

Quarterly Informational Announcement
July – September 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.
- The Custodial Department **hired three full-time custodians**: one for the swing shift and two for the night shift.
- During Q3, the Custodial Department completed **330 service work orders**, bringing the total number of completed work orders for the year to 796. Related to COVID-19 contact cleanings, 10 rooms were cleaned for health within 24 hours. Totals of COVID contact cleanings are outlined below.

COVID Contact Cleanings Q3	
July 2023	12
August 2023	39
September 2023	50

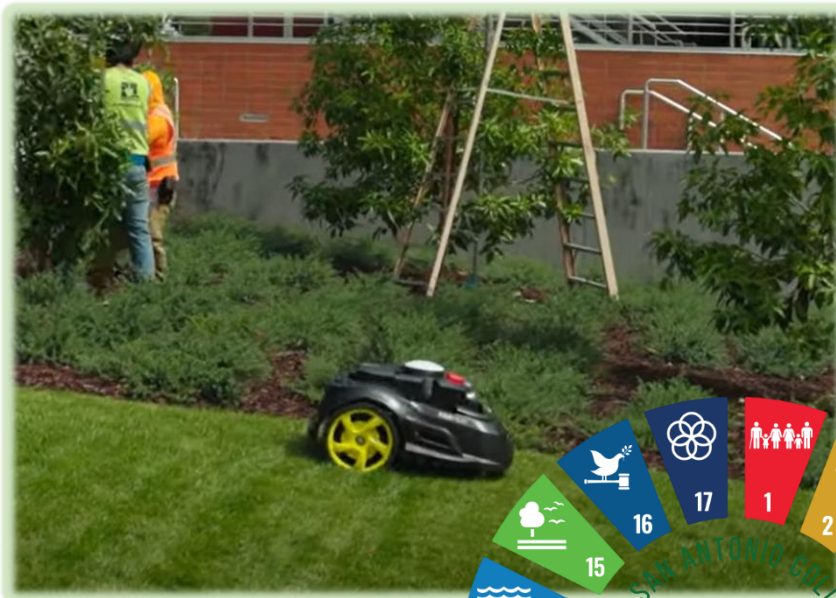
101 TOTAL

Grounds

- The Grounds team wishes to congratulate and welcome **Eddie Castaneda** to Mt. SAC and congratulate him on his new position!
- In collaboration with Event Services, Maintenance & Operations continues to accommodate the use of our premier athletic facilities to successfully host a number of events, including the [Mt. SAC Relays](#), USA Water Polo games, and many more.
- Sets of **Bigbelly** trash cans have been installed across campus, including near Building 410, the new Student Center. These “trio” **smart bins** accommodate trash, recycling, and organic/food waste, and fullness indicators help eliminate overflow and help us know when and where to collect. More of these waste systems will be installed as new buildings come online.



- Mt. SAC is the **first Green Zone Certified community college in the nation!** Mt. SAC’s Grounds crew now uses zero-emission, low-noise electric equipment (e.g., robotic mowers, etc.), and people-powered tools to keep our campus beautiful and our air clean. The [Green Zone Certification Ceremony](#) will be held on Thursday, November 2, 2023, from 11:00 a.m. to 1:00 p.m. in Heritage Hall (Bldg. 744).



AGZA
AMERICAN GREEN ZONE ALLIANCE

MT. SAC & American Green Zone Alliance

**“First In The Nation
Community
College”**



HVAC

ENERGY SERVICES & HVAC WORK ORDERS 2023				
Department	2023 YTD Count	2023 YTD Cost	Fiscal YTD Count <i>(Since July 1, 2023)</i>	Fiscal YTD Cost <i>(Since July 1, 2023)</i>
Energy Services	1,087	\$48,765.87	462	\$18,025.88
HVAC	1,204	\$145,096.80	495	\$54,904.97
	2,291	\$193,862.67	957	\$72,930.85

