

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.

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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 75% construction completion 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 for the new gymnasium, aquatics center, athletics division office, and heritage hall is nearing completion, and will be submitted to the State Architect for plan check in August 2019. Construction funding is included in the 2019-2020 state capital outlay budget.
- The design phase for the new Student Center Project is nearing completion, and was 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, also to be replaced, or relocated, are the modular units 21 A-J, the relocation of the Technical Education Resource Center (TERC), and adjacent Psychology lab (modular units 18 C and 18 D).
- Parking Structure R and the Scoreboard were approved at the June Board of Trustees meeting and are currently under construction. Parking Structure S and the Pedestrian Bridge projects are both under review by the Division of the State Architect. With the construction of the new transit center beginning in mid-2020, the college will have an abundance of parking in the fall 2020 semester that may exceed the colleges 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/student parking around campus.
- 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.
- The maintenance team completed 1,786 unique work requests over the last quarter, and continues to focus on preventative maintenance across campus. Year-end efforts ensured that all Contracts and Purchase Orders were closed for the 18-19 fiscal year and that new ones were ready for the 19-20 fiscal year. The Building 26A-D HVAC Upgrade project was completed and the restrooms in those same buildings underwent remodeling efforts. Exterior and Interior painting of Building 10 was completed.
- Refurbishment of the cooling tower in the Central Plant was also completed. Recruitment efforts to fill the Warehouse Coordinator position continue.
- The custodial services team continues to focus on cleaning for health first, then for appearance, recruitment efforts are well underway to backfill seven vacant custodial positions ahead of the fall semester. Custodial and Grounds worked closely with Fiscal Services on two key service related RFP's resulting in significant cost reductions for waste hauling and pest control management with Athens Services and Animal Pest Management respectively; both are new first time partnerships to the college. The energy services team is busy operating the energy management system and monitoring the mechanical and electrical system campus wide. The team is committed to energy savings while maintaining the comfort of our students and staff in a healthy and safe environment. We are committed to uphold new building energy saving standards.

Fiscal Services

- Fiscal Services is pleased to announce that Jackson Kuo joined the department as the new Director of Accounting.
- Fiscal Services would like to congratulate Priscilla Romero on her promotion to Fiscal Specialist and would like to welcome new staff member Judy Kim, Fiscal Services Technician I, Cashier's Office.
- The 2019-20 Tentative Budget was uploaded into the Banner system using the budget created in the new Questica system effective July 1, 2019. 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 2019-20 Adopted Budget is approved by the Board of Trustees on September 11, 2019. Fiscal Services approval of pending 2019-20 transfers/revisions will resume on September 12, 2019. If you have questions regarding online budget transfers/budget revisions, please contact:
 - Melanie Lazo, Fiscal Specialist, ext. 5388
 - Yvette Shane, Fiscal Specialist, ext. 5539

- Christine Lam, Fiscal Specialist, ext. 5428.
- 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 ext. 4245.
Note: Any order for the purchase of equipment, materials, or supplies, which exceeds the current bid threshold of \$90,200 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 \$90,200, require three written quotes. Contact Purchasing if you need assistance with obtaining quotes or sourcing vendors.
- 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 2019-20 Purchasing Card Schedule please visit the Fiscal Services Forms webpage at http://mtsac.edu/fiscal/fiscal_service_forms.html under 'Purchasing.'
- Banner Requisition Training is scheduled for July 24, August 28, and September 25. Please visit [POD](#) to register.
- Online Appropriation Transfer Training is scheduled for August 20 and September 17. Please visit [POD](#) to register.
- The 2019-20 pay schedules have been added to the payroll website and can be found at <http://www.mtsac.edu/payroll/paydates.html>.
- Registration for Fall 2019 classes began July 10, 2019. As a reminder, payment for all fees are due upon registration. Students who are unable to pay for their classes will be dropped by the following established deadline:
 - Students who register July 10 – August 16, 2019 will be dropped for nonpayment on Friday, August 16, 2019 at 8:00 p.m.
- Fall Parking Permits are now on sale at the Cashier's Office.
- Cashier's Fall Semester Extended Hours:

August 26 – 29	8:00 a.m. – 6:00 p.m.
August 30	8:00 a.m. – 4:30 p.m.
September 2	<i>Closed for Labor Day</i>
September 3 – 5	8:00 a.m. – 6:00 p.m.
September 6	8:00 a.m. – 4:30 p.m.
- The Payroll Department & Technical Services launched WorkForce Time and Attendance on June 1st for all Managers, Confidential, and Classified Staff. Hands-on training sessions are now available on the POD website at www.mtsac.edu/pod.

