

Administrative Services' Quarterly Informational Announcement



August 16, 2017

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

- Over the summer, IT completed installation of access points for both exterior and interior wireless for Buildings 7, 11, 60, 80, and all 30s.
- IT is in the process of implementing eight new servers plus an additional storage device for the upcoming upgrade from Banner 8 to Banner 9.
- If your computer is more than 5 years old, please contact Ron Bean at rbean@mtsac.edu or at extension 5126 to request a replacement.

Enterprise Application Systems / Web Team

- Eight members of the Enterprise Application Systems team attended the first of three technical training classes for the new technology platform for Banner 9. A 'Sneak Peek: Banner 9 Faculty Self-Service' session is scheduled for Faculty Flex Day.
- IT, in collaboration with Instruction and Admissions & Records, modified Banner to send waitlist text notification/SMS along with the standard email notification. Students now receive both an email and a text message to register for the courses they are waitlisted in before their notice expires in 72 hours.
- The new online Campus Directory and Profiles feature are live. Check it out <http://www.mtsac.edu/directory>. The Directory is updated automatically every day with new and revised information from Banner. A training session on how to setup your Online Profile is scheduled for Faculty Flex Day.

Project Management

- OnBase database and clients (4) were upgraded from version 14 to version 16. Upgrades to version 17 is planned for December 2017.
- The Email Task Force has completed the evaluation of Google Suite and Microsoft Office 365 and recommended O365 as the new standard. Planning for implementation has started and will continue through the Fall.
- Records retention schedule project phases 1 and 2 have been completed. IT has completed the final review of the findings report and made additional recommendations. IT is also in the process of reviewing the final copy of the taxonomy.
- The new IT project request form is available and online. To submit a request for a new project, please complete the Project Request Form available at <http://banner.mtsac.edu/> and <http://www.mtsac.edu/employees/forms/> under Banner/IT Forms.

Public Safety

Campus Safety Calls

| | April 2017 | May 2017 | June 2017 |
|---------------------------------------|-------------------|-----------------|------------------|
| Money Pick-ups (10-17's) | 69 | 68 | 59 |
| Battery Jumps (10-37's) | 68 | 68 | 43 |
| Vehicle Unlocks (10-41's) | 31 | 30 | 24 |
| Building/Door Lock/Unlock | 106 | 93 | 81 |
| Medical Assistance | 26 | 14 | 7 |
| Vehicle Checks | 3 | 2 | 2 |
| Assist/Other | 151 | 97 | 88 |
| Transports | 4 | 4 | 0 |
| Postings | 1 | 2 | 0 |
| Total Common Calls for Service | 459 | 378 | 314 |
| Total All Dispatched Calls | 695 | 636 | 608 |

- Campus Safety issued two Crime Alerts during this quarter, both about indecent exposure occurrences. One of the alerts was to provide information about a suspect who was arrested in Lot F at about 9:30 a.m.
- Deputy Chief Wren provided several Active Shooter Response presentations, including one on May 2nd that was attended by more than 100 students.
- Environmental Safety and Emergency Services Manager Melonee Cruse coordinated two campus evacuation drills on April 13th, one in the morning and the second in the evening. She also coordinated a table top emergency event and evacuation scenario exercise on June 19th that was attended by emergency management personnel from several local cities and colleges.

Fiscal Services

- Fiscal Services thanks Sheree Culross for 30 years of service in the Bursar's Office and Becky Coder for her 24 years of service in the Payroll department. We wish them a Happy Retirement.
- Congratulations to Alsace Kam and Kimberly Leisure on their promotion to Fiscal Specialist.
- The updated 'Mileage Record Claim' and 'Conference & Travel Request/Expense Claim' forms can be found on the Mt. SAC website at <http://www.mtsac.edu/employees/forms/> under Fiscal Services Forms.
- Fiscal Services participated in the Occupational Work Experience Program for Spring 2017. A Mt. SAC Business student was introduced to budget, accounting, payroll, and purchasing processes.
- Online Appropriation Transfer Training is scheduled for August 15, September 19, October 17, and December 19, 2017. Please visit [POD](#) to register.
- The Fiscal Services department completed the review, calculation, and submission of the proposal for the Indirect Cost Rate. This is a requirement for Federal grants and allows the College to recover higher indirect costs that cannot be directly identified with a single contract or grant. Examples of these costs include utilities, office space, and administrative support services.
- In June 2016 Financial Aid and Fiscal Services started working on the Federal Perkins Loan Program close out. A thorough analysis of outstanding loans was conducted. Staff worked with our loan servicer in order to verify the numbers and update all records with NSLDS. Loan balances and excess liquid capital were determined and the purchase of loans was completed. Final numbers for the close out are currently being reviewed in order to complete the process and prepare for the Perkins close out audit.
- Human Resources revised the categories for short-term and professional experts. As a result, new job categories and titles have been created. Staff worked against a tight