CHILLED WATER REMEDIATION PROJECTS COMPLETED				
Building	Fan Coils Leaking	AHU Coils Leaking	Areas Affected	Status
B2		AHU 3	Theatre	COMPLETE – REPAIRED 8/16
B26D		AHU 4		COMPLETE – REPAIRED 8/15
B744		AHU 1		COMPLETE – REPAIRED 8/15
B12		AHU1 and AHU2	Rooms 1000, 1280	COMPLETE – ENTRAPPED AIR FIXED 8/15
B410		AHU 1	1 st floor and part of 2 nd floor	COMPLETE – REPAIRED 8/18
B1 B/C	FCU 1		Room 4	COMPLETE – REPLACED COIL 9/8
B67A	13 coils replaced		Numerous	COMPLETE – ALL COILS REPLACED
B67B	3 coils replaced		Rooms 190, 161, Clinic	COMPLETE – ALL COILS REPLACED; FLOORING IN PROGRESS
B79	Room 2292 IDF		Room 2292 IDF	COMPLETE
B78	Room 1111		Room 1111-ELEC	COMPLETE
B77	Sodexo Store		Sodexo Store	COMPLETE
B66	15		Numerous	COMPLETE – 15 COILS
B720		AHU 1	Main Gym	COMPLETE – AHU 1

#	BLDG	FAN COILS LEAKING	AHU COILS LEAKING	AREAS AFFECTED	STATUS
1	B2		AHU 3	THEATRE	COMPLETE - REPAIRED 8/16
2	B26D		AHU 4	UNIT REPAIRED	COMPLETE - REPAIRED 8/15
3	B744		AHU 1	UNIT REPAIRED	COMPLETE - REPAIRED 8/15
4	B12		AH-1 & AH-2	RM 1000 & RM 1280	COMPLETE - ENTRAPPED AIR FIXED - 8/15
5	B410		AHU #1	1ST FLOOR/PART 2ND	COMPLETE - REPAIRED 8/18
6	B1 B/C	FCU 1		Room 4	COMPLETE - REPLACED COIL 9-8-23
7	B67A	13 coils replaced		Numerous	COMPLETE - ALL COILS REPLACED
8	B67B	3 coils replaced		Rm 190, 161, Clinic	COMPLETE - ALL COILS REPLACED, Flooring in progress
9	B79	RM 2292 IDF		RM 2292 IDF	COMPLETE
10	B78	RM 1111		RM111 -ELEC	COMPLETE
11	B77	SODEXO STORE		SODEXO STORE	COMPLETE
12	B66	15		SEE B66-67 TAB	COMPLETE - 15 COILS
13	B720		AHU 1	MAIN GYM	COMPLETE -AHU #1

- Installed new polypropylene chilled and hot water piping supply and returns in B28 from B28A basement.
- Bldg. 9C Boiler was re-tubed.
- Semi-annual Service performed on 40 campus heating hot water boilers.
- Three Central Plant heating hot water boilers were replaced.
- FY 23/24 Preventative Maintenance Contracts awarded for Campus Boilers, Refrigeration, and Bldg. 2 Chillers
- All Science building Fume Hoods Certified
- Repaired leaking coils for Bldgs. 26A, 26D, Heritage Hall, B2 AHU #3.

- Repaired return fan motor to AHU #2.
- Replaced cooler motor to B47.
- Continued preventive maintenance program with air filter changes.
- Conducted Scissor Lift Training.
- B9E -AHU2 leak and repair.
- 1BC -Art Gallery North unit. R&R Compressor, liquid line dryer, contactor, and recharge with R22.
- B30 -HP10. R&R compressor, contactor, liquid line dryer. Recharged with R22.
- B26A -AHU1. Leak and repair in chilled water coil.
- B26D -AHU8. Leak and repair in chilled water coil.
- B9B -AHU1. Repaired 4 pinhole leaks in chilled water coil.
- B44 -HP11. R&R TXV, liquid line filter dryer, and recharged with r410a.
- B26C -AHU8. R&R fire smoke actuator on return air. R&R exhaust air actuator.
- Assisted contractors with B67, B66, B1B/C, B410, B77, B78, B79, and B720 with installing/removing fan coils and portable ACs.
- Replaced rubber coupler to chill water pump at B9A.
- Installed exhaust motor and housing on the roof at B23.
- Troubleshoot and replace pressure control switch at prime B61.
- Perform monthly preventative maintenance on Air Handling Units and Exhaust Fan
- Hired Mt. SAC Alum **Jose Caballero Morales** as a Preventive Maintenance, A/C, and Heating Mechanic. Jose graduated from the Mt. SAC HVAC program and has experience working for an HVAC contractor.