Information Technology

Academic Technology / Infrastructure & Data Security

- The IT Help Desk was open on Friday, June 21, to provide support to students at the start of the summer term.
- The 'Finish Faster' project with the CVC-OEI team has started. The Phase 1 implementation will use the API for direct data access to schedule data from Banner allowing students across California near real-time access to open seats in online classes.

- IT is assisting with the technology component of the [Promise Plus](#) program. The distribution event is scheduled for August 20 and so far 300 devices have been delivered and are currently being configured.
- The Academic Technology team is currently re-imaging all classroom systems and will be done before the start of the fall semester.
- Two new IBM P9 servers arrived. Installation and setup will begin in two weeks. IT will use the live migration feature for production deployment.
- Spectrum Protect, data backup and recovery software, proof of concept was successful. IT is planning to install it in production after the P9 servers are deployed.
- Firewall maintenance and server upgrades will be done this summer.
- RAVE, the new campus emergency notification system will go live in August 2019.

Enterprise Application Systems / Web Team / Project Management

- The new 'sticky' Ask Joe feature is available on the right side of all pages on the College website – <http://www.mtsac.edu>.
- Many year-end photo shoots were completed. Check out pictures from 2019 Commencement Ceremony, Farm Day, Summer Bridge Welcome Day, and other events.
- A new version of the Canvas adapter was coded and deployed. This new adapter allows courses and enrollment to be synched between Banner and Canvas and gives Faculty who teach multiple sections the ability to have their sections cross-listed and managed from a single parent course.
- IT's new project management software is live. To submit a project request, please visit https://www.mtsac.edu/it/project_requests.html.
- Phase 2 of the Assessment Questionnaire went live on May 7. More than 5,000 students completed the AQ2 as of June 12.
- The new Continuing Education Banner forms for ESL are now live in Banner Production. These new forms integrate data collection and eliminate some shadow systems. Work is continuing on moving additional Continuing Education information into Banner.

Police and Campus Safety

Police & Campus Safety Calls April – June 2019			
	April	May	June
Money Pick-ups (10-17's)	57	56	45
Battery Jumps (10-37's)	39	55	23
Vehicle Unlocks (10-41's)	28	26	26
Building/Door Lock/Unlock	91	65	48
Medical Assistance	10	13	5
Vehicle Checks	2	0	1
Assist/Other	45	41	33
Transports	5	3	7
Postings	4	5	0
Total Common Calls for Service	281	264	188
Total All Dispatched Calls	540	461	359

In accordance with the Clery Act, the Daily Crime Log can be accessed using the below link.
<https://www.mtsac.edu/safety/crimelog>