deadline to create 1,300 positions by July 1, 2017. Fiscal Services collaborated with Human Resources in the design of a new short-term temporary employment form and worked together to train the campus on new categories and how to complete this form. Fiscal Services participated in all the hands-on training classes provided by POD and designed a flow chart, making it easier for campus staff to select the correct account code.

- The 2017-18 Tentative Budget was uploaded into the Banner system effective July 1, 2017. 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 2017-18 Adopted Budget is approved by the Board of Trustees on September 13, 2017. Fiscal Services approval of pending 2017-18 transfers/ revisions will resume on September 14, 2017. If you have questions regarding online budget transfers/budget revisions, please contact Melanie Lazo, Fiscal Specialist, extension 5388 or Yvette Shane, Fiscal Specialist, extension 5539.
- 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.
- 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 extension 4245.

Note: Any order for the purchase of equipment, materials, or supplies, which exceeds the current bid threshold of \$88,300 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 \$88,300, require three written quotes. Contact Purchasing if you need assistance with obtaining quotes or sourcing vendors.

- Payroll has been working with IT to develop a new web-based time sheet system that will 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.
- The 2017-18 pay schedules have been added to the payroll website and can be found at <http://www.mtsac.edu/payroll/paydates.html>.
- A SchoolsFirst Federal Credit Union representative will be on campus Wednesday, August 23rd from 9 a.m. to 4:30 p.m. in Building 4, Room 1380. Employees that have questions on retirement planning or tax shelter questions can call Zandra Pirozko to schedule an appointment at 714-914-7464 or email zpirozko@schoolsfirstfcu.org.
- Registration for Fall 2017 classes began July 12, 2017. As a reminder, payment for all fees are due upon registration. Students who are unable to pay for their classes will be dropped from them by the following established deadlines:

Students who register July 12 – August 18, 2017 will be dropped for nonpayment on Friday, August 18, 2017 at 8:00 p.m. (**1st drop date**)

Students who register August 19 – August 25, 2017 will be dropped for nonpayment on Friday, August 25, 2017 at 8:00 p.m. (**2nd drop date**)

- Fall Parking Permits are now on sale at the Bursar's Office.
- Bursar's Fall Semester Extended Hours:

| | | | |
|----------------|-----------------------|-----------------|-----------------------|
| August 28 – 31 | 8:00 a.m. – 6:00 p.m. | September 5 – 7 | 8:00 a.m. – 6:00 p.m. |
| September 1 | 8:00 a.m. – 4:30 p.m. | September 8 | 8:00 a.m. – 4:30 p.m. |
| September 4 | Closed for Labor Day | | |

Technical Services

- Following a three year effort of planning, budgeting and construction, the new Remote Television Production Trailer, nicknamed "Burgundy" was formally dedicated prior to the July Board of Trustees meeting. This unique "classroom on wheels" was designed and

integrated entirely in house by Technical Services staff with the assistance of numerous work study students, student workers, volunteers and professional experts. The trailer will go into instructional service this Fall. With state of the art technology and operational positions for up to 20 students, this facility will put Mt. SAC on the forefront of remote broadcast instruction.

- Following a multi-year process of evaluation, selection and implementation, the new on-line event scheduling and management system "25Live" was brought on line in July, six months ahead of schedule. 25Live will replace the venerable five part NCR "Request for Use of Facilities" form, which has been in use for the last 40 years. 25Live is a web based application that features an "Event Wizard" that simplifies the process for requesting facilities and services for all types of campus events. Training on 25Live is available through POD.
- Technical Services is presently supervising the implementation of the most comprehensive and ambitious audiovisual system installation in the history of the college in the new Business and Computer Technology Building. The integrated system incorporates advanced classroom presentation technology with facility wide digital signage. The building systems incorporate the Alertus Emergency Notification System, providing both audio and visual alerts throughout the classrooms and public spaces in the complex.
- Due to on-going construction at the stadium, the College commencement ceremonies were held at Citizen's Bank Arena in Ontario on Sunday, June 18th at 11:00 AM. Working closely with staff from Student Services and Instruction, Technical Services coordinated an event that went better than expected, despite some issues with security screening at the access points to the arena. Special thanks to all the college staff that showed up at the crack of dawn to help make this event run as well as it did. We hope to return to Citizen's Bank Arena next year for an even better ceremony based on what we learned this year.