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 a successful **year-end closeout**.

12,462 Packages Received	12,461 Packages Processed
11,921 Packaged Delivered	511 Walk-In Pickups Processed
81 Misc. Furniture/Surplus WO completed	190 Office/Classroom Supply Orders Filled

Facilities Planning & Management

Facilities Planning

- Planning efforts for the new **Education and Facilities Master Plan (EFMP)** began this quarter. The EFMP will include an examination of existing and potential academic and integral institutional support programs within the context of internal and external conditions and trends as defined by appropriate local and regional reporting bodies. The final document will be a **Comprehensive Master Plan (CMP)** document, intended to span **2025-2035** and provide guidance for all other **District integrated planning efforts**, that will be an affirmation and reflection of the District's commitment to its mission.
- The initial steps of the EFMP have begun, which include the preparation of a **Request for Proposals (RFP)** to begin identifying **consultants to assist with the EFMP process**. The RFP has been advertised to the public and is open for proposal submission. A final recommendation for award is estimated to go to the Board of Trustees in January 2024 for approval.
- The Planning Office presented **Wayfinding and Signage options** to the Campus Master Plan Coordinating Team (CMPCT) and received feedback on the presented options.
- Work has begun on a **three-phase effort to analyze the total cost of ownership for new and existing campus facilities**.
- The **Fall Term 2023 Parking Inventory and Evaluation** has been completed, and the report is currently in progress and is expected to be completed in spring.
- The **2023 California Community College Space Inventory** is complete. The annual Space Inventory Report provides a centralized record of assignable square feet of the Campus. The report provides basic information used in calculating state funding for capital outlay projects and maintenance and operations.

Sustainability

- Draft 2 of Mt. SAC's **Climate Action Plan (CAP) 2023** is underway. The CAP will inform Mt. SAC's path in the areas of **energy, water, waste and transportation** for the next 5 years.

- A **renewable energy feasibility study** is underway for a 2.7-megawatt system to be placed in three locations on campus. This renewable energy system will **offset approximately 18-20% of the campus's energy use**.
- On September 28 and September 30, Mt. SAC hosted two **National Drive Electric events**. These events will highlight electric transportation options, ranging from electric cars to electric bikes.
- As part of Mt. SAC's zero waste efforts, the College is phasing in Big Belly bins on campus. These bins will **optimize the recycling and composting of waste** material that is generated on campus.
- In March 2024, **Mt. SAC will host a Climate Summit for the California Community Colleges** system. This summit will foster dialogue around climate action and environmental justice. The summit will also provide opportunities for collaboration among the community colleges regarding sustainability efforts.

Major Capital Improvement Projects

- **Construction closeout procedures** are currently in place for the Gymnasium, Wellness, and Aquatics Center. These facilities are open for use by instructional and athletics groups.
- The **Transit Center and Student Center** buildings are both substantially complete with closeout procedures currently in place.
- The **Sand Volleyball and Wildlife Sanctuary** project continues construction with several critical activities in process. The shade canopies at the soccer fields are complete and currently in use. Construction continues on schedule with a goal to utilize the sand volleyball courts in time for the 2024 season.
- Steel framing and installation of under-slab utilities is currently underway on the **Campus Store and Instruction Offices** building.
- Increment 1 of the **Technology and Health** building continues on schedule. Upcoming activities include earthwork and soil exporting. Increment 2 is currently open for public bidding. Award recommendations for Increment 2 will go to the Board of Trustees meeting on December 13, 2023.

Minor Capital Improvement Projects

- The Facilities Planning and Management team is currently working on several minor capital improvement efforts. **These projects require formal design, DSA approval, and formal bidding.** A few project highlights include:
 - **Student Services and Human Resources Modular Spaces** – Demolition of the old Gymnasium (Building 3) is nearing completion. The planning and design for the new modular building spaces is proceeding.
 - The **POD Loft** is substantially complete, with the final audio-visual work in process.

Scheduled Maintenance, Alteration, & Furniture Projects

- The team is currently revising and updating the **5-Year Scheduled Maintenance Plan** to reflect recent changes in the Governor’s Budget.
- Efforts to reappropriate projects and identify other funding sources for these projects is in process.

