

Quarterly Informational Announcement

April – June 2023

Administrative Services



Learn more at www.mtsac.edu/adminservices

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Introduction

As part of our commitment to fostering transparency and keeping the Mt. SAC campus community informed, the Administrative Services Division is delighted to present this quarterly informational report. This report aims to showcase the various activities and projects undertaken by each department within the division.

Your perspectives and suggestions are crucial, and we highly value your input. We welcome any feedback you may have.

Thank you for your continued engagement and support in making our campus a thriving and dynamic community.

Morris Rodriguez

Morris Rodriguez | Vice President, Administrative Services



Facilities Maintenance & Operations

Custodial

- The Custodial Department continues to focus on transitioning services and schedules for the **new Athletics Complex and Student Center**, learning patterns of use, and cleaning needs for the various areas.
- Congratulations and welcome to recent hires **Johnny Velasquez** (Custodian I), **Ingris Villeda** (Custodian I), and promoted employee **Laurie Maas** (Administrative Specialist III supporting Grounds and Custodial)! Interviews are currently in process to hire additional Custodians.
- The Custodial team is presently engaged in **thorough cleaning initiatives** throughout the campus, encompassing tasks such as **deep cleaning** carpets and hard floors. These efforts are being undertaken in anticipation of the upcoming fall classes.

COVID Contact Cleanings Q2	
April 2023	29
May 2023	18
June 2023	6

53 TOTAL

Energy Services

- The Energy Services Department continues to engage in daily and weekly activities including, but not limited to: coordination of the B29 chiller plant, boiler systems, cooling towers, recirculation pumps, and control valves to enable **quality temperature ranges** for all buildings on campus; **HVAC work orders** for too-hot and too-cold requests; and recharging of the **Thermal Energy Storage Tank**.
- **Chemical treatment preventive maintenance** was performed on the cooling tower.
- **Major preventive maintenance work** was performed on chillers 2, 3, and 4, and **replacement pressure gauges** were purchased for the chiller plant.
- **Three new HW Boilers** were acquired for building heating systems in the **Child Development Center, B66, and B67**.
- A **refrigerant monitor** was installed for chillers 2, 3, and 4. Installation included a sensing control panel, remote panel, building annunciators, and connection to the building automation system. The calibration of the sensing modules is ongoing.
- Energy Services assisted with the opening of the new **Aquatic Center**, new **Gym**, and **Student Center** buildings regarding the operation of the HVAC systems, boilers for heating the 1.4M gallons of pool water, PH/ORP systems, and chilled water demand integration.
- Staff investigated the co-generator **electrical wiring and grounding** for SCE.
- **Two additional electric vehicles** (Vantage) for Maintenance & Operations and **two hybrid SUVs** for Facilities Management were procured.

Grounds

- Congratulations and welcome to **Albert Navarro**, a new member of the Grounds team!
- Grounds staff continue to monitor the current **campus tree inventory**, ensuring our urban forest is aesthetically pleasing and safe for the campus community.
- In collaboration with Event Services, Maintenance & Operations continues to accommodate the use of our premier athletic facilities and has successfully supported several events including commencement, track and field PAC 12 conference, softball state championship, TrackFest, USA Water Polo, and many more.
- The use of **robotic mowers** has been implemented, and the Grounds crew is continuing to expand their use of **battery-electric tools** for general landscape maintenance.

- Sets of [Bigbelly trash cans](#) have been installed across campus. These "trio" sets accommodate trash, recycling, and organic/food waste, and fullness-indicating **smart bins** eliminate overflows and help us know when and where to collect. More of these waste systems will be installed as new buildings come online.
- Irrigation central controllers of various brands have been piloted to determine the new campus standard. This change will help us **monitor water consumption** for athletic fields and the main campus, improving efficiency with this precious resource.

HVAC

ENERGY SERVICES & HVAC WORK ORDERS 2023		
Department	Work Orders	Total
Energy Services	640	4,281
HVAC	838	8,657
	1,478	12,938

- The team managed all HVAC **too hot/too cold work orders** across campus. This involved investigating and troubleshooting HVAC air handlers, VAV systems, reheat coils, cooling coils, control valves, booster pumps, and ALC controls. Additionally, the staff checked on Boiler Systems throughout the quarter to mitigate various issues and ordered replacement parts for repairs.
- Air Handler pre-filters and final filters were replaced with **MERV-13s** (where feasible) on campus AHUs.
- The team escorted and assisted DB Sales with **Annual Boiler Preventative Maintenance of 40+ boilers**. They also escorted and assisted TSS with the annual testing and certification of all fume hoods and snorkels.
- The Job Walk of CHW Piping for **Bldg. 28B** was completed. The HVAC team installed Aquatherm polypropylene piping for chilled water and a hot water line from the Bldg. 28B basement to the Bldg. 28A auditorium and aircraft maintenance shop. Piping installation is active after abatement was completed.
- Screening and interviews for a **new Preventive Maintenance AC and Heating Mechanic** were completed, and an offer has been made to the selected candidate.

