

# Administrative Services' Quarterly Informational Announcement



October 107, 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**

- New Resource Allocation funding allowed IT to purchase 103 internal Aruba access points and complete wireless upgrades for Buildings 7, 11, 80, 30, 28, and 67. Future upgrades are planned for Buildings 66, 61, 12, 13, and 45.
- IT started a JAMF pilot project to allow for more efficient deployment and management of Apple devices. Licenses were purchased to support both mobile and laptop Apple devices.
- The Academic Technology team is in the process of deploying Windows 10 to all instructional equipment. This will complete the transition from Windows 7 to Windows 10.
- There has been a sharp increase in 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. Always be cautious of any email that is asking for gift cards, money orders, or credit card information.
- If your computer is more than 5 years old or not meeting your needs, please contact Ron Bean at [rbean@mtsac.edu](mailto:rbean@mtsac.edu) or at ext. 5126 to request a replacement.

### **Enterprise Application Systems / Web Team**

- The EAS Team, in partnership with Admissions and Records completed the design and implementation of the first phase of the International Student online application including adding a custom International Student checklist to the portal.
- Students may now enter a 'preferred name' via a channel in the portal, which will appear on the instructors' roll sheets.
- Ask Joe Mountie is in beta testing with Student Services departments. It allows users to ask a question in plain language and then receive a 'best answer' as well as answers to similar questions. Check it out at <http://askjoe.mtsac.edu>
- The College's district map was updated and moved to a different platform. Check it out [here](#).
- 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.

## Project Management

- IT, in partnership with the Instruction Office, is working towards PIE 2018-19 Go Live date of November 1, 2018. Check out the [PIE website](#) for training materials and videos.
- Banner 9 is going live October 15, 2018. Additional information about the Banner 9 upgrade is available at <http://www.mtsac.edu/it/banner9>. Sign-up for a Banner 9 training class via the [POD calendar](#).
- IT is rolling out Time Off Manager Pro, which integrates with O365/SharePoint calendars. Fiscal Services is utilizing it and Facilities Planning & Management is in the process of implementing it.
- Reminder: Lotus Notes webmail will no longer be available after December 31, 2018.

## Public Safety

Police & Campus Safety Calls			
	JULY	AUGUST	SEPTEMBER
Money Pick-ups (10-17's)	46	46	54
Battery Jumps (10-37's)	23	28	83
Vehicle Unlocks (10-41's)	13	11	34
Building/Door Lock/Unlock	81	93	80
Medical Assistance	10	7	24
Vehicle Checks	0	1	0
Assist/Other	22	28	24
Transports	5	10	9
Postings	0	1	1
<b>Total Common Calls for Service</b>	<b>200</b>	<b>225</b>	<b>309</b>
<b>Total All Dispatched Calls</b>	<b>453</b>	<b>409</b>	<b>586</b>

## Fiscal Services

- Fiscal Services successfully completed year-end processes for the 2017-18 Fiscal Year.
- Fiscal Services also is currently working on the audit for the 2017-18 Fiscal Year.
- The 2018-19 Adopted Budget was uploaded into the Banner system effective 09/12/2018. 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](mailto:budgetrevisions@mtsac.edu).
- If you have questions regarding online budget transfers/budget revisions, please call any one of the following:
  - Melanie Lazo, Fiscal Specialist, Ext. 5388
  - Yvette Shane, Fiscal Specialist, Ext. 5539
  - Marisa Ziegenhohn, Director of Fiscal Resources, Ext. 6445
- Online Appropriation Transfer Training with Banner 9 is scheduled for October 16, and December 18. Please visit [POD](#) to register.
- Registration for classes for Winter 2019 Intersession will begin on November 7, 2018. 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 November 7 – December 14, 2018 will be dropped for nonpayment on Friday, December 14, 2018 at 8:00 p.m.
- Bursar's Office Extended Hours for Winter 2019 Intersession:  
Monday, January 7, 2019 – Thursday, January 10, 2019, 8:00 a.m. – 6:00 p.m.  
Friday, January 11, 2019, 8:00 a.m. – 4:30 p.m.

- 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](mailto: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](http://mtsac.edu/fiscal/fiscal_service_forms.html) under 'Purchasing.'
- Banner Requisition Training is scheduled for October 17 and December 12. Please visit [POD](#) to register.