Fiscal Services

Accounting

- Fiscal Services is currently in the **hiring** process for the **Fiscal Analyst** and **Fiscal Technician I** positions.
- Fiscal Services is working with IT to put the Changes of Status, Salary Projections, and other forms within the **Etrieve system** for the campus to submit and have it routed to the proper departments.
- Fiscal Services is working with IT and Financial Aid to create new codes within our ERP system to accommodate the Cashier’s Office.

Accounts Payable

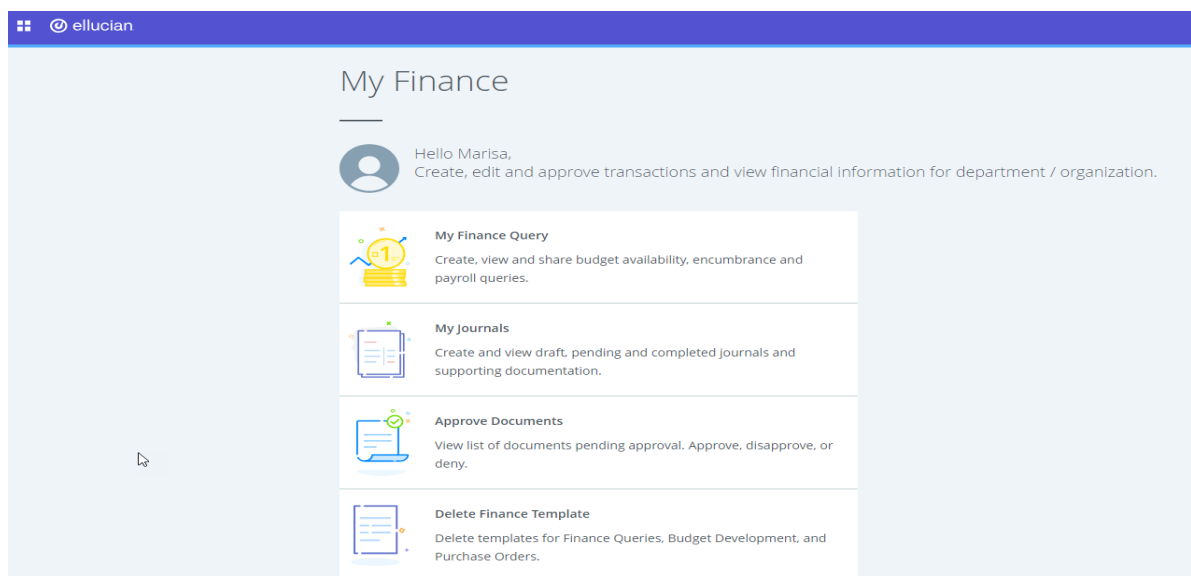
- Accounting resumed with COTOP after a 2-year break as a result of COVID-19. Unpaid balances prior to Summer 2021 for over 5,000 students will be reported to the State.

Budget

- Fiscal Services successfully completed year-end processes for the 2022-2023 Fiscal Year and is currently working on the audit. The 2023-2024 Adopted Budget was uploaded into the Banner system effective September 14, 2023. Please remember that if your account string does not have enough budget to cover the expenditure, **please complete an Online Budget Transfer before entering a requisition.** For Budget Revisions, email your request to budgetrevisions@mtsac.edu. If you have questions regarding online budget transfers/budget revisions, please contact [Melanie Lazo](#), Fiscal Specialist, at ext. 5388, or [Yvette Shane](#), Fiscal Specialist, at ext. 5539.

Fiscal Services Training

- Online Appropriation Trainings are regularly scheduled via [POD](#).
- **Need help determining salary costs for a new position?** Take advantage of our **23-24 EZ Salary Projection**. By selecting the employee group, salary range, number of months of employment, and FTE percentage, this calculator will provide you with the total annual cost, including salary and benefits. This tool can also be accessed on the [Fiscal Services website](#) under the “Budget” drop-down menu.
- Fiscal Services is working on **upgrading Banner Self-Service to SS9**. Stay tuned for training sessions and improvements on online budget transfers, budget queries, and document approval.