Maintenance

MAINTENANCE WORK ORDERS 2023			
Type	Requested	Completed	Open
Employee Requested	1,111	1,106	127
Preventative Maintenance	-	160	-

% of work orders **completed in less than 1 week = 72%** (YTD 2023)

Small Projects Completed

- Campus-wide - Managed secondary main water feed to campus; access control backup batteries replaced; pressure vessel inspections; semi-annual kitchen fire suppression preventative maintenance; preventative maintenance of dirty doors and walls.
- Bldg. 1A, 2T, and 4 - Extensive **roof patching**.
- Bldg. 7 - Installed window shades on hallway windows.
- Bldg. 9E - **Water intrusion remediation** project substantially completed.
- Bldg. 61 - **LED lighting upgrade** completed.
- Bldg. 66 & 67 - Water leak investigation completed and turned over to Facilities Planning/Construction.
- Bldg. 7, 11, and 80 - Completed new Phoenix Controls server installs.
- Bldg. 78 - Sealed electrical conduits that were serving as rainwater entry pathways.
- Champion Parking Structure - Installed **speed bumps**.
- Parking Lot H - Repaired/replaced shorted-out underground electrical cables.
- Supported multiple construction-related **gas and water shutdowns**.
- Supported **decommissioning of Gym 3 and Bldg. 27** including emptying of pool and pool chemical drums.

Staffing

- Congratulations and welcome to **new hires Jesus (Adrian) Torres** (Skilled Crafts), **Daniel Romero** (Plumbing), and **Jason Epps** (Lead Painter)!
- Best wishes on a long, fulfilling **retirement** to **Troy Lyon** (Transportation) and **Sam Lam** (Lead Electrician).

Transportation

- **72 student transportation vans** serviced, and inspections completed.
- Tires on trailers for Fire Science were replaced.
- Two Drone Vans were delivered to the dealer to correct factory recall issues.
- Attended 5S training sponsored by Risk Management and began Shop clean-up efforts.
- **Campus Emergency Generators** and **Lighting Towers** were tested and refilled.
- Managed hazardous waste stream with Risk Management.
- **Shop reorganization** is ongoing.

Warehouse

The Warehouse completed successful **year-end closeout**.

12,462 Packages Received

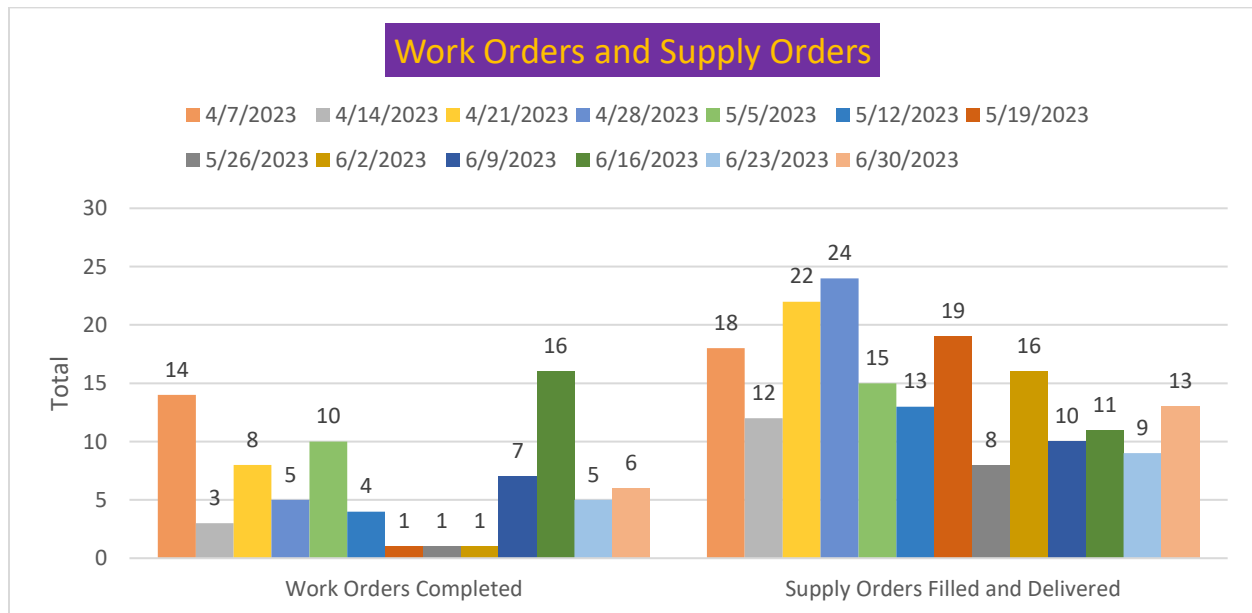
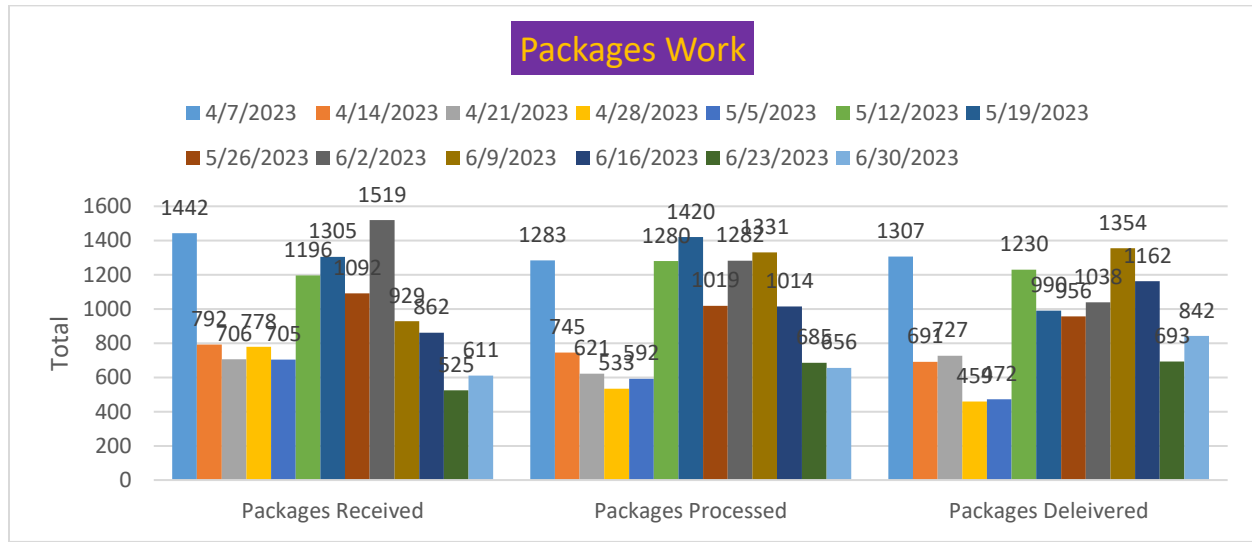
11,921 Packaged Delivered

