

Administrative Services' Quarterly Informational Announcement



December 18, 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

- 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.
- IT completed migration of the College's enterprise storage from IBM XIV to Dell/EMC Unity Platform. We are currently utilizing more than 50TB of space for different College applications and data.
- IT, in coordination with Facilities, is on track to complete the network infrastructure and computer implementations for Bldg. 16E, before the December holiday break.
- Five IT staff members completed three days of onsite JAMF training and successfully deployed the first JAMF project of iPads for the Counseling Department. JAMF allows for more efficient deployment and management of Apple devices.
- IT is identifying systems that are at least five years old for replacement, starting 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

- Launched a new webpage (<https://www.mtsac.edu/holds>) that lists the holds that can potentially block students from registering and answers questions about how to clear the holds.
- Launched Finals Schedule webpage (<https://www.mtsac.edu/schedule/finals/index.html>). Rather than view a complicated table, students enter the day and time of their class meeting into a form and their assigned finals date and time is revealed.
- Added information bubbles to the Guided Pathways website to display appropriate information from the Mt. SAC Catalog. For example, when a student clicks on a course title on the Guided Pathways site, the course description from the Catalog is displayed in a bubble. Check it out at <https://www.mtsac.edu/guided-pathways/>.
- The EAS Team, in partnership with Continuing Education and consultants from SIG, successfully developed specifications and a system prototype to move the Continuing Education functions into

Banner 9. Work will continue throughout 2019 to make this transition from stand-alone systems to integration with Banner 9.

- Implemented a function in the portal that displays on every page students' current major, and in each registration term prompts the students to verify if their major is still correct. If not, students can click the link to change their major.
- Began teaching two separate monthly classes through POD and how to make email, Word, PDF, and other documents accessible. If you have documents that need to be converted to accessible PDF format, please consider taking the POD classes or complete this online form, <http://www.mtsac.edu/pdfrequest>, including uploading a sample of the document.

Project Management

- On December 19, IT is going live with Ellucian Ethos Identity for single sign on services. This service will provide students, faculty, and staff with single sign-on access for Banner 9, Banner Self-Service, and various third party applications. In addition, users will now have the ability to reset and change passwords directly from the Ethos console.
- IT, in partnership with the Instruction Office, went live with PIE for 2018-19. Check out the [PIE website](#) for training materials and videos.
- Reminder: Lotus Notes webmail will no longer be available after December 31, 2018.

Police and Campus Safety

Police & Campus Safety Calls October – December 2018			
	October	November	December
Money Pick-ups (10-17's)	68	41	32
Battery Jumps (10-37's)	87	50	36
Vehicle Unlocks (10-41's)	35	39	17
Building/Door Lock/Unlock	107	75	45
Medical Assistance	12	7	3
Vehicle Checks	0	1	0
Assist/Other	33	20	6
Transports	1	2	1
Postings	1	1	0
Total Common Calls for Service	344	234	140
Total All Dispatched Calls	608	442	245

**As of December 18, 2018*

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

<https://www.mtsac.edu/safety/crimelog>

Fiscal Services

- Fiscal Services would like to congratulate the following retirees for their dedicated years of service to Mt. SAC:
Jim Carl, Coordinator (Printing Services), 38 years of service
Guillermo Monterroso, Printing Services Technician (Printing Services), 30 years of service
Roberta Gregg, Fiscal Specialist (Fiscal Services), 18 years of service

Nadine Rubalcaba, Fiscal Services Technician I (Cashier's Office), 18 years of service

- Due to two staff retirements in Printing Services, the operational hours will be temporarily changed effective January 2, 2019, and will remain in effect until further notice. The temporary hours will be:
7:00 am – 7:00 pm (Monday – Thursday)
7:00 am – 4:30 pm (Friday)
- We will be working closely with HR on the hiring process to fill these positions in a timely manner.
- Fiscal Services in collaboration with several campus departments completed the annual audits as of June 30, 2018. The College and the Auxiliary Services have obtained unmodified (best opinion) audit opinions.
- The limit for personal reimbursements has been increased from \$200 to \$500. Employees may make small purchases for the College using personal monies and be reimbursed with advance authorization by the employee's direct manager. Exceeding the limit of \$500 requires advanced approval by the Director, Purchasing or the Associate Vice President, Administrative Services. For more information see Page 12 of the Purchasing Made Simple Reference Guide at https://www.mtsac.edu/fiscal/fiscal_service_forms.html.
- Banner Requisition Training is scheduled for January 23, 2019, at 8:30 a.m. Please visit [POD](#) to register.
- Online Appropriation Transfer Training with Banner 9 is scheduled for February 19, 2019. Please visit [POD](#) to register.
- 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.'
- Cashier's (formerly Bursar's) Office Extended Hours for 2019 Winter 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.
- Winter 2018 Parking Permits are now on sale at the Cashier's Office.
- Registration for classes for Spring 2019 will begin on January 16, 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 January 16 – February 14, 2019 will be dropped for nonpayment on Thursday, February 14, 2019 at 8:00 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

Technical Services

No submissions this quarter.

