

Administrative Services' Quarterly Informational Announcement

January 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 and if you prefer receiving it on a monthly or quarterly basis.

Information Technology

Academic Technology & Infrastructure / Security:

- The team completed wireless access point implementations on the exteriors of Buildings 66, 67A, and 67B to provide Internet access to the outdoor common spaces.
- If your computer is more than 5 years old, please contact Dale Vickers at dvickers@mtsac.edu or ext. 4374 to request a replacement.
- The Security team completed Data Security User Awareness sessions with two departments.
- [Click here to view the Project List](#)

Enterprise Application Systems / Web Team:

- The team completed the implementation of the new Luminis 5 portal - now available at <http://inside.mtsac.edu>
- Check the Professional & Organizational Development calendar for a complete list of technology training classes offered by IT: <http://www.mtsac.edu/pod>
- [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.
- [Click here to view the Project List](#)

Did you know . . . ? only 8% of the world's currency exists as physical cash . . . the rest exists only on computer hard drives, in electronic bank accounts. (<http://money.howstuffworks.com/>)

Public Safety

This report contains information for the past two months for comparison. The tables depict service calls only. Self-initiated event activities are not included. We have also included brief descriptions of notable events that occurred.

November

On Monday, November 2, 2015, Public Safety personnel dealt with a student who had made some threatening comments during an off-campus gathering. We worked with several other departments on campus and eventually involved the L.A. County Department of Mental Health and the San Bernardino County Sheriff's Department to determine the student was not an immediate threat to anyone's safety.

On Thursday, November 19, 2015, Public Safety received several calls during the course of the day regarding a male in a Mickey Mouse mask looking into classrooms and then running away. Public Safety officers ultimately contacted the former student, issued him a Trespass Warning, and escorted him off campus.

Public Safety Calls – November 2015

Money Pick-ups (10-17's)	39	Vehicle Checks	12
Battery Jumps (10-37's)	78	Assist/Other	63
Vehicle Unlocks (10-41's)	32	Transports	13
Building/Door Lock/Unlock	114	Postings	5
Medical Assistance	13		
Total Common Calls for Service	356		
Total All Dispatched Calls	642		

December

On Tuesday, December 1, 2015, Department of Public Safety personnel responded to a report of a suspicious package on a bench outside Building 2. Several buildings were subsequently evacuated. Los Angeles County Sheriff's deputies and Bomb Squad responded, in addition to Los Angeles County Fire and HazMat personnel. An emergency notification was given to the campus. The Bomb Squad detonated the item and it was determined not to be a threat.

The Margolis Healy consulting group visited the campus from December 15th to the 17th to conduct an assessment of our compliance with the Clery requirements. Their draft report will be sent some time in February.

On Tuesday, December 22, 2015, the department's Lexipol online policy manual was released for members to begin reviewing prior to full implementation. CSEA 262 Executive Board members, along with the Human Resources Vice-President and the Risk Management team, were also provided access to the manual.

Public Safety Calls – December 2015

Money Pick-ups (10-17's)	23	Battery Jumps (10-37's)	38
Vehicle Unlocks (10-41's)	13	Building/Door Lock/Unlock	48
Medical Assistance	3	Vehicle Checks	5
Assist/Other	46	Transports	1
Postings	0		
Total Calls for Service	177		
Total All Dispatched Calls	303		

Sac Book Rac

It's a New Year and as we go forward it is a good time to look back at the Fall Semester successes and build upon those for the Winter and Spring. I know it seems like a long time ago that we completed the Fall Semester, but for the Sac Book Rac we are still wrapping up our Fall Textbook Rentals.

The Textbook Rental program first began when Sac Book Rac was awarded a grant from the Federal Government that only 10 colleges in the nation received. Our program has been in effect for 5 years and in those five years we have saved students over \$500,000 by offering textbooks for rent. In Fall 2015, the Sac Book Rac had 102 textbook titles available to rent for the students of Mt. SAC, and a total of 2,200 books were rented. The Textbook Rental program is meant to save students money on textbooks, but that means we need to have textbooks returned to keep the program self-sustaining. Our staff and students work very hard to help students avoid late fees. To this extent, our staff made 1,600 courtesy calls to students the week of finals to remind them they had an outstanding textbook rental. This first round of courtesy calls were made before the due date and gave the student ample time to return their textbook without any penalty. Now that we are back from the holiday break, we have only 250 outstanding Fall Textbooks Rentals, from the original 2,200 textbooks that were rented. All 250 of those students who still have an outstanding textbook were called as a last reminder that they need to return their textbook, albeit with penalties at this point. By the time we begin the Spring 2016 Semester our textbook Rental program for Fall 2015 will only have an estimated 3% default rate. This is an amazing percentage due to the diligence of the Sac Book Rac staff and students who are dedicated to the success of the Textbook Rental program for future students. I applaud their efforts and commitment.