81 Misc. Furniture/Surplus WO completed

12,461 Packages Processed

511 Walk-In Pickups Processed

190 Office/Classroom Supply Orders Filled



Facilities Planning & Management

Facilities Planning

- On July 1, 2023, **Megan Moscol** joined Mt. SAC as the new **Senior Facilities Planner** overseeing campus planning efforts in Facilities Planning and Management (FP+M). Megan has a background in Mechanical Engineering and most recently served as an Assistant Project Manager for Campus Capital Projects at Fullerton College. She has also served as the Orange County District 4 Waste Commissioner and the Assistant Director of Facilities Projects, Programs, and Sustainability at Cal State Fullerton.



Megan Moscol

- The Facilities Planning Team is coordinating with the Instructional and Administrative Divisions to initiate the **Educational and Facilities Master Plan update**.
- Facilities Planning is reviewing the existing **project prioritization and planning process** and coordinating with appropriate divisions to develop a draft **update to Administrative Procedure 6610**.
- The Facilities Planning Team is finalizing the **Campus Wayfinding and Signage Plan** per steering committee recommendations and supporting the roll-out of coordinated **Smoke-Free Campus signage** for Fall 2023. Mock-ups of selected signage types are anticipated for review and comment Fall semester.



Campus Wayfinding Signage

- At the June Board of Trustees meeting, Psomas Engineering was approved to conduct the **Fall 2023 Parking Inventory and Evaluation**. This fall, the Psomas team will provide a confirmation of the inventory of existing parking spaces and execute a census parking survey (manual ground counts and aerial drone counts).

Sustainability

- On June 14, 2023, the **Climate Action Plan (CAP) 2023 Retreat** was held. This retreat was held to foster knowledge sharing and to enrich the CAP review process (5-year cycle). The retreat provided an opportunity for focus groups to share out their findings and to retrieve feedback from attendees.
- A **renewable energy plan** was completed this quarter, and applications for funding were submitted for a 2.7-megawatt system to be housed in three locations on campus.
- A first draft of the **Decarbonization Plan (D-Plan)** was completed last quarter. The D-Plan will provide long-range plans to **phase out the use of natural gas on campus** and provide strategies to improve energy efficiency across the physical plant.
- Phase One of the **energy audit** was conducted on 7/11/23 by CLEAResult’s Higher Education Efficiency Performance (HEEP) Program. The audit will identify opportunities for **energy optimization** and **financial incentives** to implement energy efficiency strategies.
- Mt. SAC has been designated as a **Tree Campus** through the Arbor Day Higher Education Foundation which honors colleges and universities for **effective campus forest management** and engaging staff and students in conservation goals. Mt. SAC achieved the distinction by meeting the program’s five standards, including maintaining a tree advisory committee, a campus tree-care plan, dedicated annual expenditures for its campus tree program, an Arbor Day observance, and a student service-learning project.



