

Administrative Services' Quarterly Informational Announcement



April 11, 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 applied for and was awarded a \$50,000 Chancellor's Office grant to assist with the cost of preparing the campus infrastructure for gigabit network circuits. The College's infrastructure is in place and the upgrade is pending Spectrum's installation of infrastructure on their side.
- Academic Technology Computer Facilities Coordinator, Bill Rawlings was appointed to the CA Community College Board of Governors.
- Instructional equipment funding was utilized to purchase 199 computers to replace classroom equipment that is up to seven years old. The Academic Technology Team updated 41 classrooms across five Divisions.
- In partnership with Counseling, IT implemented Cranium Café that allows students to schedule remote counseling appointments, receive appointment confirmation and reminder emails, and connect electronically with a Counselor via webcam.
- 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 Web Team hosted three days of accessibility training in January and February. Sessions focused on how to make PDF documents accessible and how to purchase accessible technology. The College's website accessibility audit results contained 31 recommendations. Over the last several months, many website changes have been implemented and now there are only seven outstanding recommendations. The Web Team will continue to work with the campus on ensuring all content is accessible.
- The Web Team designed and configured multiple templates to display announcements and advertising on the new marquee.
- The new MountieAPP is live at the Google PlayStore. It will be available at the Apple AppStore any day now.
- IT partnered with the Police and Campus Safety Department to update their website including a crime log. Check out the new site at <http://www.mtsac.edu/safety/>

- The EAS Team created a report that shows students' progress towards completion of a certificate to assist with increasing the number of certificates awarded in CTE programs within the Business Division. This report can be expanded for use in other Divisions.
- The EAS Team partnered with Student Life to move the Students of Distinction nomination and application process to an online, paperless process. Based on the award timeline, faculty can nominate students via the portal. Nominated students complete an online application and upload supporting documents for review by the committee.

Project Management

- The conversion from Lotus Notes to Microsoft's O365 collaboration platform was completed in January. More than 2,800 email accounts were converted. Outlook training sessions are scheduled in Professional & Organizational Development. Additional training materials are available on the IT O365 website at <http://www.mtsac.edu/it/o365>.

Police and Campus Safety

During the quarter, Deputy Chief Wren worked with Information Technology to redesign and simplify the Police & Campus Safety website. Additionally, Police & Campus Safety personnel assisted an LA County Fugitive Task Force with locating and removing from campus a parolee-at-large student who had a history of violence, sexual assault, narcotics, and mental illness. Officers also wrote 60 reports for various violations and minor crimes during the first quarter.

| Police & Campus Safety Calls January – March 2018 | | | |
|--|----------------|-----------------|--------------|
| | January | February | March |
| Money Pick-ups (10-17's) | 61 | 50 | 57 |
| Battery Jumps (10-37's) | 38 | 39 | 95 |
| Vehicle Unlocks (10-41's) | 23 | 17 | 50 |
| Building/Door Lock/Unlock | 100 | 107 | 121 |
| Medical Assistance | 9 | 3 | 19 |
| Vehicle Checks | 0 | 2 | 0 |
| Assist/Other | 40 | 27 | 52 |
| Transports | 3 | 3 | 6 |
| Postings | 2 | 0 | 5 |
| | | | |
| Total Common Calls for Service | 276 | 248 | 405 |
| | | | |
| Total All Dispatched Calls | 441 | 441 | 700 |

Fiscal Services

- Recruitment for the Associate Vice President, Administrative Services and Fiscal Services Technician II are currently underway.
- Fiscal Services and IT are working together closely on the implementation of the new Budget Software Module and will continue to provide updates to the campus.
- The budget development process is underway for the 2018-19 Tentative Budget.
- The year-end deadlines will be released the first week of May.

- Fiscal year-end purchasing deadlines for fund 11xxx closed on March 23, 2018. **The next deadline for the remaining funds is Friday, March 20, 2018.** If an unforeseen or emergency need arises after the respective deadlines, advance approval from the Associate Vice President or Purchasing Director will be required prior to entering the requisition or requesting a change order, and written justification for the late requisition or change order must be included in the document text of your requisition. Individuals utilizing P-Cards may continue using the P-Card through June 18 (for allowable purchases). Please do not make any further purchases using the P-Card from June 19 – June 30, 2018. P-Card purchases may resume beginning on July 1, 2018. For further information, refer to the distributed Year-end Purchasing Deadline memo.
- Summer School registration for classes begins Wednesday, May 9, 2018. Classes will begin on Thursday, June 21, 2018. 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 17th.
- Banner Requisition trainings are scheduled on the following dates. If you are interested in attending, please register through [POD](#).
 - April 25, 2018 from 8:30 a.m. - 12:30 p.m.
 - May 23, 2018 from 8:30 a.m. - 12:30 p.m.
 - June 27, 2018 from 8:30 a.m. - 12:30 p.m.
- 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. Also include P-Card payments in the P-Card column. For further information, call Evelyn Aguilera at 5527 or eaquilera15@mtsac.edu.
- **Effective October 1, 2017, Mt SAC employees may call DGS's CALTravelStore at (916) 376-3989 or (877) 454-8785 to book airfare.** Employees will need to identify themselves as Mt. San Antonio College employees and provide the mandatory Mt. SAC Travel Encumbrance Number ("T" Number) to the agent. No payment information will need to be provided to the agent. Mt. SAC is not participating in DGS's online services. Discounted lodging and transportation may also be booked through DGS by phone, again by providing the employee identification and mandatory Mt. SAC Travel Encumbrance Number ("T" Number). However, for lodging and transportation reservations, the employee will be required to provide their Mt. SAC Travel P-Card or their personal credit card. The same card will need to be presented to the vendor once on site. For further information, call Evelyn Aguilera at 5527 or eaquilera15@mtsac.edu.

