

Administrative Services' Quarterly Informational Announcement



December 15, 2017

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 / Security

- IT completed installation of additional exterior wireless access points near Buildings 23 and 23A to provide coverage for outdoor athletic events like cross country.
- IT implemented eight new servers plus an additional storage device for the upcoming upgrade from Banner 8 to Banner 9. Check out the Banner 9 information site at <http://www.mtsac.edu/it/banner9/>
- IT recently hosted students from the Fire Technology program for a tour of the advanced fire suppression system located in the IT Data Center.

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

- IT, in partnership with Instruction and Student Services, designed and programmed a prototype of the new Multiple Measures system for students. Students answer a series of questions related to their Math or English experience and, based on their answers, are automatically shown their course placement information. This course placement eligibility is updated in Banner, real-time, so a student is immediately cleared to register into their classes. IT is presenting a session at Spring Faculty FlexDay on the Multiple Measures system prototype.
- IT's biannual campus web update meeting, held in November, focused on the new rules of web accessibility. By January 2018, the College must comply with the Web Content Accessibility Guidelines 2.0 AA rule that is part of Section 508 of the Rehabilitation Act. This rule requires that information published on a website is accessible to and usable by individuals with disabilities. IT is presenting a session at Spring Faculty FlexDay on how to create accessible web content.
- IT, in partnership with Fiscal Services, implemented a new US Bank electronic fund transfer/ACH payment method which enables Fiscal Services to make payments for purchases using p-cards in a timely and efficient manner. This prevents Mt. SAC cardholders from being denied due to insufficient credit limit. Additionally, this payment method saves the College approximately \$480 per year in mailing costs.
- IT, in partnership with Fiscal Services, implemented a new electronic fund transfer/ACH payment method to CalPers which is mandated by Government Code section 22899, effective January 1, 2018. This newly implemented payment method enables the College to make payments in a timely manner to avoid a large penalty (approximately \$120,000 for

each late payment made by the College). Additionally, this payment method saves the College approximately \$420 per year in mailing costs.

Project Management

- IT is working with a third-party vendor and started the process of moving from Lotus Notes to O365 for email and calendar. The conversion is expected to be complete by the end of January 2018. More than 30 training classes for O365 are scheduled for the month of January. Register via the Professional and Organizational Development website at <https://prodweb.mtsac.edu/prodapex/f?p=205:30:0::NO>

Also check out the O365 information site at <http://www.mtsac.edu/it/o365>

Public Safety

Public Safety Calls			
	October 2017	November 2017	December 2017
Money Pick-ups (10-17's)	71	57	32
Battery Jumps (10-37's)	86	63	41
Vehicle Unlocks (10-41's)	36	30	16
Building/Door Lock/Unlock	136	113	54
Medical Assistance	19	17	8
Vehicle Checks	4	1	2
Assist/Other	78	45	25
Transports	3	2	1
Postings	5	4	0
Total Common Calls for Service	438	332	179
Total All Dispatched Calls	731	604	308

Fiscal Services

- Fiscal Services, in collaboration with several campus departments, completed the annual audits as of June 30, 2017. The College and the Auxiliary Services have obtained unmodified (best opinion) audit opinions.
- Fiscal Services, in collaboration with Financial Aid, culminated the Perkins Program Liquidation as of June 30, 2017. The auditors performed a Compliance Attestation Examination of the Title IV Financial Assistance Programs and found that the College has accurately stated the information included in the Federal Perkins Loan Program FISAP data.
- Fiscal Services maintained fiscal stability for the College and Mt. SAC Auxiliary Services. Fiscal Services closed the 2016-17 College books timely.
- The College annual budgets (Tentative and Adopted) were approved by the Board of Trustees as mandated by Title V regulations. The department worked efficiently to meet numerous deadlines and submit mandatory financial reports.
- We have been working hard to make our Fiscal Services website more valuable to our students, staff, and faculty, and have created a new webpage called [Fiscal Services Forms and Reference Documents](#). Take a look at the new page where you will find all department forms, user guides, and more for Conference and Travel, Budget, Payroll, Purchasing, etc. Check back for a Frequently Asked Questions page coming soon.
- Effective January 29, 2018, Barnes & Noble College will take over the management and operations of our Sac Book Rac Bookstore.
- The search process for the Associate Vice President, Administrative Services position is continuing with interviews scheduled for mid-January. Additionally, the search committee is being established to begin the hiring process for the Fiscal Specialist position.

- Effective October 1, 2017, the Printing and Mail Services department now reports to Teresa Patterson, Director, Purchasing, Printing, and Mail Services.
- Fiscal Services also welcomed new Buyer, Connie Madarang, who joined the Purchasing team in October and Priscilla Romero, who joined the Payroll team as a Payroll Technician II in November.
- Please help us in congratulating Bernice Rose on her promotion to Coordinator, Bursar's Office.
- P-Card trainings are scheduled on an as-needed basis. If you would like more information or are interested in receiving a P-Card contact Teresa Patterson at tpatterson@mtsac.edu.
- As a reminder, all orders 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 six weeks (more complex purchases may take up to eight weeks). Please contact Purchasing, ext. 4245, right away to begin the process. In addition, purchases that cost between \$10,000 and the current bid threshold require a minimum of three written quotes. Contact Purchasing if you would like assistance with obtaining quotes or sourcing vendors.
- Chancellors Office Tax Offset Program Letters (COTOP 2018) were mailed out to debtors and the Chancellor's Office has been notified for the remaining unpaid debt.
- Unclaimed Property Due Diligence Letters for 2014-15 fiscal year Commercial Warrants have been mailed out to payees and the reissuance requests are being processed.
- Registration for Winter 2018 classes began on November 8, 2017. As a reminder, payment for all fees are due upon registration. Students who are unable to pay for their classes by the following established deadlines may be dropped:
- Students who register November 8 – December 15, 2017, will be dropped for nonpayment on Friday, December 15, 2017, at 8:00 p.m. (*1st drop date*)
- Students who register December 16, 2017 – January 5, 2018, will be dropped for nonpayment on Friday, January 5, 2018, at 8:00 p.m. (*2nd drop date*)
- Winter 2018 Parking Permits are now on sale at the Bursar's Office. Bursar's Office Extended Hours for Winter Intersession 2018:
 Monday, January 8, 2018 – Thursday, January 11, 2018 - 8:00 a.m. – 6:00 p.m.
 Friday, January 12, 2018 - 8:00 a.m. – 4:30 p.m.