Major Capital Improvement Projects

- **Physical Education Project (PEP)** - The **Gymnasium, Wellness Center, and Aquatics Complex** are open for use by instructional and athletics groups. Efforts continue to transition these facilities to full occupancy, with commissioning efforts underway on various building systems.

- **The Transit Center** ribbon-cutting ceremony was held on June 28th. The Transit Center includes 10 bus bays, landscape, hardscape, fencing, lighting, and utility infrastructure. A new signal is in operation at the existing driveway on Temple Avenue, east of the Technology Center. Two pedestrian bridges provide access to both new parking structures and the PEP Complex.



Mt. SAC Transit Center



Student Center Ribbon-Cutting

- **The Student Center** ribbon-cutting ceremony was also held on June 28th. This three-story building provides space for students to study, relax, connect, and collaborate. The building is the new home to the Student Life Office, Associated Students, student clubs and organizations, Dean of Student Services, Rising Scholars, Multi-Cultural Center, and the new event center. Construction final items and closeout procedures are in process.

- **The Sand Volleyball and Wildlife Sanctuary** project continues construction with several critical activities currently in the process: framing and roofing completion for all new buildings, steel frame installation of shade canopies at the soccer field, and new traffic signal set-up at Mt. SAC Way. Work is on track to complete the soccer shade structures in time for the Fall 2023 season and the volleyball courts in time for the Winter 2024 season.



Conceptual rendering of Wildlife Sanctuary



Conceptual rendering of Beach Volleyball Complex

- Construction began in March on the **Campus Store and Instruction Offices** building. Critical work for the next quarter includes coordinating the occupancy of the spaces just south of the Student Center with the new building and pedestrian bridge construction activities. Environmental monitoring for this project is ongoing, per the California Environmental Quality Act (CEQA).



Conceptual rendering of Campus Store and Instructional Offices

- The first phase of the new **Technology and Health Building** began in June. Initial activities include the demolition of the old pool and adjacent athletics buildings, major grading, and utility infrastructure. Increment 2 will be submitted for public bidding in the Fall.



Conceptual rendering of Technology and Health Building

- Both the **School of Continuing Education** and **Library Replacement** projects continue at an accelerated rate. Both projects will be designed and built under the new 2022 codes, with a focus on energy efficiency; they are proposed to be **Net-Zero Energy facilities** when combined with the campus-wide self-generation (solar) projects.



Phase 1 of Continuing Education and Instructional Village Project will provide up to 60 new classrooms at the northeast corner of Parking Lot H

Minor Capital Improvement Projects

The Facilities Planning and Management team is currently working on a long list of minor capital improvement efforts. These projects require formal design, DSA approval, and formal bidding. The following are some highlights:

- **El Centro Modular building** – Foundation construction for this new modular facility began early this summer. The building contractor is scheduled to begin on-site work in July. This new building will be located north of the new Student Center and just east of the Equity Center.
- **New Math and Science Elevator Tower** – This project is currently under review by the state architect (DSA). Construction is scheduled to begin in early 2024, with an expected duration of just over a year.
- **Student Services and Human Resources Modular Spaces** – In May 2023, the Board of Trustees approved the Construction Agreement for the abatement and removal of asbestos and lead prior to building demolition. In July 2023, the Board of Trustees approved a Construction Agreement for gymnasium demolition. Building 3 will be demolished, including all mechanical, electrical, and plumbing systems. Planning is underway for five new modular buildings to be constructed on the site of the old gymnasium.
- **The POD Loft** – Construction on the Building 6 Professional and Organization Development (POD) Loft project is ongoing. In the last quarter, walls and soffits have been framed, with substantial work performed on conduits placed for Audio Visual (AV) equipment and electrical components. The next work phase will include installing flooring, AV Equipment, T-Bar ceilings, and lighting. This upgraded space will provide offices for POD Staff, a specialized training space, and a seminar space with advanced AV equipment and streaming abilities. The estimated completion is fall 2023.

Scheduled Maintenance, Alteration, & Furniture Projects

- The Facilities Planning and Management team is engaged in **over 100 projects** in these categories.
- The extensive State Scheduled Maintenance program continues emphasizing projects requiring critical attention. Scheduled Maintenance work this quarter has included **fencing projects** emphasizing campus safety and security, **chilled water** at the Central Plant, major **HVAC replacement** work, and **LED lighting** conversions.

Alteration projects are ongoing in most of our major buildings and exterior spaces, including:

- Planning and design work on various series of classrooms in **Building 26**. These remodels are phased over time to renovate flooring, ceilings, lighting, audio-visual equipment, and new furniture as needed.
- The **renovation of 10 restrooms in Building 9B** continues this summer as part of the Student Services Building 9B Remodel. Work on these restrooms will address unpleasant odors, damaged plumbing fixtures, delaminating toilet partitions, and inadequate lighting. Work is scheduled to begin at the end of July 2023.
- Construction drawings are in progress for the **Writing Center Renovation** in Building 26B. Bid documents are being prepared with public bidding expected to begin this Fall.

