

# Administrative Services' Quarterly Informational Announcement



July 15, 2016

**In an effort to keep the campus community informed of the current activities within the Administrative Services Division, we will be sending quarterly informational announcements that highlight each department's activities/projects.**

**Mike Gregoryk, Vice President, Administrative Services welcomes your feedback on whether or not you find this announcement useful.**

## [Information Technology \(IT\)](#)

### **Academic Technology & Infrastructure / Security**

- Thanks to Instructional equipment funds, IT is installing about 260 computers this summer.
- IT completed the Border Gateway Protocol (BGP) switch upgrade installation and it is now in production.
- External WiFi projects on the south side of Building 9B (covering the student life courtyard), Building 9C (covering the grassy area North of Founder Hall), & Building 1B/C courtyard were completed during spring semester. Based on student input, IT is researching adding better WiFi coverage near Kerr's Corner and the fountain north of the Library.
- IT is upgrading fiber channel switches for enterprise storage. This project is currently in the bid process phase.
- If your computer is more than 5 years old, please contact Dale Vickers at [dvickers@mtsac.edu](mailto:dvickers@mtsac.edu) or ext. 4374 to request a replacement.
- [Click here to view the Project List](#)

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

- The requirements for the eTranscript California Mini Grant were completed, including the notation of course-level transferability and eligibility (CSU GE / IGETC), the notation of Associate Degree for Transfer on transcripts, and the ability to send and receive electronic transcripts. Total Grant Award = \$17,500.
- Information Technology sponsored on-site training for researchers in Argos report writing from Evisions March 28 – 30. This included a reporting environment dedicated to Institutional Research & Planning (IRP) and connected to our Operational Data Store (ODS). Evisions is currently developing a dashboard (informed by Instruction and IRP) of standard metrics to be used in Planning for Institutional Effectiveness and Student Equity reporting.
- We will be hosting a consulting visit from Mike Fox (the DegreeWorks expert from Strata Information Group - SIG) the week of July 11. The new version of DegreeWorks will enable us to introduce a more feature-rich educational planner and provide improved reporting capabilities.
- In support of Title V and Student Success initiatives, a Career and Major survey in the portal has been placed into production. This tool is used by new students prior to advising sessions in order to improve educational planning.
- In support of Student Success, a new on-line Student Success workshop in the portal has been placed into production. This on-line course is completed by students who have been placed on academic probation, and replaces a prior home-grown system.

- The implementation of the Online Course Catalog was completed in collaboration with the Instruction team. Key contributions included the configuration of an Application Programmer Interface (API) to feed course data from Banner to CourseLeaf and construction of an attractive landing page and intuitive navigation to present the information. Check it out at <http://www.mtsac.edu/catalog>
- The new 3D Campus Map is now available at <http://www.mtsac.edu/maps/>. This exciting feature allows students and visitors to clearly see where buildings are located, see accurate renderings and photographs of buildings and generate walking directions. IT staff partnered with the vendor (Campus Bird), Marketing, and Facilities to deliver this feature.
- Document Imaging is in production in the Payroll department. Documents being scanned and stored electronically include Direct Deposit Authorizations, W4 forms, and EDD DE-4 forms.
- The new IT Training website is available at <http://www.mtsac.edu/it/teaching-learning/training.html>. The site includes resources like user guides, training handouts, and access request forms.
- [Click here to view Projects in Progress](#)

### Project Management

- In preparation for the continued implementation of OnBase document management solution, IT is working with representatives from various campus departments to establish records retention schedules and associated policies.
- In collaboration with Marketing and Financial Aid; Information Technology successfully implemented a pilot text messaging program to inform students about critical financial aid deadlines. As of June 2016, two messages have been sent to students regarding financial aid deadlines and changes to BOG waiver rules. The next phase of the pilot program will include informing students about enrollment and registration deadlines.
- [Click here to view the Project List](#)