- **Helpful Hints:** Use the [Desk Reference for Accounts](https://www.mtsac.edu/fiscal/budget_and_accounting_forms/Desk_Reference_for_Account_Codes_Jan2019.pdf) to know which **account codes** to use when budgeting and entering requisitions. The form is located on our website: [https://www.mtsac.edu/fiscal/budget_and_accounting_forms/Desk Reference for Account Codes Jan2019.pdf](https://www.mtsac.edu/fiscal/budget_and_accounting_forms/Desk_Reference_for_Account_Codes_Jan2019.pdf)

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.
- IT staff will participate in **level two DiSC training** on October 18 and 19. DiSC is an assessment tool that identifies individuals with four primary styles (Dominance, Influence, Steadiness, and Conscientiousness) to better understand and improve interpersonal dynamics, especially in the workplace. The team attended first-level training in 2022.
- **Joe Vasquez** received the **IT Spotlight Award** for the third quarter of 2023.

Academic Technology

- IT completed a focused RFP for a **remote support tool** that will provide more robust support options for students and staff when help is needed with hardware or software concerns. IT and Purchasing are reviewing the contract and purchase options.
- The Academic Technology team, in cooperation with other campus departments, was focused on evaluating and preparing alternative room locations for classrooms and labs that were displaced by unforeseen flood issues.
- IT supported the **Student Laptop Loan program** distribution events and assisted **more than 750 students** with laptop and hotspot loans.
- The Student Technology Support website is receiving more visits from students. From July 22 to August 2023, the website experienced the following increase in web traffic:
 - 5,372 unique page views
 - Average visit duration of 0 minutes and 52 seconds
 - 2,951 returning site visitors

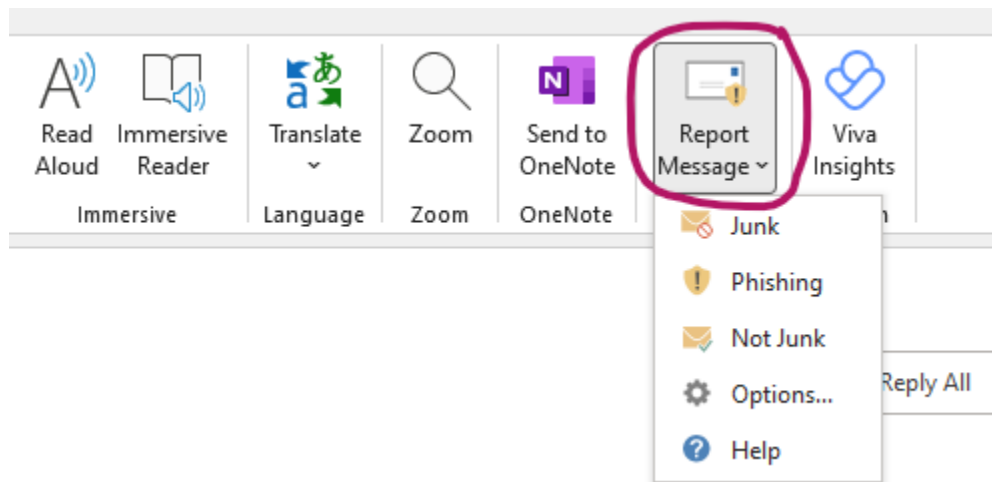
Enterprise Application Systems / Web Team / Project Management

- Students' **preferred names** are now showing on the class drop roster.
- IT completed a total of **31 Banner upgrades** in August 2023.
- Collaborated with Purchasing and Print Services to finalize the [Business Card Request](#) online form available to all full-time, permanent employees.
- Collaborated with Student Services to complete phase 1 of the SARS to Navigate Scheduling System project. The team launched the new scheduling system with Athletics, Completion Center, Dual Enrollment, and Counseling. To learn how to **schedule an appointment via the Navigate Scheduler**, watch the instructional video at <https://www.mtsac.edu/navigate/>.
- IT successfully automated file transfers from Etrieve by Softdocs to OnBase for Articulation. This automation ensures that all processed online forms are transferred to OnBase nightly.
- In partnership with Counseling, all faculty can now utilize the **early alert system** through the Navigate app. To learn more about Navigate, visit the 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 [Transit Center](#), [Bus Routes](#), and [Assembly areas](#) have been added to the **Campus Map**.
- A preview of the newly redesigned [Mt. SAC homepage](#), a showcase of updated webpages and new features, and the new [Accessibility Impact](#) homepage were presented to the Mt. SAC Website Editors' Group.
- The **new bookstore vendor's website** is live, and students have begun purchasing books online.

