

Administrative Services' Quarterly Informational Announcement



April 11, 2019

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.

Facilities Planning and Management

- The Facilities Planning and Management team has begun work on the Measure GO building program, while concurrently winding down the Measure RR program. The first funding from Measure GO was received this month and will provide approximately \$288 Million for construction over the next three years. The Athletics complex is approaching 70% construction complete and remains on schedule for contractors to achieve substantial completion in December 2019, despite major rain delays this winter. There will be a significant effort to furnish and equip the building during the first months of 2020. Design work is underway for the new gymnasium, aquatics center, athletics division office, and heritage hall elements of the complex, which should be included in the 2019-2020 state capital outlay budget.
- The design phase for the new student center project is nearing completion and will be submitted to the State Architect for plan check in May 2019. Precursor activities for the project include major demolition of row buildings, extensive replacement of utility infrastructure throughout the central campus area, and replacement of modular units 21 A-J, the relocation of the Technical Education Resource Center (TERCO and adjacent Psychology lab (modular units 18C and 18D).
- Parking structure R is currently in the bid and award phase, and parking structure S is under review by the State Architect. With the construction of the new transit center beginning in late 2019, the college will have an abundance of parking in the fall 2020 semester that may exceed the college's demand for parking for the first time in many years. Before that happens, however, there will be a major constraint on parking during the spring 2020 semester. Efforts are underway to increase parking on site to the maximum and effectively balance staff and student parking around campus.
- The facilities planning team has just completed and posted the Mt. San Antonio College 2018 Educational and Facilities Master Plan Draft Environmental Impact Report. This extensive document is available on the college website for anyone interested in reading the 600+ page text and 2300+ pages of supporting documentation. Over the next few months, the document will be reviewed by interested public entities that may wish to comment. After the comment period, responses will be published, the document will be amended if necessary, and then the report will be submitted to the Board of Trustees for approval.
- As the various major capital improvement projects that were designed using measure RR funds move into the construction phase, the planning team is beginning work on the next phase of major projects. These include a new bookstore to replace then existing building 9A, which will also

provide new office space on the second floor. A new student services facility that will be constructed on the footprint of the existing bookstore will begin the planning phase in summer 2019, as well as a new science laboratory building, and a new library and learning resources center that will be located south of building 26.

- The planning team, in collaboration with the Technology and Health division, has been hard at work on the new Final Project Proposal (FPP) to replace the old building 28. The document seeks state funding for a major new facility to be located on the footprint of the current swimming pool complex, once the new aquatics facility is complete and occupied. The document will be complete and submitted to the State for consideration in July 2019.
- The design and construction team is, as always, managing the many dozens of minor capital, alteration, furniture, and special projects. The focus has been developing more capacity to process the numerous requests for furniture and special projects, while remaining focused on important projects that provide new space for growing programs and services. Of special note is the outstanding progress made on the Habitat Restoration and Storm Water Management efforts around student lot M and the west parcel. We are all very thankful that the recent heavy rains caused little or no damage to the College and adjacent property, due largely to the attention and efforts of the team.
- The maintenance and operations team also continues efforts to keep the campus clean, beautiful and operational, while supporting the many scheduled maintenance, small infrastructure, landscape, and other construction efforts. The team is gearing up to accept the many new responsibilities that come with expanded new facilities and the new, more complex, building operating systems that operate our new facilities.
- The maintenance, grounds, custodial, warehouse and distribution, and transportation teams, all continue to stretch tight budgets and limited staff to keep buildings, infrastructure, grounds and equipment in excellent operating order. The maintenance team completed just under 2,000 unique work requests over the last quarter, and continue to focus on preventative maintenance of the many complex systems that make our campus work efficiently. The grounds team continues to transition old style inefficient watering systems to new computer controlled drip irrigation, and water saving California native plantings, while beginning the long-term efforts to create an “urban forest” in conjunction within the EFMP and Climate Action Plan. The custodial services team continues to focus on cleaning for health first, then for appearance. The energy services team is busy operating the recently upgraded chilled water central plant and cogeneration facility, with the goal of keeping our dollar cost of energy flat, despite growth and inflation, and is gearing up for the hot summer months. The Warehouse and Distribution and Transportation teams continue to serve very effectively the campus with very little fanfare and recognition.