### Public Safety

| Public Safety Calls                   |               |             |            |
|---------------------------------------|---------------|-------------|------------|
|                                       | April<br>2016 | May<br>2016 | June 2016  |
| Money Pick-ups (10-17's)              | 71            | 51          | 57         |
| Battery Jumps (10-37's)               | 65            | 74          | 58         |
| Vehicle Unlocks (10-41's)             | 34            | 46          | 17         |
| Building/Door Lock/Unlock             | 125           | 113         | 143        |
| Medical Assistance                    | 12            | 22          | 5          |
| Vehicle Checks                        | 9             | 4           | 5          |
| Assist/Other                          | 119           | 119         | 149        |
| Transports                            | 5             | 9           | 5          |
| Postings                              | 0             | 1           | 0          |
|                                       |               |             |            |
| <b>Total Common Calls for Service</b> | <b>440</b>    | <b>439</b>  | <b>439</b> |
|                                       |               |             |            |
| <b>Total All Dispatched Calls</b>     | <b>693</b>    | <b>670</b>  | <b>655</b> |

During the quarter, the Department of Public Safety had multiple dealings with students who were in need of psychological counseling assistance. Of those, two rose to a level requiring outside assistance from the Los Angeles County Mental Health School Threat Assessment Response Team (START), other law enforcement agencies, and the FBI. The students received the assistance they needed.

### [Fiscal Services](#)

- A total of 452 Escheated Warrants of unclaimed property totaling \$23,503 were forwarded to the State in June. These warrants were issued in the 2011-12 fiscal year.
- Fiscal Services and IT successfully completed year-end processes for student accounts receivable. The process started June 30, 2016, at 3:00 pm and lasted until July 1, 2016, at 3:00 pm.
- Fiscal Services participated in the Occupational Work Experience Program for Spring 2016. A Mt. SAC Business student was introduced to Budget, Accounting, Payroll, and Purchasing processes.
- Two Fiscal Technician II's were hired in June to provide support in the area of Accounts Payable and Accounts Receivable.
- The "Desk Reference for Accounting Codes and Purchasing Requirements" was released in June. This guide will assist the campus community with appropriate account codes, documentation and approvals needed for the purchase of supplies, services and equipment. The Fiscal Services department encourages the campus community to use this as a reference when processing requisitions and budget transfers. Click the following links to download the guide. ([Desk Reference for Accounting Codes](#)) and ([Desk Reference for Purchasing Requirements](#)).
- A third group of P-card users were trained in the months of March and April.
- Fiscal Services wished Pam Childs a Happy Retirement and welcomed the new Buyer Tiffany Chen. Click the Purchasing Department's website ([Fiscal Services/Purchasing Department](#)) for a list of Tiffany's areas of responsibility and contact information.
- P-Card training is scheduled for July 19th and 20th. Please contact Teresa Patterson at [tpatterson@mtsac.edu](mailto:tpatterson@mtsac.edu) for more information.
- Over the next few weeks, the Buyers will be actively placing orders for the upcoming Fall Semester. If you have an urgent need, please contact the Purchasing Department at (909) 274-4245.
- A SchoolsFirst Federal Credit Union representative will be on campus Wednesday, July 27th from 9:00 am to 2:00 pm in Building 4, Room 1380. College employees who are interested in signing up for or learning more about 403(b) and 57(b) retirement accounts may contact David Archila at (657) 284-3519 or [darchila@schoolsfirstfcu.org](mailto:darchila@schoolsfirstfcu.org) to set up an appointment.
- Payroll has a website! Visit the Payroll Department's website at ([Fiscal Services/Payroll Department](#)) where you can find forms for tax withholding, direct deposit, time sheets and pay dates for the 2016-17 fiscal year. A section for frequently asked questions (FAQ's) will be added in the near future.

- As a reminder for permanent employees; during the months of July and August, deductions for medical, dental, vision, and life insurance premiums as well as tax sheltered annuities, flexible spending accounts, supplemental insurance, and union dues are not withheld from your pay. Furthermore, allowances for health and welfare, including opt-out allowances, are not paid during these two months. As a result, your pay for July 29th and August 31st may be higher or lower than usual. Please review your pay stubs prior to contacting the Payroll Department about a change in pay. If you are unable to determine the reason for the change in your pay, the Payroll Department staff will be happy to assist you. Contact information for Payroll can be found on our new website at ([Fiscal Services/Payroll Department](#)).