New furniture work includes a full range of projects, from new building interior and exterior furnishings and equipment to individual office spaces. Updates on several large furniture projects include:

- Furniture associated with the **Student Services Remodel Phase II** in Building 9B Furniture Modernization completed in the last quarter.
- Exterior site furniture installation at the **new Student Center** is scheduled for August.
- Furniture design for the **WIN Program Expansion** in Building 45 will begin in August.

Fiscal Services

Accounting

- Fiscal Services and Payroll are working with Citizens Business Bank to process electronic SISC premium payments.
- In collaboration with Public Safety, Fiscal Services helped with the roll-out of the fall semester parking pass, which went on sale on July 17, 2023.
- Chrome River training will be held quarterly during the upcoming fiscal year.
- Fiscal Services is working on updating coding within the Chrome River system.

Accounts Payable

TRANSACTIONS PROCESSED: April – June, 2023	
Conference and Travel Expenses Paid	147
P-Card Expenses Reviewed	5,876
Travel Pre-Approvals	267
Cash Receipts	1,893
Invoices Paid	5,733

Budget

- Fiscal Services is working with SIG (Strata Information Group) to prepare for implementing the **Banner 9 Self-Service Finance Module**.



- Fiscal Services uploaded the **2023-2024 Tentative Budget** into the Banner system on July 1, 2023. Please note that if your account string does not have enough budget to cover the expenditure, you must complete an **online budget transfer** before entering a requisition.

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 2023-24 Adopted Budget is approved by the Board of Trustees on September 13, 2023. Fiscal Services' approval of pending 2023-24 transfers/revisions will resume on September 14, 2023.

Questions regarding online budget transfers/budget revisions? Please contact Fiscal Specialists [Melanie Lazo](#), ext. 5388, or [Yvette Shane](#), ext. 5539



- Online Appropriation Transfer Training** is scheduled for the following dates: August 15, September 19, and October 17, 2023, at 9:00 a.m. Please **visit POD** to register.

Information Technology (IT)

- IT collects and reports more than **110 data points** as monthly statistics for all aspects of IT, including infrastructure, web, administration, project management, enterprise systems, and externally hosted systems. The **data dashboards** are available [on the IT Statistics webpage](#).
- Approximately 10 IT staff members attended [AWS Cloud Practitioner Essentials](#) training in April. IT is evaluating and prioritizing possible systems and infrastructure that can **transition to cloud services** like AWS or SaaS (Software as a Service) hosted environments.
- **Cyndi Erbe** received the [IT Spotlight Award](#) for the first quarter of 2023. The IT Spotlight Award recognizes IT staff members who contributed to the IT Department or College community and went above and beyond! Cyndi is one of the 'voices of Mt. SAC' as a College switchboard operator. The switchboard team fields more than **12,000 calls a month**. Cyndi goes 'above and beyond' to help students, staff, and the community get the correct information and access to campus resources. She is a patient listener, focused on providing the best possible service to every caller.



Anthony Moore (Chief Technology Officer), Cyndi Erbe (Administrative Specialist I / Campus Operator), and Michael Carr (Director, Academic Technology)

Academic Technology

- The **Mountie Tech Hub** project is moving forward with a **soft opening** date of **August 28**. This will be a centralized location where students can ask questions and receive technical support on hardware and software provided by the College.
- The **Student Technology Support website** is receiving more visits from students. From July 22 to April 2023, the website experienced the following increase in web traffic:
 - 1,826 unique page views
 - Average visit duration is 3 minutes and 6 seconds
 - 599 new site visitors
 - 788 returning site visitors
- IT is working on **streamlining technology purchasing** with guidance from the Purchasing Department. This excellent partnership has positively impacted the College by identifying ways to **reduce costs**. If you need a quote or assistance with a technology purchase, please complete the **Help Desk service request** for a **Computer or Technology Quote** or call the **Help Desk** at **x4357**.



- **Desktop and Laptop Security Confirmation Project:** This project's purpose is to discover and document our operating system patching strategy, local operating system security configuration settings, BIOS security configuration settings, and hardware encryption settings. This will provide IT with data to make any necessary **computer security adjustments**. IT is working with the **Chancellor's Office** on this project as there is **funding available for Cybersecurity initiatives**.

Enterprise Application Systems / Web Team / Project Management

- IT drafted potential **Project Prioritization Process and Criteria** and shared them with Cabinet and ITAC for feedback.
- In partnership with Police and Campus Safety, the **new parking permit system is live**. Student and staff permits may now be purchased from the portal at **<https://www.tocite.net/mtsac/portal>**.
- **Episode 3 of the MS Outlook training series is now published**. This video shows how to save time automating text with My Templates, Quick Parts, and Autocomplete.