Fiscal Services

- Fiscal Services would like to congratulate Shelly Zahrt-Egbert, Director of Accounting, on her retirement and for her 11 years of dedicated service to Mt. SAC.
- The search process for the Director of Accounting position continues with interviews scheduled for end of April. Additionally, search committees are being established to fill the positions of a Fiscal Specialist and a Fiscal Technician.
- The College is undergoing a Fiscal Independence review for the fiscal year 2017-18.
- Fiscal Services has begun the Annual Budget Development Process through the use of Qwestica Budget. Please visit the POD website <https://www.mtsac.edu/pod/> to enroll in a training session. The “Budget Development Qwestica Process Guide” is posted at

<https://www.mtsac.edu/fiscalserviceforms.html>. Questica is a tool that will aid the budget development process and has the following features:

- Multi Year comparisons (budget vs actuals).
 - Position review.
 - Electronic approvals.
 - Electronic department budget changes.
 - Actuals will be imported from Banner into Questica.
 - Budget benefits at department level.
 - Dashboard for commonly used items.
 - “What if” forecast and scenarios.
 - Report for data analysis, chart and graphs.
- Banner Requisition Training is scheduled for April 24, 2019, at 8:30 a.m. Please visit [POD](#) to register.
 - Online Appropriation Transfer Training with Banner 9 is scheduled for April 16, 2019, and June 11, 2019. Please visit [POD](#) to Register.
 - The requisition deadline for the Unrestricted General Fund has passed. The deadline to submit requisitions for all other funds is April 19, 2019.
 - The College had its interim Audit the week of March 19, 2019, with a final Audit scheduled in September.
 - Fiscal Services Year-end Deadlines will be announced the first week of May.
 - The Los Angeles County Office of education (LACOE) conducted an on-site visit to review Mt. Sac’s internal accounts controls. Fiscal Services and Information Technology staff were interviewed and the outcome is expected to be very positive.
 - The Administrative Forms page has been updated with a new Business Card Request <https://www.mtsac.edu/employees/forms/administrative/business-card-order-form.pdf>. Changes to Business Card order form: VP signatures are no longer required. Updated forms may be signed by your Division Dean or Department Manager and forwarded to Purchasing.
 - 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.’
 - Registration for classes for Summer 2019 will begin on Wednesday, May 8, 2019. As a reminder, payment for all fees are due upon registration. Students who are unable to pay for their classes by the following established deadline may be dropped: Students who register May 8 – June 7, 2019, will be dropped for nonpayment on Friday, June 7, 2019, at 8:00 p.m. Classes for Summer 2019 will begin on Thursday, June 20, 2019.
 - Cashier’s (formerly Bursar’s) Office Extended Hours for Summer 2019 Intersession:
 - Thursday, June 20, 2019 8:00 a.m. – 6:00 p.m.
 - Monday, June 24, 2019 – Thursday June, 27, 2019 8:00 a.m. – 6:00 p.m.
 - Chancellor’s Office Tax Offset Program Letters (COTOP 2019) were mailed out to debtors and the Chancellor's Office has been notified for remaining unpaid debt.
 - Unclaimed Property Due Diligence Letters for 2015-16 fiscal year Commercial Warrants have been mailed out to payees and the reissuance requests are being processed.

Information Technology

Academic Technology/Infrastructure & Data Security

- The College continues to receive phishing emails, specifically spear-phishing, based on the College's organization chart. Please continue your vigilance when reading and responding to email. Check the sender's email address to ensure it is coming from the correct domain, especially when checking email from a mobile device. IT is testing a warning message that will highlight 'external sender' for any email sent from outside the mtsac.edu domain. Always be cautious of any email that is asking for gift cards, money orders, payroll information, or credit card information.
- New instructional equipment was deployed to Humanities, Arts, and Technology and Health Divisions at the start of the spring term.
- Adobe announced sweeping license changes that require all community colleges to change how their software is distributed effective November 2019. IT is developing a new deployment strategy for testing in summer with roll-out planned prior to the deadline.
- IT identified and is scheduled to replace systems that are at least five years old in Buildings 4 and 45. If your computer is more than 5 years old or not meeting your needs, please contact Ron Bean at rbean@mtsac.edu or at ext. 5126 to request a replacement.