- Registration for Fall 2016 classes begins July 13, 2016.

- As a reminder, payment for all fees are due upon registration. Students unable to pay for their classes will be dropped by the following established deadlines:

- ✓ Students who register on July 13, 2016, through August 19, 2016, will be dropped for nonpayment on Friday, August 19, 2016, at 8:00 pm - **(1st drop date)**.

- ✓ Students who register on August 20, 2016, through August 26, 2016, will be dropped for nonpayment on Friday, August 26, 2016, at 8:00pm - **(2nd drop date)**.

- Fall 2016 Parking Permits will be on sale, in person, at the Bursar's Office starting Monday, July 18, 2016.

- Bursar's extended hours of operation for the Fall are:

|                                 |                                    |
|---------------------------------|------------------------------------|
| August 29 through September 1   | 8:00 am to 7:00 pm                 |
| September 2                     | 8:00 am to 4:30 pm                 |
| Closed Monday September 5       | Labor Day                          |
| September 6 through September 8 | 8:00 am to 7:00 pm                 |
| September 9                     | 8:00 am to 4:30 pm                 |
| September 12                    | 8:00 am to 7:00 pm                 |
| September 13 through 16         | 8:00 am to 4:30 pm (regular hours) |

- Foothill Bus Pass: as a reminder, Foothill Transit Bus Passes are administered through the SAC Book Race after student fees are paid.

- ✓ Students who were registered and paid their fees for the Spring 2016 semester can use their bus pass through the first day of Fall 2016, August 29th.

- ✓ Students who register and pay their fees for Fall 2016 can use their bus pass from August 29, 2016, through February 21, 2017.

- On-line Appropriation Transfer Training is scheduled for August 18, 2016, and September 15, 2016. Please visit the following POD link to register [prodweb.mtsac.edu](#).

- The 2016-17 Tentative Budget has been uploaded into the Banner system effective July 1, 2016. However, if your account string does not have enough budget to cover the expenditure, please follow these instructions:

- ✓ Online Budget Transfers: Process your online budget transfer on or after July 1, 2016.

- ✓ Budget Revisions: Send your request to [budgetrevisions@mtsac.edu](mailto:budgetrevisions@mtsac.edu).

Fiscal Services will be reviewing online budget transfers and will be processing budget revisions. These transactions will remain in the BUDG approval queue until the 2016-17 Adopted Budget is approved by the Board of Trustees on September 14, 2016. Fiscal Services approval of pending 2016-17 transfers/revisions will resume on September 15, 2016.

If you have questions regarding online budget transfers/budget revisions, please call any one of the following staff:

Yvette Shane, Fiscal Specialist, Ext. 5539

Gloria Munguia, Fiscal Specialist, Ext. 5526

Katie Ly, Fiscal Specialist, Ext. 5762

Marisa Ziegenhohn, Fiscal Specialist, Ext. 6445

### Technical Services

June was a very busy month for the Technical Services Division. Most notably, the entire division works together to stage three nights of commencement related events at the Hilmer Lodge stadium, with the highlight being the College Commencement Ceremony on Friday, June 10th. Staging, scaffolding, backdrops and power are provided by the Performing Arts Operations group. Sound reinforcement is provided by a collaboration of Presentations Services and the PAC Operations Group. The physical setup of the stage and more than 1200 chairs is performed by Event Services. Video for the big screen as well as the webcasts of all the events is provided by Broadcast Services, who also provided the alumni of the year video and several other videos shown during the ceremony.

There are a number of "lasts" surrounding this year's ceremony. It will be the last commencement held at the old Hilmer Lodge Stadium, as construction of our new state of the art facility is scheduled to begin later this year. Commencement will be held off campus for at least the next two years as work progresses on the new stadium.

