Oracle 12C. This was one step in the process of upgrading to Banner 9.
- The campus map was updated with over 70 different edits. Check it out at <http://www.mtsac.edu/maps>.
- More than 7,000 students completed the AQ ([Assessment Questionnaire](#)) since it went live on April 2, 2018. Based on the AQ results, students' prerequisites were automatically cleared in Banner and they have registered successfully for their summer classes.
- In partnership with the Business Division, IT sent out email notifications to students who are one class away from completing the certificate for their declared major.
- The [online class search](#) was modified to add more options to enable students to easily search for special types of classes such as English and Math Corequisites, English and Math Pathways, Summer Bridge, and Zero-cost Textbook classes.
- The new [Respiratory Therapy Admissions Application](#) went live on June 1, 2018. Students are now able to apply to the program using the fully online application process developed in APEX.
- The ability to receive push notifications was added to the MountieAPP. The App is available in both the Apple App Store and the Google Play Store.

- If you have documents that need to be converted to accessible PDF format, please complete this online form, <http://www.mtsac.edu/pdfrequest> including uploading a sample of the document.
- IT launched a new [Accessibility Feedback form](#) that tracks reported website issues, users, status, timeline to resolve, and resolution comments.

Project Management

- IT, in partnership with the Instruction Office, assisted with updates to PIE (<http://www.mtsac.edu/pie>) including training materials and videos.
- Banner 9 TEST system has been released to users. Additional information about the Banner 9 upgrade is available at <http://www.mtsac.edu/it/banner9>.
- Phase 1 of the Questica budget development software module has started. Expected implementation is December 2018.

Police and Campus Safety

Police & Campus Safety Calls April – June 2018			
	APRIL	MAY	JUNE
Money Pick-ups (10-17's)	64	53	41
Battery Jumps (10-37's)	72	88	27
Vehicle Unlocks (10-41's)	37	26	15
Building/Door Lock/Unlock	114	122	99
Medical Assistance	14	19	8
Vehicle Checks	0	0	0
Assist/Other	59	40	49
Transports	2	1	4
Postings	1	0	0
Total Common Calls for Service	363	349	243
Total All Dispatched Calls	626	586	475

- Effective May 21, 2018, Michael C. Williams became the Interim Chief of Police & Campus Safety.
- On June 20, 2018, Police & Campus Safety held an Active Shooter Drill on campus. Participants included, LASD, LAFD, SEB/SWAT, Pomona PD, Cal Poly PD, and Mt. SAC Campus Safety Staff.

Fiscal Services

- Fiscal Services is pleased to announce that Doug Jenson joined the department as the new Associate Vice President, Administrative Services.
- Fiscal Services would like to congratulate Tiffany Chen on her promotion to Procurement Specialist. We would also like to welcome new staff members Dayana Duarte, Fiscal Specialist and Graciela Espinoza, Fiscal Technician II in Accounts Receivable and thank our temporary staff member, Jeanette Reeves, who has been supporting this desk.
- The 2018-19 Tentative Budget was uploaded into the Banner system effective July 1, 2018. Please note, 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 budgetrevisions@mtsac.edu. Fiscal Services will be reviewing and processing online budget transfers and budget revisions. These transactions will remain in the BUDG approval queue until the

2018-19 Adopted Budget is approved by the Board of Trustees on September 12, 2018. Fiscal Services' approval of pending 2018-19 transfers/revisions will resume on September 13, 2018. If you have questions regarding online budget transfers/budget revisions, please contact Melanie Lazo, Fiscal Specialist, ext. 5388 or Yvette Shane, Fiscal Specialist, ext. 5539 or Christine Lam, Fiscal Specialist, ext. 5428.