Risk Management

- Risk Management is pleased to announce that Suzanne Vasquez joined the department as the new Administrative Specialist I.
- Overall, Workers Compensation claims have been trending with less severity than in past years. Risk Management has implemented claim protocols to ensure quicker treatment and diagnostic testing, that would assist in the overall goal of returning the injured employee back to work quicker. In the second quarter the College had twenty-eight new claims and were able to close 16 claims. We would like to thank everyone for their continued efforts in providing a safe work place.
- Risk Management conducts ergonomic evaluations, upon request, to assist in preventing workers compensation injuries and repetitive motion claims.
 - 11 Ergo Evaluations completed.
 - In 9B, Student Services, seating evaluations were completed for each staff member for chair replacement needs.
- Every year we develop a Risk Improvement Action Plan with our Workers Compensation carrier to address areas that have a high frequency or severity of claims. Safety trainings associated with that plan were held for Grounds and Custodial Group:
 - April – Blood Borne Pathogens
 - May – Personal Protective Equipment
 - June – Heat Illness Prevention
- The Employee Wellness Program offered one Wellness Challenge and two lectures. The employee participation continues to grow and employees are finding the new challenges and demonstrations helpful in their individual wellness programs.
 - The “Refresh and Recharge” Challenge had over 100 staff participants. Every participant had an opportunity to win a raffle prize at the wrap-up party.
 - The two lectures provided to the campus were:
 - Mind Diet: Nutrition for Brain Health lecture (Spring 2019).
 - Energy Boosting Foods Demonstration (Spring 2019).
- Emergency Operations Planning - we completed the College’s Emergency Operation Plan and Phase 1 of training, including a table top exercise directly from the Emergency Operations Center (EOC), and a special Board of Trustee training, held June 5th.
- The Building Evacuation Drill was conducted on April 11, 2019. All buildings that participated in the drill have current evacuation plans. There were 10 Building Evacuation training’s completed that were required for all building marshals, managers, and floor captains to attend.
 - After Action items resulting from the drill:
 - Clarify communication on the radios from the building managers/marshals to the incident commander.
 - New radios are needed for building managers to report back to the incident commander. The current radios being used do not have the range needed to

communicate across the entire campus. Risk Management is partnering with Police & Campus Safety to recycle the radios that are no longer being utilized.

➤ Obtain radios for the EOC in the event of activation.

- Risk Management finalized the draft Hazard Mitigation plan with The City of Walnut and have submitted it to FEMA for approval. In doing so, the College becomes eligible to apply for funding that can be used to obtain necessary pieces of equipment and items that would assist us in a hazardous situation. The majority of this information mirrors the College's Master Plan. The Hazard Mitigation plan requires review, and resubmittal, every 5 years.

SAC Book Rac

- Picked up 3,000 + textbooks from 15 High schools participating in Dual Enrollment Program.
- Summer Session began June 20, 2019, and we had textbooks available for all classes.
- Processed Bus Passes and Photo ID's for Continuing Education, High School referral program, Special Administration, and Dual Enrollment students.
- In June we sold 1096 Graduation Cap and Gowns to students, plus sold an additional 100 to student equity.
- Buyback was open for students to sell back their textbooks.
- 98% of Spring Textbook Rentals were returned to the Sac Book Rac. This is considered an excellent return rate.
- We received 5 pallets of Used Textbooks for Fall 2019 in July. New textbooks will start arriving at the end of July.
- Sac Book Rac is working on processing Fall Textbook orders.
- Sac Book Rac has begun working on processing textbook orders for the Fall 2019 Dual Enrollment Program.
- Suzanne Luetjen attended the Barnes and Noble Regional meeting in Portland Oregon.

Technical Services

Technical Services/Event Services

- In June, Technical Services, partnering with Payroll, launched WorkForce Time and Attendance to all Classified, Confidential, and Managers on campus. This system replaces the Banner web time sheets and provides real time leave balances to employees. Campus wide training was facilitated through POD including "open lab" sessions where employees could drop in for assistance in completing and submitting their June time sheets. Additionally, this is the second part of replacing the 25+ year old database system that tracked events and event costs on campus. Ongoing system refinement and implementation is continuing as we start into June. In the coming months, Human Resources will be implementing the Absence Compliance Tracking module for managing protected leave cases.
- Event Services welcomed a new employee, Teresa Bunds to the department. Teresa will be working the front desk in the mornings, handling calls for events, drop-in requests, and assisting with event processing tasks. This was a much needed addition to the department and a result of both NRA and PIE requests.
- Event Services assisted Student Services/Student Life with the largest Mt. SAC Commencement to date on June 16th, at Toyota Arena (formerly Citizen's Business Bank

Arena) in Ontario. The arena was packed to capacity with over 8500 guests and 1291 students. The office of Student Life pioneered some format changes which resulted in better flow and timing of students receiving their diplomas - a big win for a long ceremony! We are collectively looking forward to next year's ceremony being back home in the newly rebuilt Hilmer Lodge Stadium after three years away.