This was also the last event covered by our old video production truck, shortly after the Commencement Ceremony the Broadcast Services team completely disassembled all of the production equipment in the 14 year old truck in preparation for the installation work that will take place in our all new video production trailer, which arrived on campus on June 29th. Following 6 months of installation work, the new truck, which is large enough to accommodate 20 student technicians, will be ready for both instruction and support of campus events. The new production trailer was designed completely in house by the Technical Services Division. The trailer is one of the few in operation in the entire country that is ADA accessible. When fully equipped, it will make Mt. SAC a national leader in teaching facilities for remote television production. We are very excited about the possibilities that will become available to our students once this facility is in operation.

During the break between the Spring and Summer semesters, Technical Services installed the first pilot project of the Alertus System in all the classrooms in the Design Technology Center. Alertus is an advanced multimedia alerting system that is designed to provide critical information to students and staff during any type of emergency. The Alertus system was selected after nearly three years of evaluation and testing by the various divisions of Administrative Services. The most visible component of the Alertus system is the Alertus Beacon, which is now present in the front of every classroom in the Design Technology Center. The Beacon is normally controlled and powered by the campus network, however, in an emergency where the campus network could fail, every beacon is equipped with backup batteries that can provide power to the beacon for up to 8 hours, and every beacon will be equipped with a UHF radio receiver that will allow it to be activated



by a powerful transmitter located on the hill next to the Emergency Operations Center. Even with a total failure of the campus network and the campus power grid, we will still be able to transmit emergency instructions to classrooms throughout the campus.

The Beacon has an LCD display for emergency messages, a series of different colored LEDs for alerting the classroom to emergency messages, and a loud beeper to provide further alerts. The beacon looks like this:

In addition to the standard alert beacon, there is a large LED marquee that will also display emergency alerts to larger areas. These marquees will be installed in larger areas on campus including assembly areas, interior hallways and other public spaces.

In addition to the visual display components, the Alertus system includes a text to speech conversion system that will speak the content of emergency displays. This summer, we will be installing paging systems with the text to speech conversion in the Student Services Building (9B), in the Kinesiology and Athletics Building (45) and in the Child Development Center Complex. In the Fall, the Library (6) will also receive a system. In addition to the emergency alerts provided by Alertus, all of these systems will also allow authorized individuals to make informational announcements in each of these buildings.

The final component of the Alertus system is desktop software, which is now being deployed across the campus network. This software will provide an emergency notification display on every network connected computer on campus.

The software component of the Alertus system will immediately extend the reach of the emergency notification system to every corner of the campus, and will provide a basic notification system until the Alertus beacons can be installed throughout the campus.

We believe that the Alertus system project, along with our new Emergency Operations Center and the campus lock project that has made it possible to lock all classroom doors from the inside will greatly enhance the ability of our campus to respond to any type of emergency. When the Alertus system is fully implemented, Mt. SAC will be at the forefront of emergency preparedness, with the ability to provide emergency notification to every classroom on campus.

## **[SAC Book Rac](#)**

Summer is here ...time to relax? At SAC Book Rac we have been very busy all Summer having gone through a great Summer Session start and then we took our annual physical inventory. Inventory is a lot of work but a necessary event for the retail industry. The staff and hourly employees at the Bookstore did a great job prepping for inventory, taking inventory, and now the reconciliation process. As we glance at the calendar we realize that Summer Session will be over in 2 weeks and all the textbook rentals from Summer will be returning soon. The Textbook Rental Program continues to be a great way for students to save money on books and at the Bookstore we are always looking to add more titles and find ways to make the process easier for students.

As Summer Session closes we are already in Fall 2016 prep mode. Textbooks are being ordered and some will even begin landing at the Bookstore at the end of July. So our Receiving Department will begin their busy season in the next 2 weeks. When we think of the beginning of a semester it's natural to think of textbooks as being a necessary item. But our Merchandise Department has a lot to do in preparation for the Fall Semester. That's when the store will get in a lot of new clothing, school supplies, backpacks, art supplies, and all the cool new Mt. SAC

merchandise. In addition to all these items, the Merchandise Department puts together over 50 different kits for a variety of classes on campus. These are created to save students money by purchasing everything at once, and the added convenience of having it all ready to go.

We can't possibly do all this alone, so we hire a lot of students at this time of year. They will help stock the sales floor, put together displays, learn how to use the computers, be trained on the cash register, and most importantly learn how to help other students.