## **Technical Services**

### **Audio Visual Services Department:**

Audio Visual Services received Cabinet approval for an additional full time position and we welcome Valerie Biller as our new AV Project Specialist. In this role she will provide support for organizing purchase requirements for projects and will track the equipment through receiving, work with contractors and departments for installation timelines, and manage access to the Carousel Digital Signage System as well as providing Carousel training for end users as needed.

Audio Visual Services has had a very busy Summer, as the Department has been supervising installations in the following areas:

1. Building 6-131,137 – updated classroom AV presentation system including support for interactive technologies.
2. Building 6 library – extending existing paging system to include expanded library space, preparation areas, and offices for daily notifications as well as emergency communication.
3. Building 26B – digital signage and permanently mounted TV's for student labs in practicing sign language.
4. Building 48 Custodial – installed first phase of digital signage system for training and notifications.
5. Building 61-3311 – updated classroom AV presentation system
6. Building 1 A,B,C, - installed 5 new classroom AV systems
7. Building 11-2115 – updated classroom AV presentation system
8. Building 30 – installed new classroom AV presentation system including support for interactive technologies.
9. Building 2 - installation of a completely new paging, monitoring and emergency communication system for the performance spaces in the complex.

The department also worked with POD to launch the first round of regularly provided training opportunities, which included such topics as: AV Basics for systems with touch panels, AV Basics for legacy systems, Dynamic Presentations Using an Interactive Whiteboard (introduction to Brightlink systems), and Carousel training (access and generation of content for digital signage)

During the third quarter of the year, Audio Visual Services staff responded to 380 help ticket requests, a detailed summary of the tickets is available at:

<https://app.smartsheet.com/b/publish?EQBCT=65205864fbba4bee86b36d69c1552f7a>

### **Event Services Department:**

The Event Services Department welcomed our first new employee since September 2000, Shaun Cole joined the department in August, replacing James Gonzales, who had been with Event Services since 1981.

Shaun and the rest of the Event Services staff have been busy supporting hundreds of events this fall, including another year of home football games being played at Covina Field while our new stadium is under construction.

Event Services continues to work with the payroll department to complete the implementation of Workforce Software, an externally hosted web based application that we will use for labor cost accounting for our events. Eventually, Workforce will be deployed campus wide for time reporting and leave tracking for all classified employees.

### **Broadcast Services Department:**

In late August, the Broadcast Services Department produced the first-ever open captioned webcast of the opening faculty meeting, allowing interested adjunct faculty to watch the meeting from home. Additionally, the video from this webcast was fed to the Feddersen Recital Hall to accommodate faculty members once the Clarke Theater ran out of seats.

The department continues to work on our technology to deliver these sorts of webcasts in a cost effective and reliable manner.

### **Risk Management**

- Risk Management returned 9 injured workers to modified transitional duty in the 3<sup>rd</sup> quarter.
- Risk Management has revised their website and is ready to launch it by November 1.
- Twenty ergonomic assessments were completed.
- Chemical assessment of the Science labs have been completed.
- Keenan & Associates conducted 3 safety training sessions to Custodial Services and Grounds.
- We have completed 3 Safety Site Inspections reviewing over three-quarters of the campus. A final Safety Site Inspection will take place in December.
  - Housekeeping seems to be a large finding – keeping things off the floor to not create trip hazards, items piled on top of file cabinets leaving less than 18 inches clearance from the ceiling to the top of the cabinets. Flammable cabinets not locked or are being used for other types of storage. Excess waste products not being disposed of.
  - Trip hazards such as empty boxes, electric cords, and loose floor tiles.
  - Physical hazards that could result in injury.
- Risk Management entered into an MOU with the City of Walnut on a combined Hazard Mitigation plan.
- Renewal of all insurance programs were completed.
- The experience modification on the Workers Compensation program for the 2018-19 program year was lowered from a .98 to a .87, we are moving in the right direction.
- Risk Management had 19 Workers' Compensation Claims for the third quarter.