AV/Presentation Services

- Presentation Services is pleased to welcome Chris Walker to the team. Chris brings a rich and diverse history originating in theater and event production, and has hit the ground running. He has already made significant contributions in helping Presentation Services work through a lengthy back-log of projects and maintenance needs.
- The work on the Business and Computer Technology Complex has received national attention with a complete eight-page write up of the AV and notification systems in Sound and Communication Magazine. This article began as three short commentaries from the equipment manufacturer, Extron, that drew the attention of a nationally published magazine due to its size and complexity. The article can be found starting on page 60 at the following link: https://issuu.com/soundandcommunications/docs/soundcom-05-2019_45fa51529e3bcd. The article includes a beautiful two-page photo taken by our very own Jeff George.
- Progress is being made with the Alertus Project. Pending Board approval, representatives from Alertus will be visiting the campus through August and September to perform a complete onsite survey. This survey will provide a detailed specification of equipment and location needs for the installation process.
- Presentation Services received and responded to 209 support calls in the 2nd quarter of 2019.
- Presentation Services managed the installation and completion of 15 projects in the 2nd quarter of 2019:
 - April: Bldg 3 Gym - Audio system upgrade
 - May: Bldg 4-1390 - Fiscal Services Conference Room installation
 - May: Bldg 61-3311 - Classroom upgrade
 - June: Bldg 1BC – 5 Classroom upgrade
 - June: Bldg 2M - 3 Classroom upgrade
 - June: Bldg 9C Stage - Audio and Video system upgrade
 - June: Bldg 6 Library Conference Room – completed new installation
 - June: Bldg 3 Gym - Audio phase 2
 - June: Bldg 67B Conference Room – new A/V system
 - June: CDC - expanded paging ability with additional paging stations
 - June: Bldg 16E – completed building project with 15 office systems, two classrooms, and one conference room. System also included Alertus audible and visual notifications.
 - June: Bldg 6-112 – upgraded AV system with Brightlink
 - June: Bldg 13 Lobby – Alertus Visual Notification and Digital Signage installation
 - June: 27B – Pool audio system upgrade
 - June: Bldg 48 – Custodial TV with Digital Signage

Performing Arts Operations

- The Performing Arts team finished the semester with a number of student performances from the Theater, Music and Dance departments as well as several completion ceremonies for various programs on campus. In addition to providing support to the Mt. SAC commencement at Toyota Arena, the team started working on some equipment replacements & upgrades. Most significant was replacing the wireless intercom system with a new system that meets current FCC regulations. As the FCC has changed regulations and allocation of frequencies in recent years, many companies and productions throughout the entertainment and broadcast industries have had to make significant investments into new equipment, including Mt. SAC. Completing this upgrade brings us closer to closing the loop on an outstanding PIE project.

Broadcast Services

- April was a fairly busy month in terms of producing videos for various groups such as the Mountie Fresh / CALFresh program and Hall of Fame interviews. We also assisted the RTV classes with broadcasting several men's baseball and women's softball games live to the campus YouTube page. The full student production team was led by Professor Stillman Kelly. The parents and athletics group seemed to enjoy the level of quality the multi-camera production provided. Several benefits of the production truck enabled students to employ Slo-Mo and replay segments and a detailed graphics package so viewers could keep track of the stats from wherever they were watching.
- In June we supported the Mt. SAC commencement ceremony with the production truck on site at Toyota Arena in Ontario. We also began a series of live webcasts for recognition and transfer ceremonies for groups like the International Student Program, LatinX and students transferring to 4 year institutions. Professor Kelly also gave several groups a tour of our facilities, highlighted by a tour of the truck, for current Mt. SAC students who might be interested in the TV Production courses and for high school students who are considering Mt. SAC for the start of their higher education journey.
- We are continuing to process video for captioning, as of this report we have processed 105 since late January and we receive requests on a weekly basis. We are also tracking our productions via SmartSheet and to date we have produced 47 projects since February.

Our office observes all College Holidays and breaks.

Please note the Campus will be closed on Friday's, beginning June 21, 2019, through August 9, 2019.