- In partnership with Counseling, students can now schedule/cancel advising appointments through the **Navigate app**. To learn more about appointment scheduling and how it works, visit the Navigate Student website at <https://www.mtsac.edu/navigate/>.
- IT completed the **SuperGlue integration** to enable **CCCApply data** and other information to be delivered to **Banner** in real-time.
- The **Web Accessibility Team** achieved its May 1, 2023, goal of ensuring more than **1,000 pieces of accreditation evidence** met **accessibility compliance standards**.
- Step-by-step directions are now available on the [campus map](#) by clicking ‘**Wayfinding**’ on the mobile or desktop versions of the map.

Infrastructure & Data Security

- The team is working with Apogee and AWS on the feasibility and cost of **moving the College’s ERP system to the cloud**.
- The team is working with Presidio on **AWS grant funding** and the Landing Zone project to start the **cloud migration**.
- The College’s current AWS operational expense is \$2,204, a **9% reduction** from the previous month.
- A cross-functional IT team is **testing bulk email delivery service** from Banner and other systems to AWS Simple Email Service (AWS SES) for enhanced scalability and capacity.
- The **Crisis Management and Incident Response (CMIR)** review project with Presidio and Fellsway Group is complete. The next steps are to meet with the identified working group for continual review of CMIR Guide and Playbook and inclusion into emergency operations.

- The **Microsoft A5 Security Review** with Oxford Computer Group is nearing completion. The next steps are to implement recommended improvements and configuration changes. This initiative was funded by the CCC Tech Center.
- Starting in August, the team is working with Info-Tech on a project to revise and update **IT's Disaster Recovery Plan**.



- The Network Infrastructure team is continuing to commission the **new Student Center network cabling and hardware**.
- The Board approved the purchase of **two new firewalls**. IT is reviewing vendors and the scope of work to migrate from the existing CheckPoint hardware to **Fortinet** firewalls.
- In June, the team prepared and onboarded **Follett** for the **bookstore migration**, including network, phones, email, and API integration work.



The Sac Book Rac reopened on Weds, July 5 under new bookstore partner Follett Corporation

Police & Campus Safety

- May/June 2023 - Sergeant Owen attended National Conference on Race and Ethnicity.
- June 2023 - Police & Campus Safety provided security and community service during all Mt. SAC commencements.

Police & Campus Safety Calls			
April – June 2023			
	April	May	June
Money Pick-ups (10-17's)	37	30	25
Battery Jumps (10-37's)	14	16	10
Vehicle Unlocks (10-41's)	10	15	5
Building/Door Lock/Unlock	58	52	38
Medical Assistance	8	5	3
Vehicle Checks	0	0	0
Assist/Other	21	22	17
Transports	1	1	1
Postings	1	1	0
Total Common Calls for Service	150	142	99
Total All Dispatched Calls	291	268	191



Risk Management

- **Worker's Compensation** results for the second quarter:
 - 15 new claims were filed
 - 17 claims were closed
- On April 1, 2023, the **Company Nurse Program** went live which is an added benefit through our Worker's Compensation Program.
 - Training was provided to the Managers on March 2, 2023, at the Monthly Managers meeting; CSEA 651 was trained on March 17, 2023; Student Health Services staff were trained on April 4, 2023; the Instruction team was trained on April 5, 2023; and the Health and Technology division was trained on March 9, 2023.
- In the first quarter, one **Property and Liability claim** was filed.

- Risk Management staff completed their continuing education courses to maintain their designation as **Certified School Risk Manager**.
- **Five hazard reports** were reported to or through Risk Management in the second quarter. All have been resolved or are pending the completion of a work order as assessment. Hazard reports are reviewed and discussed at the monthly **Health & Safety Committee** meetings.
- Risk Management continues to conduct **ergonomic evaluations** upon request to assist in preventing worker's compensation injuries and repetitive motion claims.
 - **14 ergonomic evaluations** were completed in the second quarter. Risk Management continues to partner with HR regarding accommodation requests and needs.
- Every year we develop a **Risk Improvement Action Plan** with our worker's compensation carrier to address areas with a high frequency or severity of claims. We continue to conduct **monthly trainings** with Grounds, Maintenance, and the Custodial group. In the second quarter of 2023, **CSEA 651** and staff have had the following in-person trainings:
 - April – Ergonomics
 - May – Heat Illness Prevention and Plan
 - June – Forklift Training
- The **Employee Wellness Program** continues to provide resources and wellness challenges to our staff in remote and in-person settings. We continue to see an increase in participation from employees:



- The "Spring Vibes (mind and soul)" **walking challenge** started on March 6, 2023, and ended on April 30, 2023. We had **302 staff registered** and participating in the challenge, which was a significant increase from the last event with 120 participants. All registered participants were eligible to win one of twenty-five \$100 Amazon gift cards that were raffled off. Keep up the great work campus community!
- A variety of **virtual nutritional classes** & demos were provided to the campus.
 - Wellness Webinars
 - Root Causes of SIBO & Gut Dysbiosis (April 11, 2023)
 - Boosting Metabolism without Caloric Deprivation (May 16, 2023)