Suzanne Luetjen, Sac Book Rac Director

Facilities Planning and Management

Facilities Planning efforts are currently focused on obtaining permits for the 2.2 MW solar power developments at the west parcel, and finalizing the environmental mitigation plans associated with the project. The preparation of a subsequent environmental impact report is moving forward for the Athletics Complex East Project, and Facilities Planning will initiate the 2017 Facilities Master Plan by issuing a Request for Proposals in March of this year. Early efforts to prepare for the 2017 FMP include a site study of the central campus area, traffic and parking data collection, and legal reviews of past environmental work. Work to prioritize over 30 new projects requested through the 2015 PIE process will begin in January.

As the Food Services and Student Success Center projects are nearing completion, multiple prime contracts for three new major construction projects have been awarded. The Business and Computer Technology Center, the West Parcel Site Work, and the Central Plant Expansion and Thermal Energy Storage projects have begun or are ready to begin upon receipt of the required permits. The Athletics Complex East project remains in the plan review phase with the State Architect. The process of selecting an architect for the Campus Center project has begun, with contracts to be awarded in March.

The Project Management team is focused on over 100 active projects, including the addition of six modular units to provide temporary space for growth and in support of other major projects, including the Equity Center and a new Testing Center. With the delay of the Parking Structure Project, plans have been prepared for an outdoor seating area on the site of the old Campus Café. Significant projects in the design phase include The Center for Deaf and Hard of Hearing students in building 9A, reconfiguring space in Building 26 for the Humanities Division, a new STEM Center in the Math and Science building, and a storage facility for Event Services, and the addition of water wells for farm irrigation.

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. Temporary classroom space in Building 40 is under construction with a fast-track schedule to provide for occupancy for the Spring 2016 semester.

The Facilities Maintenance teams have been busy with the ongoing maintenance efforts across campus, and with the availability of funding for overtime projects, much has been done to improve the appearance of interior and exterior spaces. Highlights include interior painting of hallways, office and classroom spaces, many spaces that have not been painted for twenty years are receiving much needed maintenance. Flooring and roofing repairs have been completed in several buildings, and much work has been done to re-key office suites and classrooms for safety.

The Grounds team has undertaken an aggressive effort to replace turf areas with California native landscapes and drip irrigation systems, and will soon begin work to modernize the campus-wide computerized irrigation control system. Preparations for El Nino related severe weather were completed in December and as a result the campus experienced only minor inconveniences and no significant damage from the recent storms.

The teams remain focused on providing the very best customer service possible, and look forward to upcoming efforts to expand the preventative maintenance programs for both facilities and the campus fleet of vehicles, and to expand the use of the computerized access control systems to improve building safety and security.

Fiscal Services

- Requisition deadline for Unrestricted General Fund is March 25, 2016. Deadline for all other funds is April 22, 2016.
- New Resources Allocation Phase 3 (approved in President's Cabinet on July 21, 2015, and August 14, 2015) and Phase 4 (approved by President's Cabinet on October 13, 2015) are still in process of being allocated. Please contact Rosa Royce via email if you have any questions.
- Please note the mileage rate for 2016 has been lowered to .54 cents per mile. The Conference and Travel Request/Expense Claim Form and Mileage Record/Claim Form have been updated on the web and can be accessed in the following link: <http://www.mtsac.edu/employees/administrative-forms.html#fiscal>