[Technical Services](#)

Presentation Services Department:

- Substantial completion has been achieved in the most comprehensive and ambitious audiovisual system installation in the history of the College at the new Business and Computer Technology (BCT) Complex. This includes advanced, digital audio visual systems in 43 classrooms, 9 staff & faculty spaces, 2 conference rooms, 2 advanced sewing labs, a mock jury deliberation space, a three area combinable kitchen/dining space, and a tiered lecture hall. This complex includes the new campus-wide digital signage through our new management software,

Carousel, allowing individual departments to manage their content. In addition, this is the first full implementation of our expanded campus mass notification system, Alertus. This system will notify users both audibly and visually through digital signage, marquee displays, alert beacons, and a text to speech engine that overrides the audio to the entire complex. Many training opportunities were provided to faculty 6 weeks prior to the start of the Spring semester. These opportunities included evening sessions for adjunct faculty. During this training, faculty had the opportunity to familiarize and practice on the new classroom AV systems.

- The new high definition college marquee at the corner of Grand and Temple has been completed. This project allows for a significantly broader range of information and art detail to be displayed for public information. The new marquee has been designed to provide easy service by technical services staff, eliminating the need for expensive maintenance agreements and speeding repair response time. The marquee is fully integrated into the overall college digital signage infrastructure, making content creation and display control much easier.
- Work continues on the conversion of the digital sign software to Carousel. A special thanks to Lee Jones and his IT team for assisting with the conversion of the existing computer players. As this conversion progresses, authorized users in the areas where the screens are installed will be trained on adding content to their screens. This will be a major improvement over our old software, which required central administration. Special thanks also to Valerie Biller for coordinating the development of the user database and providing training to all new users.
- The Audio Visual System Renovation in Founders Hall has been completed. The renovation upgrades the broadcast capability to meet current HD standards and allows the system to support HD found in newer audio visual installs across campus. In addition, both the board room and president's conference room support video conferencing which has already seen extensive use by the Board of Trustees.
- Presentation Services has responded to 342 tickets during the first quarter of the year. The completed ticket log can be viewed at: <https://app.smartsheet.com/b/publish?EQBCT=65205864fba4bee86b36d69c1552f7a>

Event Services Department:

- As the Athletics Complex construction ramps up to full speed, the entire Technical Services team has been working closely with the Facilities and Kinesiology divisions to coordinate details for the operational aspects of the facility. Patron flow, event power and broadcast systems, and site logistics have all been evaluated for optimal performance, both for Mt. SAC events and the 2020 Track and Field Olympic Trials. Hosting the trials comes with its own set of requirements, and the added publicity the event brings to Mt. SAC is expected to generate additional demand for the facility.
- Additional work is being done in conjunction with the Kinesiology Division to ensure that Mt. SAC's hosting of the 2020 Trials operates smoothly and successfully. Event management partners are being evaluated to help execute an event of this scale and complexity. One of the unique challenges of planning this particular event at this location and time is the fact that the facility will be under construction for the majority of the planning period. Typically, events of this scale have numerous site visits by a variety of support providers to determine logistics. In our unique case, that approach is not possible, so much of the event planning must occur based on the site plans.
- Event Services is partnering with the Payroll department in evaluating a potential timekeeping and leave-tracking system. Originally conceived as a solution to parallel 25Live for labor cost tracking in Technical Services, it quickly became apparent that there were features of the system that could benefit a much larger group of people on campus, especially from the perspective of leave balance tracking and projection. Additional discovery and research is needed before a decision is made - look for updates in upcoming quarterly reports

- The Event Services, Broadcast Services and Presentation Services teams all worked with the Kinesiology Division to support the Mt. San Antonio College Athletics Hall of Fame ceremony at Industry Hills in February. Special recognition goes to Melissa Berkley in Broadcast Services, who produced outstanding video vignettes of all the new inductees.
- The Event Services and Broadcast Services teams are also working closely with representatives across campus to plan for an enhanced commencement ceremony this year at Citizens Bank Arena. We will be adding in the video component that was missing from last year's ceremony, and we will be reinstating the live webcast component of the event as well. Also on the list of planned improvements will be an enhanced sound system and better lighting. Due to scheduling issues with the arena, the commencement ceremony will once again be held on Sunday, this year on Sunday, June 17th at 11:00 AM.