Infrastructure & Data Security

- The team is working with Presidio on AWS grant funding and the Landing Zone project to start the **cloud migration of College applications**.

- The College’s current AWS operational expense is \$4,316 per month.
- The College’s old IBM storage hardware was salvaged, and the backup media certified destroyed after testing and verifying the cloud-storage solution during the last 14 months.
- In August, the team participated in a four-day workshop with Info-Tech to revise and update **IT’s Disaster Recovery Plan**.
- The Network Infrastructure team continues to commission the new Student Center network cabling and hardware.
- The team is working with CDW-G to install the College’s **two new firewalls**. The new firewalls will go live at the end of October 2023 and provide enhanced security protections to the College network.
- **Reminders:**
 - To **report questionable emails in Outlook**, click ‘Report Message’ and then choose ‘junk’ or ‘phishing.’ **Your participation trains our mail projectors and reporting capabilities.**



- **Zoom cloud recordings are retained for one year and then automatically deleted.** Check out [Zoom’s support site](#) for information about managing recordings.



Police & Campus Safety

Police & Campus Safety Calls July – September 2023			
	July	August	September
Money Pick-ups (10-17's)	27	23	39
Battery Jumps (10-37's)	5	4	21
Vehicle Unlocks (10-41's)	6	10	18
Building/Door Lock/Unlock	59	79	73
Medical Assistance	4	3	16
Vehicle Checks	0	0	0
Assist/Other	16	18	29
Transports	1	4	1
Postings	1	0	1
Escort Service	2	6	17
Total Common Calls for Service	119	141	215
Total All Dispatched Calls	194	231	357



- August 2023 **Sergeant Rafael Ixco** joined the Police & Campus Safety Department.
- August 2023 Training was held on the connection between involuntary celibates and incidents of **mass violence**. FBI agent Jennifer Hirsch provided the training. Personnel from P&CS, Student Services, and Risk Management attended the training.
- September 2023 P&CS personnel received **Title IX training** provided by Ryan Wilson and Tyler Gutierrez from Human Resources.

Purchasing, Printing, and Mail Services

- We are excited to announce that the Mt. SAC Purchasing Department has been awarded the prestigious **2023 Achievement of Excellence in Procurement® (AEP) from the National Procurement Institute, Inc. (NPI)**. This marks the 2nd consecutive receipt of the AEP award for Mt. SAC. The AEP Award is earned by public and non-profit agencies that demonstrate a commitment to procurement excellence. Mt. SAC was chosen to receive this award as an institution that has demonstrated innovation, professionalism, productivity, leadership and achieving greater efficiencies through the implementation

of e-Procurement systems. **Mt. SAC was one of only three California Community Colleges to receive the highly esteemed award.**



- **Business Cards** are now being **printed in house** by Printing Services. If you would like to order Business Cards, please complete the [Business Card Order Form](#).
- The Purchasing Department is planning its first annual “**Reverse Vendor Trade Show**” to be held in **March 2024** in celebration of Procurement Month. This will aid the college’s efforts to meet institutional goals related to Social, Equity, and Sustainability as it relates to our campus and students’ success. “RVTS” interest list for Department sign up will be emailed.
- The Purchasing, Printing and Mail Services Department is happy to announce the vacancy for the **part-time Printing Services Tech** has been successfully filled. Please join us in welcoming **Christopher Victor!**
- The Purchasing, Printing and Mail Services Department has completed the recruitment for the **part-time Mail Room Operator** and has extended an offer to **Danielle “Dani” Gomez**. Dani is expected to begin on November 1, 2023.
- The **Procurement Specialist position** is actively being recruited with an initial application deadline of 10/11/23.
- The Purchasing Department is happy to announce that we have **three new temporary staff members** assisting Purchasing to fill in for current staff vacancies or other areas of need in the department:
 - Danielle Calhoun, Temporary Procurement Specialist
 - Gloria Burke-Williams, Temporary Buyer
 - Diana Diaz, Administrative Specialist
- Purchasing has reviewed the department website and made updates in preparation for the upcoming accreditation review - Fall 2024. As a result, some of the **copier locations have been updated** to reflect the correct location. Please see the list below.