Technical Services

- The new television production trailer has moved into full production mode. The week of November 27th, the truck supported three student productions in three nights, covering the "Acting for Television Class" on Thursday, shooting the men's victory over Middlebrook Academy in the Mountie Classic Basketball tournament on Friday, and covering the men's loss to Orange Coast on Saturday.
- 25Live, our new on-line scheduling system for campus events, is now fully live, and the Event Services department is no longer accepting the old 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 continues to be available through POD, and Yvette Garcia is always available to provide personal support at ext. 4797.
- Work continues on 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. More than 95 Alert Beacons

are being installed in the complex. Training on the new systems has been completed for the building support technicians and trainers, training sessions for faculty will be scheduled on a regular basis throughout the Winter Intersession. This ambitious and comprehensive system was designed in-house by our Manager of Technical Services Engineering, Chris Rodriguez, and the installation and programming of the system is being supervised by Chris and Adam San Miguel, our AV Systems Coordinator.

- Work has started on the replacement of the venerable college marquee at the corner of Temple and Grand Avenues. The old marquee, which was failing on a regular basis, will be replaced with a new high-definition system that nearly doubles the display space available on each of the two display panels. The new system will have nearly twice the resolution of the old screens, and will be integrated into the new campus-wide digital signage system which will be driven by new software from Tightrope Systems. This system will be operational sometime in January. Special thanks to Thom Babich for keeping the old sign running during the last few months, without his expertise in ancient electronics we would not have had a marquee during the Fall Semester.
- The Tightrope Software (named Carousel) and associated player appliances are also being installed in the BCT Building, where 18 large displays will be operational when the building opens. This technology has also been deployed in Building 13, where the Animation department now has a hallway display show-casing the student achievements in their area. Over the Winter Intersession, we will be converting the balance of the campus digital signs to this new software. 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.

- **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=12e2225cdabb14844be56f3728572be80>

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

SAC Book Rac

- Fall Rush 2017: Rented over 2,000 textbooks to students
- The first week of the Fall Semester the Sac Book Rac served 13,815 customers
- Provided bus pass services for over 5,000 students
- Facilitated photo ID for new and returning students
- Facilitated textbook rentals for the Dual Enrollment Program
- Delivered textbooks to five local High Schools to be used in the Dual Enrollment Program
- The operation of Sac Book Rac has been contracted to Barnes and Noble, began working with Barnes and Noble to plan the transition of the Bookstore

Risk Management

- Over 40 ergonomic evaluations were completed this past quarter.
- There were a total of 32 new worker's compensation injuries this quarter. Eight of these claims were exposure to the 9/25/17 vape pen explosion in 67A. Out of the remaining 24 claims, all but 3 employees were provided modified duties allowing them to continue to work as they healed.
- Recovered \$84,000 from the High Voltage Outage on 10/4/16.
- OSHA inspected Building 28A and cited the College for not having a Respiratory Protection Program in place and for Asbestos communication. The College was fined \$400 for each

citation and we are in the process of appealing both. We are currently working on creating a Respiratory Protections Program in areas needed. In regards to the Asbestos communication, all employees are provided an Asbestos notification from Human Resources when completing new hire paperwork. At this time we are awaiting a hearing date from the Appeals Board.

- The Health & Safety Committee met with a third party named POMS to help establish a Quarterly Inspection Program to roll out the first quarter of next year.

Facilities Planning and Management

- The Facilities Planning Team continues with efforts to support the 2018 Educational and Facilities Master 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 (Phases 1 and 2) Subsequent Program/Project Final EIR was 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 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, and over 30 minor capital projects. Design efforts began 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. Design efforts for new parking structures in lots R and S are underway. Grading work for the new stadium is underway, with construction activities starting in 2018. The Student Center design work is ongoing and will continue through 2018 in preparation for submission to the Division of the State Architect.
- 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 2,600 unique work orders last quarter.
- The Scheduled Maintenance Project Manager completed multiple roofing projects, at Building 6, 26, 27B, and 27C, and completed the Makers' Space project. Efforts continue on the campus-wide door hardware upgrade project, classrooms in multiple buildings were painted, the evaporator cooler at the WOW Café was replaced, and new Pool Acid Room equipment was installed.
- Two long-term Warehouse employees retired and efforts to fill the positions are underway. 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 continued to keep the campus maintained and beautiful, by hiring substitute and hourly employees to cover for employees that are on leave or vacation. The irrigation department has completed the Kinesiology Building Landscape Project, and a weather station on campus.
- 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.