- Form 1099 Misc, Miscellaneous Income, will be released at the end of January.
- The Los Angeles County Office of Education (LACOE) is performing the College's 2014-15 fiscal oversight.
- Form 1098-T - Tuition Statement has been released in the Mt. SAC Student Portal on Monday, January 11, 2016. A hard copy will be mailed to the students no later than January 31, 2016.
- Spring 2016 registration for classes began on Wednesday, January 13, 2016. Classes will begin February 22, 2016.
- Forms W-2 - Wage and Tax Statement for 2015 will be issued no later than February 2, 2016. More information will be provided in a separate announcement.
- Forms 1095-C - Employer-Provided Health Insurance Offer and Coverage for 2015 will be issued no later than March 31, 2016. This is a brand new IRS form used to determine whether an employer owes a payment under the employer shared responsibility provisions of the Patient Protection and Affordable Care Act (commonly referred to as Obama Care). This form is also used to determine the eligibility of employees for the premium tax credit. Not all employees will receive a Form 1095-C. Only employees who are considered "Full-Time Equivalent" employees during 2015 will be issued a Form 1095-C. A Full-Time Equivalent employee is one who averages at least 30 hours of service per week (130 hours per calendar month). More information will be provided in a separate announcement regarding these forms.
- A SchoolsFirst Federal Credit Union representative will be on campus Wednesday, January 27th from 9 am to 2 pm in Building 4, Room 1390. College employees who are interested in signing up for or learning more about 403(b) and 457(b) retirement accounts may contact Zandra Pirozko at (714) 914-7464 or zpirozko@schoolsfirstfcu.org to set up an appointment.
- The College's Independent Contractor Agreement has been revised. Please use the newly revised agreement which can be found on the Mt. SAC website.
- The current bid threshold has been adjusted to \$87,800 (Public Contract Code (PCC) Section 20651(a)). If you need to make a purchase that exceeds \$87,800, please contact the Purchasing Department for assistance immediately. The formal bidding process can take 2-3 months and requires Board approval.

Technical Services

The Fall and Winter seasons have been very busy for the Technical Services Department. For those of you that may not be aware of the scope of services provided by the different groups within our department, this month's report will include a brief overview of the functions performed by each area as well as a summary of recent activities. In order to provide as much information as possible to the campus community, we are working to convert much of our documentation to Smart Sheet in order to provide web based access to information on the various support services provided. Wherever it is practical, we have also included links to our tracking Smart Sheets.

Event Services:

The Event Services group maintains the campus Master Calendar and provides technical, logistical, and planning support for all events on campus. This includes space reservations for meetings and special activities, setup of tables, chairs, easels, canopies, sound systems, and other event related equipment. Scheduling and support services are requested on the campus Use of Facilities request form. One of the major efforts of this area right now is to purchase and implement an on-line web based system for scheduling events and support services, allowing us to eliminate paper forms. The funding for this project has been approved, and we have been working on the research and development portion of this substantial project. In addition to eliminating multi part forms for submitting Use of Facility requests, we hope to streamline the approval and scheduling process and provide a unified, easily accessible Master Calendar for all events on campus. In a typical year, the Event Services office schedules more than 10,000 events, delivers more than 60,000 chairs and 11,000 tables and schedules more than 21,000 hours of event support labor.

In addition to servicing all event requests for on-campus events, the Event Services office also manages the rental of campus facilities to community groups, under the terms of Administrative Procedure (AP) 6700, which can be accessed with this link: <http://mtsac.edu/governance/trustees/apbp/AP6700.pdf>

During the fall and winter season, the Event Services office has supported a number of major events, including:

- **Mt. SAC Cross Country Invitational** - The largest cross country meet in the world, this 3 day meet hosts 20,000 athletes and more than 5,000 spectators competing on one of the most challenging courses in the nation. Working with all the support groups in our department, Technical Services provides extensive support for this event. Starting weeks before the event, our area installs the distinctive truss over Bonita Avenue that marks the starting line for the course, installs a timing and support portable building near the finish line, provides temporary power and networking to locations around the course, and installs scaffolding for video camera locations on the surrounding hills. Just before the meet, we park our video truck in Lot R overlooking the finish line and run temporary power, video cables and fiber optic cables to provide broadcast coverage of the event. Using a portable 17' x 22' video screen, our department provides full coverage of the two days of the high school division of the meet, providing spectators with a great view of the race through the hills. In addition to the live coverage of the event on the screen, we also provide a live Twitter feed of comments about the event on the screen, helping keep young viewers engaged. The event is also streamed on the internet so that parents at home can watch the competition as well. In addition to the physical and broadcast support for the event, Technical Services also runs the box office operation for the stadium, provides ticket takers and ushers, and coordinates gate and event security with the Campus Safety department and outside private security groups. Our office also coordinates scheduling overtime for Grounds, Custodial, and Maintenance staff to support the staging and cleanup of this event. All of the work on this epic event is funded through the proceeds from entry fees and admission to the event, so this event does not generate additional expense to the College. The staff in the Track and Cross Country area do a spectacular job of planning and managing this event, and it is a pleasure to support such an outstanding undertaking.
- **Nursing Graduation in Gymnasium 3** - Due to the lack of a large indoor assembly space on campus, our vintage gymnasium is occasionally pressed into service as an auditorium. In order to accomplish this without impacting the playing surface, the Event Services group installs wall to wall carpeting on the playing court. In addition to the carpeting, we install drapes, lighting, video projection, a stage, and a complete sound system. This event was another great success, with planning, logistics support, and technical and operational staffing provided by Technical Services.
- **Home Football Games** - Our home football season turned into a travelling road show this Fall. The first game of the season was held at Walnut High School, due to the projected demolition of the stadium. The Technical Services office evaluated this facility for box office capabilities, checked out possibilities for television coverage by our Broadcast Services area and assisted with logistics planning for security and parking. Following the first game, the delays in the stadium project provided us with the opportunity to move the remaining home games back to the campus. Since no upkeep had been provided to the stadium since Commencement, a great deal of effort on the part of Facilities Management and Technical Services was required to bring the stadium back up to standards in the two week window prior to the next game. Thanks to the great cooperation between the various groups within the Administrative Services area, the stadium was cleaned up, the field was spruced up, and all technical systems were checked and repaired. The stadium scoreboard received new lettering and some electrical repairs to allow it to make it through another season. For home games, the Event Services office coordinates logistic support for each game, including gate security, field setup, operation of the PA system, operation of the box office and ticket taking, and coordination of grounds and custodial support for preparation and cleanup.

Use of Facility Requests 2015-2016: <https://app.smartsheet.com/b/publish?EQBCT=cf3bcaa94eb241efbaa7d8c7fa5af8ff>

Use of Facility Requests 2016-2017: <https://app.smartsheet.com/b/publish?EQBCT=e6e27a484a964cfdb5d60dd8e7aae476>

Major Projects in the Event Services Queue:

- **New Master Calendar and Event Management Software** - as previously stated, this project has been funded and is in the development phase.
- **New Storage Building for Event Services** - due to the demolition of Building 12A, all of the storage space for Event Services has been temporarily relocated to the parking area behind Gym 3. A new storage building will be constructed north of the new BCT building, allowing us to remove the temporary storage and return additional parking to that area. This project is in the planning phase.

Performing Arts Operations:

The Performing Arts Operations group provides technical and operational support of the Performing Arts Center. This support includes the box office, concession stand, front of house operations, lighting, and sound and stage carpentry. This group provides full technical support for all student performances by the Music and Dance

departments and assists students in the technical operation of the theater during Theater Department productions. The Performing Arts Box Office also serves as the central box office for the campus, providing ticketing support for the Performing Arts Center, the Planetarium, and for Hilmer Lodge Stadium. The operations group provides support to more than 100 events per year, operating the building for student groups, College events, and for a number of outside rentals. The Performing Arts Operations group also oversees day to day maintenance of the theater facilities and plans and implements upgrades to the technical facilities and equipment in the building.

As part of our responsibility to maintain and upgrade the facilities in the Performing Arts Center, a major project to upgrade and automate the rigging in the Clarke Theater is now nearly complete. Ten line sets in the building have now been motorized and automated to allow trained operators to move scenery and lighting on and off stage with increased efficiency and safety. When complete, this project will allow efficient operation of the stage facilities using less labor by automating the movement of scenery and lighting. Installing this equipment required that the stage area of the Clarke be completely cleared of lighting, rigging, drapes, equipment, and the orchestra shell. This is the first time in 14 years that the stage area has been completely cleared, and removing and then re-installing all of this equipment was a monumental effort.

In addition to the usual student shows and community rentals, the operations staff provided a great deal of support for the Cross Country Invitational and the Nursing Graduation that have previously been described. In addition to these events, the staff is heavily involved in the following annual event:

- **Annual Holiday Wassail and Concert** - This signature event takes place each December in the Performing Arts Center. The operations staff converts the large dance studio into a magnificent dining facility by installing wall to wall carpeting, extensive drapes, painted backdrops, lighting and sound systems and a small performance stage. The operations staff also installs outdoor holiday decorations, operates the Feddersen Recital Hall for the concert portion of the show, and even provides an ornamental snow storm at the end of the concert.

Major Projects in the Performing Arts Operations Queue:

- **Electrical Upgrades in the Clarke Theater** - Scheduled maintenance funding has been approved to replace the theatrical lighting control system and upgrade other electrical components in the Clarke Theater. This project is in the planning phase.