Current copier locations available to campus faculty and staff:

- Bldg. 4-2520 - Mailroom
 - Bldg. 26A Room 2630
 - Bldg. 26D Room 2481A
 - Bldg. 28B Room 302A
 - Bldg. 60 Room 1406
 - Bldg. 61 Room 1668
 - Bldg. 66 Room 227
- Purchasing has completed the implementation of a new [e-bidding platform](#) for the processing of solicitations, such as bids and requests for proposals. If you would like to gain access to the system, please use this [sign up link](#). Training is available from purchasing upon request. Please email purchasing@mtsac.edu to receive **training**.
 - The Purchasing department is currently working on several solicitations, some of which include the Request for Qualifications (RFQual) process and evaluation:
 - RFP
 - Comprehensive Education and Facilities Master Plan
 - Marketing Consultant Services for the School of Continuing Education
 - Event Security and Staffing Services
 - Campus Store Operation Services
 - Bids
 - Technology and Health – Increment 2
 - Completed in the last quarter:
 - Erection of a 100ft Communications Tower (Re-Bid)
 - Tech and Health Mass Liquid Abatements
 - Building 26A – Classroom Renovation Phase I – Electrical (Re-Bid)
 - Bldg. 31B – LVN Program and Modular Upgrades
 - Bldg. F7 – Makerspace Restroom Renovation
 - Erection of a 100ft Communications Tower
 - Building 23 AC Units Replacement
 - Bldg. 26A – 4 Classroom Renovation – Phase I – Electrical
 - Bldg. 26A – 4 Classroom Renovation – Phase I – General Construction
 - Wildlife Sanctuary Gas Line Fencing
 - Installation of One Agra-Tech Thermolator Greenhouse
 - Bldg. 70 Child Development Center – Office Modifications
 - Student Services Program Modular Gymnasium (Bldg. 3) Demolition
 - Mascot Research and Development Services
 - Student Services Program Modularity Gymnasium (Bldg. 3) Abatement
 - Bldg. 7 Audiovisual Systems Replacement
 - Bldg. 16F Site Development & Tenant Improvement
 - Bldg. F-10 Foundation Landscape

- Technology and Health – Increment 1
- Purchase of Freestanding Hospitality Furniture for the Student Center Building
-
- In an effort to ensure and maintain the College’s ability to continue to offer the P-card program, as a convenient, and efficient payment mechanism, Purchasing and Fiscal Services is requesting that cardholders ensure all P-Card guidelines are followed, their allocations are completed by the 5th of each month, and **approvals are completed by the 10th of each month. The date for approval has been extended to ensure there is a sufficient amount of time provided to gather all necessary approvals. Please be aware that it is the cardholders’ responsibility to follow up with their approvers to ensure approvals are completed prior to the approval deadline.** Please keep in mind that issuance of a P-Card is a privilege, and in accordance with the guidelines, P-Cards may be suspended or revoked if cardholders do not comply with these guidelines.

Risk Management

Environmental & Emergency Management

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

Technical Services

Audio Visual Services

- From July 2023 – September 2023, AV Services closed **245 support tickets**, with 64 open tickets remaining.
- AV Services assisted in **configuring AV systems** for the 10 classrooms located in the **temporary modular classrooms in Lot F**. This involved the installation of 10 collapsible screens with projects and six document cameras.