- Over the next few weeks, Purchasing will be actively placing orders for the upcoming Fall Semester. If you have an urgent need, please contact the Purchasing Department at ext. 4245. Note: Any order for the purchase of equipment, materials, or supplies, which exceeds the current bid threshold of \$90,200 must be formally bid. The typical bid process takes approximately 6 weeks, so please contact Purchasing right away to begin the process. In addition, orders between \$10,000 – and the current bid threshold of \$90,200, require three written quotes. Contact Purchasing if you need assistance with obtaining quotes or sourcing vendors.
 - P-Card trainings are scheduled on a continual basis. If you would like more information or if you are interested in attending, please contact Teresa Patterson at tpatterson@mtsac.edu. To view the 2018-19 Purchasing Card Schedule, including monthly cycle dates and approver deadlines, please visit the Fiscal Services Forms webpage at http://mtsac.edu/fiscal/fiscal_service_forms.html under 'Purchasing.'
 - Banner Requisition Training is scheduled for July 25, August 15, September 26, and October 24. Please visit [POD](#) to register.
 - Online Appropriation Transfer Training is scheduled for August 21, September 18, and October 16. Please visit [POD](#) to register.
 - The 'Mileage Record Claim' and 'Conference & Travel Request/Expense Claim' forms and instructions can be found on the Fiscal Services Forms webpage at http://mtsac.edu/fiscal/fiscal_service_forms.html under 'Budget and Accounting.'
 - The Desk Reference for Account Codes and Exhibit A Purchasing Requirements documents are helpful resources for selecting account numbers and they also provide additional information on further purchasing requirements. These references can be found on the Fiscal Services Forms webpage at http://mtsac.edu/fiscal/fiscal_service_forms.html under 'Purchasing.'
 - The 2018-19 pay schedules have been added to the payroll website and can be found at <http://www.mtsac.edu/payroll/paydates.html>.
 - Registration for Fall 2018 classes began July 11, 2018. As a reminder, payment for all fees are due upon registration. Students who are unable to pay for their classes will be dropped by the following established deadline:
 - ✓ Students who register July 11 – August 17, 2018 will be dropped for nonpayment on Friday, August 17, 2018 at 8:00 p.m.
 - Fall Parking Permits are now on sale at the Bursar's Office.
 - Bursar's Fall Semester Extended Hours:

August 27 – 30	8:00 a.m. – 6:00 p.m.
August 31	8:00 a.m. – 4:30 p.m.
September 3	Closed for Labor Day
September 4 – 6	8:00 a.m. – 6:00 p.m.
September 7	8:00 a.m. – 4:30 p.m.
- The College has established an anonymous reporting line to report suspected fraud. This hotline is operated by EthicsPoint, an outside agency, not by internal staff. To submit a report call 1-866-367-7970 or go to <https://secure.ethicspoint.com/domain/media/en/gui/54937/index.html>.

Technical Services

- On July 11, a partial campus power outage drove the need for an emergency relocation of the scheduled meeting of the Board of Trustees from Founders Hall to a new lecture hall in Building 77, Room 1000. Moving this meeting on short notice required close cooperation between the President's Office, IT staff, and all the departments within Technical Services. With the addition of Board Docs, Skype meetings in closed session and audio visual presentations in open session, a considerable amount of work was successfully condensed into a very tight time frame to produce a successful meeting. Special thanks to Chris Rodriguez, Nolan Catingub, Tyler Vail, Jose Ortiz, Robert Avila, Thom Babich, Val Biller, Lee Jones and Adam San Miguel for the outstanding effort in getting this meeting moved. The entire Administrative Services team should be recognized for their ability to rise to the occasion when events like this take place.

Audio Visual Services Department

- Work is nearly complete on the most comprehensive and ambitious audiovisual system installation in the history of the College at the new Business and Computer Technology (BCT) Complex. The BCT Project brought the first full implementation of remotely managed AV systems. While 64 tickets were recorded in the second quarter of this year for this complex, 40 of the calls were resolved immediately over the phone. The other 24 support calls were resolved in an average of 4 days.
- Work has completed to convert all campus digital signage to the new Carousel system, a move that will allow individual groups to manage the content of the signage in their area while maintaining campus branding and displaying messages of campus wide importance. A special thanks to Lee Jones and his IT team for assisting with the conversion of the existing computer players and to Valerie Biller for coordinating the development of the user database and providing training to all new users. It has been determined that the existing SQL Lite database is not able to support the size of our growing user base. We plan to move to the campus enterprise database to improve efficiency. We are also excited about some new updates to the Carousel server that will improve the management of the digital content across campus. The move to Carousel will not only improve the user experience, it will also save the college a considerable amount of money in support and acquisition costs each year.
- Laser projectors are beginning to fill the market! We have begun evaluating the effectiveness and performance of this new technology. Early testing has shown better video quality and potentially much longer projector life and brightness! Laser projectors will not require lamp replacements and are advertised to have a life of 20,000 hours. This could equate to an average projector brightness life of 8 years! While they are more expensive, they could provide lower total cost in the form of no
- Presentation Services has responded to 287 tickets during the second quarter of the year. The completed ticket log can be viewed at: <https://app.smartsheet.com/b/publish?EQBCT=65205864fbba4bee86b36d69c1552f7a>