It takes a great team to work hard together, laugh together, and enjoy what they do everyday to make a successful business and have a great start to a semester. I am lucky enough to work with people like this everyday!

Suzanne Luetjen  
SAC Book Rac, Director

### **Facilities Planning and Management**

The Facilities Maintenance team continues with the ongoing maintenance and repair efforts across campus. This quarter, the Maintenance crew completed 1,800 campus-initiated work orders as well as 150 facilities-initiated Preventative Maintenance Work Orders. Project activities included several HVA/C unit replacements across campus, replacement of the lower roof at Building 28A, re-striping of several parking lots, refurbishment of the warehouse roll down doors, and asphalt repairs in several locations. Interior painting of hallways, office and classroom spaces, continues through the availability of overtime funding. All maintenance and other service contracts were evaluated and updated for the next 1 to 5 years. A Request for Proposal (RFP) process was completed for campus wide fire alarm monitoring, repair, and annual testing establishing First Fire Systems as our campus fire alarm service provider. A new Special Projects Manager was hired to address a significant backlog of scheduled maintenance work, and a new manager to oversee the expansion of our preventative maintenance program and access control systems will begin recruitment soon.

The Facilities Grounds team continues to focus on water conservation efforts through installation of California native landscape, drip irrigation systems to replace many existing overhead spray heads, and update the campus-wide computerized irrigation control system. A tree replacement and maintenance program remains a top priority for the Grounds team as well. Both the Grounds and Maintenance teams continue to provide strong support for the ongoing construction and opening of new buildings. The custodial group continues to provide superior janitorial services across campus, with efforts to expand recycling and waste management capacity a top priority.

Facilities' planning work to secure the final permits for the the 2.2 MW solar power developments at the West Parcel is nearly complete, along with the environmental mitigation plans associated with the project, and a subsequent environmental impact report for the Athletics Complex East project. The campus space inventory, construction document resources, and computerized building floor plans have all been updated in support of campus-wide efforts to improve space utilization and in advance of the new 2017 Facilities Master Plan set to kick off this fall. The Facilities Master Plan will be driven by a new Educational Master Plan also set to begin in the fall. Hydrology, parking, traffic, and transportation studies are also set to begin this fall and will lead to an environmental impact study and report focused on traffic and parking and the Planned Public Transportation Center project.

The Facilities' design and construction team is engaged in over 200 active projects plus over 100 projects on hold pending project management or funding availability. With the College

experiencing extremely rapid growth in faculty and staff, work related to adding office and classroom space has been prioritized over several previously approved projects. Work to add new modular units for Student Services and improved space for Continuing Education is underway. Two major energy efficiency projects are underway, including the construction of a 2 million gallon underground storage tank for chilled water and increased chilled water production capacity to ensure adequate and efficient cooling across campus on even the hottest days.

Significant projects in the design phase include a new STEM Center in the Math and Science building, new modular units for the Equity Center, a new Testing Center, a storage facility for Event Services, and the addition of water wells for farm irrigation. The Athletics Complex East project remains in the plan review phase with the Division of the State Architect. Programming and conceptual design is underway on the new Student Center. More modular units will be installed this fall to provide temporary space in support of the Athletics Complex East project.

We celebrated the grand opening of the Student Success Center and Mountie Café. Ongoing major construction projects include the Café landscape and outdoor seating area on the site of the old Campus Café, and the Business and Computer Technology Center. Other significant projects in the construction phase include reconfiguring classroom space in several areas of the Technology building, reconfiguring office space in the Administration and Information Technology buildings, storm drain and sewer infrastructure improvements at the Wildlife Sanctuary and the athletics area, elevator and fire alarm upgrades in several buildings, mechanical system upgrades in the Humanities building and the bookstore, and a broad expansion of wireless internet connectivity in exterior spaces across campus.

The teams remain focused on providing the very best customer service possible, and look forward to upcoming efforts to improve classroom utilization, reduce the backlog of small projects, and expand the capacity of the Maintenance team to minimize building system down time and extend the useful life of our facilities.