- AV Services has been working diligently to support the commissioning of the AV systems in the new **Gym and Aquatics Complex** and the new **Student Center**. The projects are in the punch list phase, and contractors are working on closing out the contract scope.
- The conclusion of the **POD Loft Project** is approaching rapidly, with a significant completion date set for September 29 and move-in scheduled for October 4. The consultant intends to compile their punch list on October 2. The AV section of this project is slated for finalization by the end of October.
- Progress on the new **Beach Volleyball** courts is already in full swing. Procurement of the necessary equipment has begun, and completion is expected in the winter of 2023.
- Support for the new **Building 16F** is currently in progress. Due to construction delays, the AV installation has been postponed pending an update from the contractor.
- The **AV renovation of Building 7** is progressing. New screens and projectors have been installed. The contractor has received the new teaching stations and is assembling their components off-site for a quicker room turnover. This will take place through October. Significant completion is expected by the end of November.
- **Building 9E** has received a distribution of **Alertus Beacons** for **mass notifications**. The project can be closed out and fully implemented for campus mass notifications once the contractor completes a few punch items.
- Due to a significant AV system failure in **Bldg. 11-2402/2406**, this room's AV system was advanced through Scheduled Maintenance funding to install part of the new system to ensure its functionality. The future renovation of the **Building 11 AV systems** will address the teaching station and other minor updates.
- An updated classroom system, including **conferencing capabilities**, has been installed in **13-1230**. A conferencing system with an interactive display was also established in **13-1240**. The department provided funding for this project.
- The design and scope for the **AV renovation of Building 11** are complete and awaiting the **bidding process**. This renovation will **modernize 11 classrooms and include mass notification**. The work, funded by Scheduled Maintenance, is expected to commence in March, pending bid and Board approval.
- Design Review is ongoing for the new **Tech and Health Building**.
- Progress continues with developing the **Continuing Education Village**, encompassing various systems, including lecture capture, hyflex, active learning spaces, and event space.

- The final review has commenced for the **Student Services Modulars**, which will replace Building 3 (the old Gym). This complex will house five buildings and provide technology for office collaboration, conference rooms with Zoom conferencing, and Alertus mass notification with visual and audible messages.
- AV and network equipment are being updated to meet the needs of the new LVN program, with installation scheduled to begin in the winter, funded by the Bond.
- **Building 26B** will see the **Writing Center's computer lab** receive updated AV equipment, including conferencing equipment and an ADA-compliant lectern. Alertus mass notification will also be added throughout the area. The **Speech and Sign Language Success Center** will undergo an update to its digital signage and presentation display, along with the addition of Alertus systems. This project is Bond funded.
- **Building 26D** is in the design phase for renovating the AV systems in nine classrooms. This project is Bond funded.
- In **Building 66, Rooms 201 and 205** will undergo an AV system renovation in two ASL classrooms, featuring interactive projection and wireless video to enhance accessibility and collaboration. This project is Grant funded.
- In **Building 60, digital signage** is being added to each floor, with funding provided by the departments.

Broadcast Services

- Broadcast used the slower summer months to take advantage of maintaining and upgrading equipment and facilities. Storage was also reorganized to accommodate the **RTV instructional program** in the **TV Studio**.
- The team streamed the **Board of Trustees meeting** with a **new visual format** from newly upgraded equipment in the Broadcast control room in Building 6.
- The **Alumnus of the Year video** featuring Sona Movsesian, was featured on a **Conan O'Brien podcast**. This resulted in the views on the Mt SAC YouTube page increasing exponentially to over 56,000.
- Coordinating with the **Foundation** and **Bridge program**, Broadcast recorded a campus visit by the **Alumnus of the Year for 2024**, Shirley Torres. Shirley is the Chief Program Officer for **Homeboy Industries** and participated in the inaugural Bridge Program cohort 25 years ago. They will continue taping segments at Homeboy Industries and with President Garcia leading up to Commencement 2024.

- The Broadcast team has been working with the Athletics department to create **athlete introductions** for the current starting teams for water polo, volleyball, and basketball. These intros will be used on the **facility scoreboards** and for **live game webcasts**.
- The team once again produced **live webcasts** of the **Mt. SAC football home games**, working with the RTV instructional group and Athletics.

Event Services

- Event Services spent most of the quarter **settling into their new home**. The Event Services Team and Technical Services leadership are now on the **third floor of the new Student Center: 410-3210**.
- Event furniture, equipment, and supplies for the **Summit Event Center** continue to slowly arrive. Chairs, along with service and buffet tables, have arrived.
- Recruitment for the **second Event Coordinator** was successful, and an offer has been made. The new candidate will start in mid-October.
- The team attended the CollegeNet **25Live User Conference in Portland**. Look for some 25Live updates soon.
- **Health Services** has begun using the **new POS app** to accept b.

Performing Arts Operations

- The Performing Arts Operations team worked on several **maintenance projects** over the summer months, including painting the stage floor, chain motor inspections, and motorized line set repair and inspection.
- Ongoing adjustments to the **PAC Baseline Calendar** for the 23-24 year are being made as classes resume for the fall semester.
- Rentals in the **Feddersen Recital Hall** and **Clarke Theater** continued over the summer.