Enterprise Application Systems/Web Team/Project Management

- A demonstration of the new version of the Mountie App was shared with the Associated Students on March 12. It now includes embedded links for students to register for classes and pay fees via the App. The new version is now available on the Google Play Store and Apple App Store.
- The College's website – <https://www.mtsac.edu> – is Web Content Accessibility Guidelines (WCAG) 2.1 compliant. IT offers ongoing web content training via Professional & Organizational Development, including how to ensure content is accessible. If you have documents that need to be converted to accessible PDF format, please consider taking a class in POD or complete this online form, <http://www.mtsac.edu/pdfrequest>, including uploading a sample of the document.
- The Final Exam Schedule Search was updated. Students select the day(s) of the week and the time their class meets and their final exam day and time is displayed. Check it out at <https://www.mtsac.edu/schedul/finals>.
- In partnership with EOPS/CARE, a custom APEX application was created that enables students to apply to the program online.
- IT, in partnership with the Instruction Office, went live with PIE for 2018-19. Check out the [PIE website](#) for training materials and videos. Additionally, 'Friday PIE Day' trainings are offered every Friday in Professional & Organizational Development. Sign-up for a class at <https://www.mtsac.edu/pod>.
- Phase 1 of the Questica Budget Development process went live in March 2019. Departments are now completing their status quo budget review in the new system.
- Purchasing requisition back-up documentation is live in OnBase! IT and Purchasing partnered to implement an automated solution for the submission of requisition back-up in OnBase. The new process is currently being piloted by several departments in Administrative Services.
- ProVerify, the Financial Aid automated tax verification software, will go live in April 2019, including Banner and OnBase integration.

Police and Campus Safety

Police & Campus Safety Calls January – March 2019			
	January	February	March
Money Pick-ups (10-17's)	43	39	56
Battery Jumps (10-37's)	51	38	72
Vehicle Unlocks (10-41's)	17	20	30
Building/Door Lock/Unlock	61	55	66
Medical Assistance	7	5	12
Vehicle Checks	1	1	0
Assist/Other	20	24	49
Transports	1	5	2
Postings	1	0	5
Total Common Calls for Service	202	187	292
Total All Dispatched Calls	334	327	517

In accordance with the Clery Act, the Daily Crime Log can be accessed using the below link.

<https://www.mtsac.edu/safety/crime-log>

Risk Management

- Workers Compensation claims: We had 13 new claims to date and 18 claims were closed.
- Monthly Safety trainings continued in January with the Grounds and Custodial teams facilitated by our Worker's Compensation carrier Keenan & Associates.
- More than 20 Ergonomic Evaluation were completed in the first quarter.
- The Wellness Committee was presented a Certificate of Achievement in worksite wellness from Kaiser Permanente for improving the health and well-being of its employees by promoting and supporting a culture of wellness in the workplace.
- The Spring Emergency Evacuation drill was scheduled for April 11, 2019. In the month of March all of the building evacuation plans for buildings: 23, 23A, 27ABC, 28AB, 29, 30-33, 35-38AB, 40, 46, 46A, 47, 48, 66, 67AB, 69, 70, 71, 72, 73, 77, 78, 79, 80, F7, Makers Space, and the Farm were updated and completed. Training for the Building Managers, Building Marshals, and Floor Captains were completed by the end of March.
- In February the Board of Trustees authorized the approval of the contract amendment with West Coast Consulting Group, Inc. to continue the development of the Emergency Operations Plan (EOP) and training to make sure the college is compliant with all federal and state compliance requirements within the EOP. This will allow the college to maximize reimbursements from the government following a natural disaster or emergency. The Emergency Response Team has been assigned and the online/classroom trainings began in March. These trainings include the Standardized Emergency Management System (SEMS), Incident Command System (ICS), and the National Incident Management System (MIMS) with a completion due date of May 31, 2019.
- Mt. SAC and the City of Walnut are working with Emergency Planning Consultants to review and update our Hazard Mitigation Plan which is required by the Federal Emergency Management Agency (FEMA) and the California's Governor's Office of Emergency Services (CalOES) based upon the Disaster Mitigation Act of 2000 for local governments including school districts and colleges. Review of the current plan began in March and in the next few months the goal is to submit the progress of the plan to FEMA.