Reports

Due to the implementation of 25Live, we are no longer using Smartsheet to track Use of Facility requests. The complete calendar of campus events is now available at <http://spaces.mtsac.edu>. You will need to login with your portal ID and password.

We still 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 2017-2018 season at the Performing Arts Center will be on-line shortly, tickets for all of the outstanding student performances for the year as well as tickets for Mt. SAC home football games and Planetarium shows will be available at: <https://tickets.mtsac.edu/Online/>

SAC Book Rac

Sac Book Rac has been in Preparations for the Fall Semester all Summer.

Over the summer we have:

- Taken our annual physical inventory
- Inventoried all textbook rental books
- Conducted Textbook Buyback for end of Spring students and for Summer students
- Went through Summer Rush for Mt. SAC students
- Issued Photo ID's for students
- Processed free bus passes for Mt. SAC students and coordinated a program for temporary Summer students to receive a discounted bus pass

- Processed hundreds of book orders for Fall 2017
- Interviewed, hired, and trained new student hourly employees to assist us with Back to School
- Our Receiving Department has received and processed thousands of pounds of books for Fall
- The Textbook Department has worked hard at processing and shelving all textbooks
- Our Textbook Rental program has received books, serialized them, and prepped them for Fall
- We expect to reach 150 Textbook Rental titles this Fall 2017
- Sac Book Rac is a partner with the campus' Dual Enrollment Program. We have included the textbooks for this program in our Textbook Rental Program and we have delivered them to the high schools. We will then go pick them up at the end of the term.

Risk Management

- There are updated procedures and workers compensation forms on the Risk Management website, please make sure that your departments are using the updated forms.
- New Risk Management Specialist Andrea Solorzano joined our Mt SAC team on May 23, 2017. Excited to have this addition to our staff assisting the campus with the Workers Compensation process, Certificates of Insurance, Ergonomics and being an awesome resource for Risk Management.
- Health and Safety Committee will be finalizing the Safety Inspection Program within the next quarter.
- This year ended with 75 Workers Compensation claims up 7 from 2016 number of 68 claims. However; the Indemnity claims are down 7% from last year. I would conclude this number being reduced by the active Return to Work program and the support of the departments returning their employees to some form of transitional duty during their recovery process.

As a reminder if you suffer any property loss or property damages in your department due to vandalism, Mother Nature, power outages etc., please inform Risk Management at extension #5501 ASAP, to determine if we should be filing a claim with our insurance carrier.

Facilities Planning and Management

- The Facilities Planning Team continues with efforts to support the 2018 Educational and Facilities Master Plans. In addition to the meetings previously held to receive feedback from the community and students, in June a meeting was held with the City of Walnut Planning Department to discuss future plans. The parking and circulation master plan continues to be under development with a final document scheduled for completion late summer with a California Environmental Quality Act (CEQA) complete effort to follow. The Physical Education Project (Phase 1,2) Subsequent Program/Project Final EIR is being presented for certification at the August Board of Trustees meeting, and the West Parcel Solar project specific EIR is currently available for public comments.
- The Facilities Support Services Team is nearly complete with year-end closing. Once the Adopted Budget is completed, all project budgets will be reviewed. The majority of the equipment for the new Business and Computer Technology project has been ordered, and support for many other projects continues.
- 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 and the 20,000 GSF Continuing Education phased modernization are underway. The design efforts are set to begin this fall for 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. A new Project Manager was hired and assigned to support the Instruction Team on Strong Workforce projects and reduce the backlog of previously approved small projects. The Business and Computer Technology project is approximately 80% complete with an expected occupancy date of spring 2018. Abatement and demolition of the existing stadium is complete and construction is expected to re-start in September 2017. Programming efforts for new parking structures in Lots R and S are expected to be complete in September. The Student Center programming is complete and schematic design work will continue through October.

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 2,800 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 Custodial Team initiated an awards and recognition program; a Peer Award was presented at the Classy's Award meeting. The Grounds Team has continued to keep the campus maintained and beautiful by creating an hourly pool to cover for employees that are on leave or vacation. The Energy Management Team has been busy commissioning the new two million gallon thermal energy storage equipment, and efforts to expand preventative maintenance activities are underway.