Broadcast and Presentation Services:

The Presentation Services group provides comprehensive design, technical and operational support for all campus audio-visual systems. The Broadcast Services group provides design, operational and technical support for campus broadcasting facilities including the remote production truck, the television studio and the radio labs and studios. This group also supervises the operation and maintenance of the campus two-way radio system. This group produces complete video presentations and informational videos for the campus community. This production work involves script development, writing, shooting, editing and revising video programming. Additionally, this group provides support for closed captioning of College owned videos for ADA compliance.

In addition to providing extensive support for the Cross Country Invitational this Fall, Broadcast and Presentation Services provided the remote video truck and technical support for student video productions covering select home football games and home soccer games as well as extensive student use of the television studio for instructional purposes. As part of our rental activities, the video truck along with staff and crew provided extensive live coverage of the Foot Locker National Cross Country Championships in San Diego.

This group is involved in an extensive array of short and long term design and implementation projects that are in various stages of completion. In the Fall and Winter period, these are some of the projects in progress:

- **Professional and Organizational Development Office Remodel** - Staff designed, programmed and supervised the installation of an extensive array of new audio visual systems for staff development.
- **Emergency Operations Center** - Work is on-going to complete the installation and programming of an advanced audio-visual system for the Emergency Operations Center.
- **Food Service Building** - Work is nearly complete on a sophisticated digital signage and audio visual system for the serving and public areas of the Food Services Building.
- **Student Success Center** - Installation work is just beginning on a very complex system for the Student Success Center.

- **Business and Computer Technology Center** - Our staff has been working closely with the design team to create a state of the art teaching facility in this new complex.
- **Emergency Notification System** - Our staff and management have been very involved in evaluating hardware and software to provide both visual and audible alert capability for the entire campus.
- **Major and Minor Remodeling Projects** - Our staff provides technical support and advice for any project on campus that involves audio-visual presentations.
- **New Remote Production Truck and Studio Upgrade** - A new video truck chassis has been awarded by bid, we are now in the design and implementation phase of constructing a new video truck that will serve as our remote production vehicle as well as functioning as the control room for our television studio. This will allow us to upgrade all of our production facilities to high definition video and greatly expand the educational opportunities for television students. This truck will also be used to provide content for the new video screen that is being installed as part of the stadium project. This project is scheduled for completion in December 2016.
- **New Media Server for Campus Wide Use** - A project has recently been approved to design and install a streaming media server for campus wide use. Eventually, all College owned media will be transferred to this server along with the required captioning information. Authorized users will be able to view and project instructional video material from any computer on campus using a simple web browser. The captioned material will be full text searchable providing another valuable research tool for faculty and students. This is a very ambitious and exciting project that will have a long term impact on the instructional environment at the College. This project is currently in the planning phase and will take several years to implement.

Information Sheet Links:

AV Issue Response Log: <https://app.smartsheet.com/b/publish?EQBCT=0127b4ccc97d4512801acc5dda8876eb>

AV Current Work Order Log: <https://app.smartsheet.com/b/publish?EQBCT=12e2225cddb14844be56f3728572be80>

AV Project List: <https://app.smartsheet.com/b/publish?EQBCT=fb4033be2e4e45f2bf0c0353b9781422>

Risk Management, Environmental Safety and Emergency Services

Emergency Preparedness and Safety

- **Emergency Preparedness and Response Training** –Training classes during Winter Session include Building Evacuation, EOC Incident Action Planning, Active Shooter and Disaster Service Worker. All trainings are listed on the POD Calendar.
- **Spring Emergency Drill** – Spring drill will be conducted on Thursday March 17, 2015. The drill will include building evacuations throughout a significant sector of the campus.
- **Title 8 OSHA Compliance** – Updating workplace safety plans and developing campus training for Ergonomics, Injury, Illness and Prevent, Hazard Communication, and Emergency Actions.

Emergency Alert System

A Task Force has been assigned to explore the feasibility of installing a multi-modal system designed to provide audible and visual notifications on a variety of devices and systems located in classrooms, interior corridors, meeting and assembly spaces, offices and all other public spaces on campus. A risk assessment must be performed in order to determine optimum placement of the devices and systems on campus. The Task Force is currently working on developing a proposal which will be utilized to seek competitive proposals for this service. Discussions are also underway to discuss installing an alert system in a few buildings on campus as a test project.