SAC Book Rac

- The Bookstore has been working with Dual Enrollment to provide Textbooks to High Schools. The Bookstore delivers and picks up Textbooks to 15 High Schools at present time. This program is growing and we look to provide this service to even more High schools in the upcoming year.
- The Free Bus pass program continues to provide a valuable service to all Mt. SAC students and the Bookstore facilitates this service on behalf of the college.
- The Photo ID service is always busy providing ID's for all students including Continuing Education, High School students who take Mt. SAC classes, credit students, faculty, and staff.
- We are currently preparing for the 2019 Graduation Ceremony. Cap and Gowns have arrived and we will be opening our "Grad Center" on May 6, 2019. Personalized invitations can be ordered online or generic invitations will be available at the Bookstore.
- Some new clothing styles have arrived.
- We are looking at new options for the Football season, which we will take on-site to the Football Games.
- The B & N Fiscal Year is ending so we are wrapping up end of year paperwork.
- We continue to sell amusement park tickets to the campus at discounted prices.

Technical Services

Technical Services/Event Services

- Event Services has been diligently working in collaboration with Payroll on the implementation of the new Workforce system for time and attendance tracking. In addition to the benefits that will be seen by classified and managers on campus, Event Services will be able to leverage the system to track event costs, replacing a 20+ year old internal system. Expanded roll-out of 25Live has started with the Office of Instruction to help with class and classroom scheduling on campus. Several Instruction-focused training sessions have happened and the system will be used to aid with Fall 2019 scheduling. Commencement planning is underway in collaboration with the Office of Student Life. This will be the last year that Commencement will be held at Citizen's Business Bank Arena. As construction on the stadium progresses, many people from the Technical Services area are keeping a close eye on the progress and infrastructure to ensure a smooth commencement in 2020. The retirement of Bill Eastham, a 40-year employee of Mt. SAC, has presented an entirely new operating scenario to the entire division as everyone else in the division was hired under his tenure. We are working to mitigate the inevitable change that comes with a departure such as this and are optimistic about what the future holds. The department also just completed the hiring process for an additional part-time Administrative Specialist. This is a much-needed position to provide front-office coverage during the morning hours. Look for a new face in the front office in May!

AV/Presentation Services

- We are proud to announce the addition of Chris Walker to our Presentation Services team. Chris began working for Mt. SAC in the theater and has extensive experience running technical production. In that time, he honed his skills with integrated AV systems, received several certifications for AV integration, and participated in the installation of many new systems on campus. Chris will be working early in the morning to catch technology problems before the day begins.
- Presentation Services has moved! In an effort to centralize our resources and provide better communication between our team members, our support center has moved to 6-182. We have been working to reorganize our space, please pardon the mess if you fancy a visit.

- Presentation Services has completed the following:
 - Calls Received: 311
 - Resolved Tickets: 299
- Projects Installed:
 - January – Building 13 Lobby Alertus and Digital Signage
 - Jan-Mar – Carousel Update Project
 - February – 9C Stage Initial Install
 - February – Building 45 Paging
 - March - Building 6-112 (Formerly 6-222)
 - March – 27B-Pool Audio
 - March – Building 4 Fiscal Conference
- Projects Closed:
 - January - Building 11-2115
 - January - Building 40 Phase 3
 - January - Building 23A-Training Room
 - January - Building 2M-102
 - January - AV Maintenance Spring 2018
 - March - Row Buildings Removal

Broadcast Services

- In November 2018, Broadcast Services hired Mike Nichols as the Manager of Broadcast Services. Mike's role is to manage personnel, and assets, that Tech Services has brought together to create video and radio media for Mt. SAC and its student body, including the recently purchased mobile production truck. The department has been busy with various webcasts for the Nursing pinning ceremony, several Chief of Public Safety forums, and the 4th Annual Honor Band concert. We have also been busy working with the faculty on getting their videos captioned to meet the state accessibility requirements. Since the current plan was implemented in late February we have captioned over 60 video requests for various faculty, marketing and staff. The goal is to spread the word that these services are available and easy to implement. In the near future, we will be supporting the television classes as the students produce a series of live webcasts of several of the baseball and softball games.
- The goal for the department is to continue to create processes in order to track our work and determine if and where we need resources in order to service the incoming requests in a timely and efficient manner. We are also in the process of clearing out old technology and bringing the TV Studio up to date to better serve the students in the RTV and Music production courses. Together with faculty from both RTV and Music departments, we are planning on how best to utilize the TV Studio and associated control rooms and bring them up to date, in order to give our students to best opportunity to work with, and learn, the tools currently used in the radio, television and music industries.

Our office observes all College Holidays and breaks.

Please note the Campus will be closed on Monday, May 27, 2019.