Risk Management

- Risk Management website has been updated and is live.
New features:
 - - Safety Spotlight articles – updated monthly with articles regarding safety tips

- Risk Management buttons specific to Student, Staff, and Faculty risk needs
- Workers Compensation Process and forms – there are 3 new forms that need to be provided to injured workers at time of injury. They are medical release forms that need to be completed and turned in with the injury paperwork and returned to Risk Management.
- Workers Compensation claims: We had 11 new claims to date and 13 claims were closed.
- Risk Management in coordination with Student Life and Health Services provided an “Arrive and Drive” demonstration open to all students and staff to participate in a simulation of what it is like to drive under the influence of drugs and alcohol.
- Wellness Committee had their annual Wellness Fair on November 30. The number of participants increased from last year. The Wellness Fair brings vendors to the campus to discuss health and wellness opportunities. Kaiser provided their mobile health unit and did free biometric screenings for staff. Participants of the Wellness Fair were provided a ticket for a raffle prize drawing. Raffle items were donated by the vendors.
- The following Hazard Reports were submitted to the Health and Safety committee and have been reviewed and assigned for action:
 - Student to vehicle accidents occurring almost monthly in the student parking lots – it is recommended that we partner with the Student Body to discuss an awareness campaign.
 - Parking Lot B has posed some hazardous areas - Campus Safety and Facilities will be addressing those hazards.
 - Facilities will be doing some new striping on Bonita to address the students crosswalks across Bonita over to the Sherman Park area.
 - Issue of a potentially blocked emergency exit in building 9B - exit line has been cleared.
- Emergency Evacuation drill was conducted on October 11. Assessment of the drill identified the following:
 - Major Strengths:
 - Alert notification system worked in a timely fashion.
 - Alertus beacons and pagers successfully activated in Building 13.
 - Building evacuation teams were appropriately identifiable.
 - Incident command post was ready and active.
 - Building Managers that had training used the emergency radios appropriately and correctly.
 - Areas of improvement:
 - Delay in some of the alert notifications.
 - Discussions of reviewing a new notification system.
 - Follow-up needed on buildings that have not submitted their building evacuation plan or have a team in place.
 - Review evacuation procedures and ensure they are up to date.
 - Ensure training has been provided for the necessary team members.

Facilities Planning and Management

- The Facilities Planning and Management team has been working together to prepare for the start of the Measure GO building program by preparing cost estimates, staffing plans, and expenditure plans for the first phase of the program. The team expects to complete the first phase of the Athletics Complex by late 2019, and will start construction on the Student Center and Bookstore/Office space project as soon as the site is ready for new construction. Site planning is underway, with the demolition of Row Buildings 17, 18, 19A, 19B, 19C, and 20 beginning in summer 2019. Modular units 16A, 16B, 16C, 16D will all be removed, and all but one of the Modular units

21A through 21J will be relocated to the parking areas south of building 28. The removal and relocation of so much teaching space is a difficult but necessary predecessor to the work to replace and upgrade 70 years of utility infrastructure located in the center of campus.