- Cooking Class – Boosting Metabolism in the Kitchen (May 24, 2023)
- Other virtual and in-person activities that were provided through the Wellness Program include:
 - Breath Work Classes with Robert Van Der Heyden (*now available in person and online*)
 - Yoga
 - Guided Meditation
 - Cardio Dance
 - Capoeira
 - Cardio/Circuit Room
 - Lap Swimming
 - Functional Training Class
- **Weekly Wellness Announcements** are sent to our employees, providing the following resources:
 - Resources to Move More
 - Resources to Eat Well
 - Resources to Build Stress Resiliency
 - Mental Health Wellness and Crisis Services (Crisis Hotline (800) 854-7771, available 24 hours)

Environmental & Emergency Management

- Monthly visual inspections of all the Mt. SAC **generators** is ongoing as part of **Spill Prevention Control & Countermeasures (SPCC) compliance**.
- **Annual inspection of Ethylene Oxide sterilization unit of building 80** was completed via a third-party vendor.
- The Environmental and Emergency Management team assisted the Farm with their **emergency response plan**.
- A new **lockdown protocol for the Planetarium** was developed, and a lockdown drill will be conducted in month of September.
- Building **evacuation routes** by floors and campus **evacuation assembly areas** for the entire campus were updated.

- The team is currently working to create short videos on **emergency response and evacuation**.

ONGOING TRAININGS	
Building Evacuation	Emergency Preparedness
Separate training sessions with individual Building Marshals and Floor Captains belonging to different divisions to enhance coordination and improve evacuation procedures	Stop the Bleed and Use of Fire Extinguisher

- Collaborated with the Mt. SAC Design and Construction team regarding **Fire and ADA compliance code**.
- Five “S” trainings for the staff members of M&O (garage) were provided.
- A successful **State Fire Marshall’s inspection** was completed, and Mt. SAC had no major violations/citations.
- A third-party vendor disposed of old drums of Propylene Glycol, and the team assisted various departments in handling and maintaining a good **compliant waste accumulation area**.
- **Routine daily inspections** continue to identify all hazardous situations on campus. As hazards are identified, they are addressed with the appropriate division.
- Attended LA County **School Threat Assessment Response Team (START) Presents: Workplace Violence Threat Risk Assessment**. Attended **FEMA** higher education emergency management symposium.
- A successful **Mass Casualty Incidence Drill** was conducted in collaboration with the paramedic and nursing programs (faculty and students).
- Completed Mt. SAC **Bloodborne Pathogen and Exposure Control Plan**.

Technical Services

- All areas of Technical Services were involved in the opening of the new Student Center and Summit Event Center. Three events were held in the Summit Event Center during June: the Nursing Pinning Ceremony, Student Center Ribbon Cutting & Grand Opening, and the Dr. Scroggins Retirement celebration. Much work is still needed to finish commissioning technical systems in the Event Center, along with ordering and receiving much of the event equipment and furniture needed to operate the facility.

- The Technical Services Division Office and Event Services Office **relocated** from Building 6 to the **third floor of the new Student Center**.
- May and June were extremely busy for all areas within Technical Services, supporting numerous end-of-year ceremonies and celebrations.

Audio Visual Services

- AV Services has **relocated to the front office of Technical Services in Building 6**, previously occupied by Event Services. Feel free to stop by and visit the new arrangement!
- AV Services has been working diligently to support the **commissioning of AV systems** in the **new Gym and Aquatics complex** and at the **Student Center**. However, commissioning has been delayed due to supply chain issues with critical components. Many speaker amplifiers have yet to arrive, so the team has found a few suitable replacements. As a result, there are still areas in both projects that need more audio reinforcement. The remaining amplifiers are expected to be shipped by the end of June 2023.
- The AV engineering milestone for the POD Loft project has been reached in collaboration with the contractor. AV Services is coordinating a new process with the contractor to procure the necessary equipment. Based on current timelines, they foresee completing this project around mid-September.
- AV Services is actively supporting the **new Beach Volleyball courts**, with equipment purchasing underway and completion expected by Fall 2023. Support of the new Building 16F is in progress, with most of the equipment already received and ready for installation.
- The **design review** for the new **Tech and Health Building** is ongoing.
- Renovation of the AV system in **Building 7** is underway. Currently, the contractors are surveying the existing conditions and initiating the procurement of the system. Some equipment has been identified as unavailable, which led to the selection of alternative equipment. This has caused some changes to the design, so careful consideration had to be made to provide the expected solution. Additionally, faculty members have made plans to avoid teaching in certain rooms, allowing work to be done during regular working hours instead of nights and weekends, resulting in significant cost savings.