### **Facilities Planning and Management**

- The Facilities Planning & Management team is substantially complete with the 2018 Educational and Facilities Master Plan (EFMP), and the associated 2017 Parking and Circulation Master Plan. The most recent draft is available on the Mt. SAC website at <https://www.mtsac.edu/efmp/>.

- CEQA, or the California Environmental Quality Act, is a statute that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible. Currently, the Initial Study/Negative Declaration for the Transit Center is available for public review and the public hearing and Board of Trustees action is planned for November 14, 2018. Additionally, the Environmental Impact Report (EIR) for the EFMP is underway and CEQA certification of the EFMP EIR and final approval of the EFMP is anticipated to occur in spring 2019. The team is working collaboratively with the City of Walnut to develop the CEQA documents including 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 the center of campus (in addition to the new Student Center) that includes a new bookstore, a centrally located makerspace facility that will serve multiple academic divisions, and a new library/learning resource facility will begin later this semester. Additionally, capital outlay planning in the form of a Final Project Proposal (FPP) for a new Technical Education facility, in alignment with the EFMP, will commence in the fall semester. The FPP will establish the project justification, scope, and estimated costs and will be submitted to the State in summer 2019 to compete for available state funding.
- 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 the State funded design of the new gymnasium and aquatics facility.
- Critical projects in the construction phase include the athletics complex east, 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 and improvements along Snow Creek continues this semester, with an expected completion in early 2018. 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 Maintenance team completed over 2,300 unique work orders in the second quarter of 2018. Project work completed this quarter includes interior painting, interior and exterior lighting upgrades, and Re-Keying of the Barnes and Noble Bookstore. Efforts continue on the campus wide door hardware upgrade project. Several flooring replacement projects were also completed. The Scheduled Maintenance project manager completed the redesign of Parking Lot B, new roofs on Building 40, 9B, and 9C, and replacement of a gas main located on the east side of Building 10. Fire alarm systems were replaced in buildings 40 and F-4.
- One Warehouse Worker position was filled to replace one position being vacated due to a retirement; Efforts to fill the Warehouse Coordinator position have been placed on hold. Staffing requirements continued to be analyzed as it relates 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 athletics grounds crew worked hard to prepare the softball stadium for the California Community College Athletic Association play off tournament in May 2018. The crew and field will be recognized at the National Fastpitch Coaches Association softball summit on December 7, 2018 in Chicago, IL. The irrigation department has completed the Site-One installation of the new controllers and programming for Maxicom around campus. The transportation and garage department has continued to keep the campus equipment and student field trip vehicles running successfully.
- The Energy Management team has completed the commissioning process for the new two million gallon thermal energy storage system, and efforts to expand preventative maintenance activities within the plant are underway. The 1.4 MW cogenerate plant equipment is undergoing a complete retrofit and will be operational again in the late fall. Planning for the further expansion of the chilled water central plant to accommodate planned new facilities will begin this fall.
- The Facilities Planning & Management team will be making a number of changes to the management team starting after the November election and is eagerly anticipating the passage of Measure GO Bond.

### SAC Book Rac

The Fall 2018 Semester opening went very smooth and SAC Book Rac provided textbooks and services for the Mt Sac Students. Our Textbook Department processed over 1,100 Textbook Requisitions, keep in mind that each requisition may contain one title or several titles to be ordered.

- The Textbook Rental program rented 3,400 Textbooks to students in the first 8 weeks of the semester. The SAC Book Rac also offered a price match guarantee to students for Textbooks, which saved students money.
- Textbooks ordered Online were very popular this Fall and SAC Book Rac processed over 1,800 orders in the first 8 weeks of the semester. New to the Online ordering was the ability to rent textbooks online. Students found this service very convenient and easy to use.
- SAC Book Rac provided Photo ID services and in doing so, issued over 6,800 ID's in an 8 week period.
- Another service that SAC Book Rac provides the campus is the facilitation of the Free Bus Pass program, and in doing so issued 3,900 bus passes this Fall.
- SAC Book Rac attends all Football Home Games to provide our Mt. SAC fans with merchandise such as; hats, t-shirts, sweatshirts, rally beads, pom poms, and other fan merchandise.
- As part of the Barnes and Noble Company, SAC Book Rac now has an expanded assortment of Bargain Books that include everything from cookbooks to children books to motivational books and more.