- The Transit Center project received all necessary California Environmental Act clearances in December, with similar Federal approvals awarded concurrently. Transit Center work east of Building 28 will begin as soon as final design documents are complete; likely in late summer or early fall of 2019.
- To accommodate the significant impact on student and staff parking, the team is well underway designing two major parking structures, and reorganizing existing on-campus parking to better allocate spaces to faculty and students. Efforts to add over 100 spaces in Student Lots A and F are ongoing, in addition to the 400 spaces added at Lot B last summer. The first parking structure at Mt. SAC (Lot R) will begin construction before the end of the Spring Semester.
- The design efforts for the State funded Gymnasium, Wellness and Aquatics project is underway, with preliminary plans already submitted to the Chancellors Office. The design efforts for the much smaller Heritage Hall project, located between the new Gymnasium and the new Stadium complex, are keeping pace and have finally reached a schematic level of design.
- The team is also working on a number of temporary space projects, including a new modular building near the Campus Café, planned to support the expansion of the Counseling program, a new modular building east of the recently occupied Equity Center (16E), and the relocation of the Technical Education Resource Center (TERC), and the adjacent Psych Lab (18C and D). New modular teaching space to support the School of Continuing Education is also planned for the next calendar year.
- Other minor capital improvement projects planned for 2019 include long awaited improvements to the office space in the Student Services Center (9B), improvements related to the “multiple measures” at 4 classrooms in the Humanities Building 26B to support the teaching of English 1A, space utilization improvements to 4 additional classrooms in the Humanities Building 26A, preparation to provide new office furniture for 40 new faculty, with 27 new faculty to be located in “new” spaces, a new STEM Center, and improvements to the old 48th District Agricultural Association building to accommodate the Foundation offices. Improvements to the Professional and Organizational Development and Technical Services spaces in the Library Building 6 are also planned for later in 2019. Four Project Managers have been assigned to the many dozens of scheduled maintenance, infrastructure improvement projects, habitat mitigation, and other special projects, many that have been backlogged for some time in anticipation of Measure GO.
- The Facilities Planning Team, with great collaboration across campus, has essentially completed the 2018 Education and Facilities Master Plan (EFMP), and is now focused on California Environmental Quality Act (CEQA) compliance. The Environmental Impact Report that supports the EFMP will be complete in early spring, with certification expected in April 2019. Much work continues to be done to collaborate with the City of Walnut, especially in the area along the south side of Temple Avenue, and just west of the Temple Avenue and Bonita Drive intersection, where plans for many infrastructure and road improvement projects are being developed to provide safe and accessible pedestrian paths of travel for staff, faculty, and students, and to begin to encourage bicycles as a means of transport to campus. The Planning team is also evaluating potential uses for the West Parcel, working closely with the City staff to ensure that new proposals are in alignment with City requirements.
- The planning team has also begun work with the Technology and Health Division on a proposal to access State funds for the construction of a new Technology building (replacing Building 28) and improve spaces at Brackett Field. The leadership, skill, and vision of our new Dean of Technology

and Health, Sam Agdasi, along with many excellent contributions from the division, will guide this extensive planning effort toward an outstanding outcome. The Final Project Proposal (FFP) for a new 160,000+ square foot facility will be ready for State review by May of 2019. The planning team believes that this will be a very competitive project and has every expectation that the State will fund the work with a start date for design sometime around 2022.

- Planning for the other Measure GO phase 1B facilities will begin soon after the New Year, including a new library, maker space, and a new science building.
- With so much focus on planning, design and new construction, it is important to remember that all of our facilities must be well maintained, clean, comfortable places to teach and learn, while also protecting the investment made by the College in new facilities. The team looks closely at the “lifecycle cost” of all new facilities while working to make occupied spaces functional and effective.
- The Maintenance, Grounds, Custodial, Warehouse and Distribution, and Transportation teams, all continue to stretch tight budgets and limited staff to keep buildings, infrastructure, and grounds and equipment in excellent operating order. The Maintenance team completed 1,634 unique work requests over the last quarter, and continues 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 has taken on the challenge of caring for 160,000 square foot of new facilities, with the goal of cleaning for health first, then for appearance. The Energy Services team has completed the overhaul of the Chilled Water Central Plant and Cogeneration Facility, with the goal of keeping our dollar cost of energy flat, despite growth and inflation, and the Warehouse and Distribution and Transportation teams continue to serve very effectively the campus with very little fanfare and recognition.
- 2018 was a difficult year for Facilities Planning and Management. As 2019 approaches, the team is very optimistic that the many years of hard work preparing for Measure GO will make a real difference in the lives of our students and staff, and will support the changes in Maintenance and Operations necessary for the College to continue to grow and add state-of-the-art facilities.

SAC Book Rac

- As we close the Fall Semester we are in the midst of students returning 4, 872 Textbook Rentals.
- Our end of the Semester Buyback is in process which allows the Bookstore to acquire used textbooks from our own campus for other students to purchase for Winter and Spring Semesters.
- Through the Sac Book Rac, Barnes and Noble has introduced a new online student solutions study option called Bartlyby. For a monthly fee a student can get online assistance at any time of the day or night from an actual person who has been taught in that particular field. This online assistance is course specific and textbook specific. It’s a great tool for only \$9.99 a month.
- Our online book ordering system for Faculty, called Faculty Enlight has been very well received and allows us to receive book orders quickly.
- We bid farewell to Martha Ramirez, our Customer Service Supervisor for the last 18 years.
- We will be introducing BNED Courseware, which is the Barnes and Noble version of OER (Open Educational Resources). It’s a very cost effective course materials option.
- The Bookstore continues to serve the Mt. SAC Campus by facilitating the free bus pass and student photo ID’s.