Risk Management

- We had 15 new Workers' Compensation claims for the 1st quarter.
- The Risk Management department has conducted 47 ergonomic evaluations for employees, providing them with various pieces of equipment to perform their job tasks in a more ergonomic fashion.
- Keenan & Associates conducted four safety training sessions to Custodial Services and Grounds.
- A Safety Site Inspection took place on March 20th, inspecting Buildings 66,67a, 67B, BTC Center, 29, 28 A-B, 27A-C, 26A-D. Inspection report will be reviewed at the May 1 Health and Safety Committee meeting.
- Update to AP3565 and BP3565 smoking policy requested and approved. The policy update prohibits any e-cigarette or vaping device on College property.
- Finalizing the Request for Proposal (RFP) process for the College's property and casualty program.
- Actively reviewing the College's Health Benefits package.

Facilities Planning and Management

- The Facilities Planning Team is substantially complete with the 2018 Educational and Facilities Master Plan, and the 2018 Parking and Circulation Master Plan. The most recent draft can be found using the following link: (<http://www.mtsac.edu/efmp/>).
- Contracts for the California Environmental Quality Act (CEQA) compliance effort will be submitted to the Board of Trustees for approval in May, with expected CEQA certification in January 2019. The team looks forward to working collaboratively with the City of Walnut to develop two major parking structures, a Transit Center, a pedestrian bridge crossing Temple Avenue, and the associated public right of way improvements. Project specific planning for a new bookstore, a centrally located Maker Space facility that will serve multiple academic divisions, and a new library/learning resource facility will begin later this semester. The team has also updated standards related to gender-neutral restrooms, and has made significant progress toward updating building space plans and protecting facilities related historical documents in a digital format.
- The facilities design and construction team continues to reduce the backlog of facilities improvement projects. The number of active small projects has been reduced from nearly 200 to just over 130 not only by completing projects, but also by bundling smaller projects into larger, more efficient work packages. Critical projects in design include two parking structures and Transit Center, Heritage Hall, a revised and enhanced scoreboard for the new stadium, the new Student Center, and new testing center, and the renovation of student Lot B to add

approximately 250 spaces. The team is eagerly awaiting the 2018-19 Governor's Budget, which is expected to include the funding necessary to start design of the new gymnasium and aquatics facility.

- Critical projects in the construction phase include the Athletics Complex, the Equity Center, the modernized continuing education classrooms, and new computer lab and simulation lab, new mechanical systems in the Humanities buildings 26 A and B, central cooling plant equipment modernization, and infrastructure improvements in various campus zones. Habitat restoration work on the east side of Grand Avenue continues this semester, with an expected December 2018 completion. Many smaller projects submitted and approved through the PIE process are underway, as are a number of projects funded through the Strong Workforce grant. The campus-wide effort to update classroom furniture standards is underway. Eight classrooms were prepared, each with a mockup of different types of classroom furniture. Nearly 200 faculty, staff, and students have visited the classrooms and provided input on each furniture option. A summary of results was presented to the Facilities Advisory Committee on April 9, and recommendations will be given to President's Cabinet on May 8.
- The Maintenance Team completed over 2,000 unique work orders in the first quarter of 2018. Project work completed this quarter includes asphalt and concrete renovation, interior and exterior lighting upgrades, and keying of the new Business and Computer Technology buildings. Efforts continue on the campus-wide door hardware upgrade project. The Scheduled Maintenance Project Manager completed the installation of a new parking area south of Farm Building F-9, concrete repairs at the north end of Mt. SAC Way, and repairs on the campus high voltage electrical system. Two building fire alarm systems are scheduled for replacement in Buildings 40 and F-4. Efforts to expand the use of the computerized maintenance management system to include a robust preventative maintenance program are continuing with the addition of equipment maintenance schedules for the new Business and Computer Technology facility.
- One Warehouse Worker position was filled, while efforts to fill the Warehouse Coordinator position continue. The Custodial Services and the Warehouse and Distribution Operations are both evaluating staffing requirements related to the recent addition of over 160,000 GSF of new space on campus.
- The Grounds Team has continued to keep the campus maintained and beautiful by revising maintenance zones to incorporate large landscaped areas around new buildings. The team has completed the hardscape and landscape improvements around the Kinesiology Building 45. The final stages of the upgrade of the computerized irrigation control system, most recently replacing all of the irrigation controllers and radio communication modules on campus, is underway. The improved system will provide better data about broken or damaged irrigation equipment, and improve water efficiency by adjusting watering schedules to weather driven demands.
- The Energy Management Team has been busy commissioning the new two million gallon thermal energy storage system, and efforts to expand preventative maintenance activities within the plant are underway. Planning for the further expansion of the chilled water central plant to accommodate planned new facilities will begin in June.
- Facilities Planning and Management will be making major changes to internal operations and support for project management as Becky Mitchell plans to retire later this month after 27 years of service to the College. As the Board of Trustees considers placing a new local facilities bond on the November 2018 ballot, a request for qualifications for architects and engineers and other critical consultants is underway.