- The design and scope for **Building 11**'s AV renovation is complete and awaiting bids. This renovation will modernize 11 classrooms and include **mass notification systems**. Based on the bid and Board approval, work should begin in January.
- AV Services is now involved in the incremental upgrade of **Building 26** in collaboration with Facilities and the Instruction department. The plan is to select groups of classrooms for **phased upgrades**. This will involve modernizing AV with new motorized screens, projectors, and teaching stations. To maximize faculty space, the cabinet that houses the current audiovisual equipment will be removed.
- **Building 9E** is scheduled to undergo the installation of **Alertus mass notification**. The beacons are designed to deliver visual notifications using strobes and alert text. This implementation will integrate the Student Success Center into the campus-wide notification system for evacuations or shelter-in-place alerts. The installation of these beacons is anticipated to be completed before the Fall 2023 semester commences.
- AV Engineering has initiated the renovation process for the **Writing Center** located in **Building 26B**. This endeavor aims to update one of the classrooms and introduce mass notification systems equipped with visual and audible messages.
- Progress is underway to develop the **Continuing Education Village**, a comprehensive complex that will accommodate various systems, such as lecture capture, HyFlex, active learning spaces, and event space.
- The final evaluation phase has commenced for the **Student Services Modulars**, which will occupy the space of the former Gymnasium building. This complex is comprised of five buildings, offering technological support for office collaboration, conference rooms equipped with Zoom conferencing capabilities, and Alertus mass notification systems featuring visual and audible messages.

Broadcast Services

- Broadcast Services supported the **PAC 12 Track & Field Finals** at the stadium by providing the **scoreboard show** that complimented the live broadcast for the audience.
- For this year's **Commencement** ceremony, the Broadcast team established a dedicated **live stream** exclusively for **Deaf and Hard of Hearing (DHH)** guests. The stream showcased ASL interpreters and provided closed captioning services. Impressively, the stream garnered an audience of over 600 viewers. Moving forward, the team will collaborate with the DHH community to gather feedback and identify areas for potential enhancements in preparation for next year's ceremony.

- Broadcast Services successfully **live-streamed** the inaugural event held at the new Student Center. The first event to take place in the newly constructed 3rd-floor space was the Nursing program’s Spring Pinning Ceremony. By live streaming the ceremony, Broadcast Services enabled family and friends who could not attend in person to participate remotely.
- Broadcast Services **captioned 205 videos** for the second quarter of the 22-23 fiscal year. The total expenditure for captioning in the 2022-23 fiscal year is \$22,621, or about \$1,830 less than 2021-22, which is close to the \$1,885 monthly average.
- Broadcast Services completed many projects during the final quarter of 22-23. Along with the captioning projects, the team completed **21 live-stream webcasts and 58 video projects** for various departments.
- Some highlights were the **Alumnus of the Year video** featuring **Sona Movsesian**, media personality and personal assistant to **Conan O’Brien**. The team had the opportunity to shoot an interview with Conan at his podcast studio in LA to create a complete picture of Sona’s accomplishments.
- The team also created a series of Student Success Stories that played prior to the start of this year’s commencement. Student Services was very appreciative of the content and production value that the team provided.
- Another highlight was the series of videos featuring Dr. Scroggins’ reflections on his time leading Mt. SAC. These were created as a lead-up to Dr. Scroggins’s retirement party at the end of June.
- Broadcast assisted the EMT program by providing multi-camera documentation of their Mass Casualty Incident event. This was a “real world” training for the EMT and Nursing students, and our team will provide a cohesive package that can be used for future demonstrations and use in instruction. Broadcast Services can also provide “sizzle” reels for promotional purposes.

Event Services

- Three new event technician positions were hired, and the department welcomes Andrew Bristow (ET-II), Jacklyn Rosado (ET-I) and Abbey Williams (ET-I) to the team! One final Event Coordinator position is still open for recruitment.
- Event Services supported the four-day **PAC12 Track and Field Finals** in the Hilmer Lodge Stadium during the month of May.

- Event Services is working on finalizing the baseline calendar for the **Summit Event Center** and is working on establishing a **reservation process** for groups wanting to use the facility.
- Commencement week was very busy for Event Services with the Transfer Celebration and Mt. SAC Commencement at Hilmer Lodge Stadium, and the Nursing Pinning Ceremony in the new Summit Event Center.

Performing Arts Operations

- The Performing Arts team supported several end-of-semester performances and events including the Spring Dance Recital, Vocal Jazz Show, Fire Technology Graduation, Psych Tech Graduation, ABE Graduation, Transfer Ceremony, Mt. SAC Commencement, and the Nursing Pinning Ceremony.
- The Performing Arts baseline calendar was solidified for the 23-24 academic year.
- Planning for the annual Wassail Dinner and Concert to move to the new Summit Event Center is underway. The new facility will allow for increased capacity, pre-event gathering space, and enhanced support spaces, particularly for catering.