Event Services Department

- The Event Services and Broadcast Services Departments teamed up to coordinate the logistics and live coverage of the College commencement ceremony at Citizen's Bank Arena in Ontario on June 17, Father's Day. The broadcast team arrived at 4:00 AM to begin setup of the broadcast mobile unit at the arena. After conducting a minimal ceremony last year in order to gain operational experience, this year many of the traditional Mt. SAC Commencement Ceremony elements were added back in to the event including enhanced lighting and sound systems, two additional video screens for the graduates, an Alumni of the Year video, multi camera video production through the college video truck with college students, faculty and staff operating all elements of the video production, and a live webcast of the ceremony. This year's ceremony was the largest in college history with more than 1100 students walking across the stage to receive a diploma. We project

that we will be at Citizen's Bank Arena for at least one more year as stadium construction progresses.

- 25Live, our on-line event management system, has now been on-line for a year. We continue to make operational and workflow improvements to the system. In their June meeting, the Board of Trustees approved the second component of our modernization program, the acquisition of Work Force software, which will provide us with the event labor cost tracking component of our system. Work Force will not only improve the speed and accuracy of event labor cost accounting, it will eventually be deployed for classified staff campus wide, providing much easier time reporting, and more accurate, automated tracking of leave balances.

Sac Book Rac

Sac Book Rac opened the start of the Spring Semester as a Barnes & Noble store.

- As part of Barnes & Noble, Sac Book Rac premiered some new programs to the campus:
 - *Students are offered a Price match Guarantee for Textbooks
 - *More than half of all the textbooks are available as a Rental option
 - *Textbooks can be rented online
 - *Sac Book Rac no longer uses paper Textbook order forms. Everything is online and Faculty can now submit their Book orders online through Faculty Enlight.
- Sac Book Rac continues to process all Photo ID's on campus. We processed about 10,000 ID's in the Spring 2018 semester
- Sac Book Rac still provides the Free Bus Pass service to all students enrolled for the current term.
- Sac Book Rac still offers the service of selling discounted entertainment tickets to students and faculty at a discounted rate. Sac Book Rac facilitates this service on behalf of Associated Students.
- We now carry a large assortment of Bargain Trade Books, which includes children's books.

Risk Management

Health and Safety

- Implementation of quarterly safety inspections started in March, 2018.
- There were 12 safety hazard reports reported to the Health and Safety committee.
- Established Standard Operating Procedures for Power Outages
- Review of Employee Benefit Package vetting out current plans and administrator and reviewing other vendors benefit plans and administration piece
- Employee Wellness activities 8 provided. We are bringing Walker Tracker on board as a platform to continue building the employee wellness program.

Workers Compensation

- Currently we are at 88 claims for this fiscal year.
- The workers' compensation e-mod decreased over 1 point from last year, that's 98.24 to 87.34. The e-mod is a factor in the rating formula that establishes the workers' compensation premium.
- The past 10 years the average claim year has incurred over \$1 million dollars in claim costs.
- We have 70 claims that are currently open with a total incurred of \$6,142,760.
- Strains are still the leading cause of injuries, which is also the leading cause of injury for community colleges in California.
- Custodial, Clerical, and Clinical Students are the categories that drive majority of the injuries.
- Groundskeepers did reduce their number of injuries by 2 over last year.

- This past year we have provided monthly trainings to Custodial and Groundskeepers and will continue that training for 2018-19.
- We continue to be proactive by returning our employees that have had injuries and are released to modified transitional duty. It is estimated that this program has saved over \$53,000 by accommodating employees with restrictions.
- Risk Management will continue to collaborate with Facilities Planning and Management for furniture on new buildings and remodels. We evaluate ergonomic furniture needs that is for the job task. We have established 4 different campus standard chairs.
- Duetta was trained in the OS1 custodial program to gain a clearer understanding of the program elements for training purposes, ergonomic needs, etc.
- The College exercised our right to a Request for Proposal on the Workers' Compensation program. The College elected to remain with Keenan for Workers Compensation coverage.

Property and Liability Program

- The College exercised our right to a Request for Proposal and elected to remain with ASCIP for the Property and Liability Coverage.

Contracts

- Over 100 contracts for indemnification and insurance language to protect the College risk exposure.

Ergonomics

- Completed over 100 ergonomic evaluations assisting employees with equipment and workstation set up to prevent workers compensation claims.

Facilities Planning and Management

- No submittal this quarter.