

Administrative Services

Quarterly Informational Announcement



Learn more at www.mtsac.edu/adminservices

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Introduction

Message from the Vice President of Administrative Services

The Division of Administrative Services provides the campus with essential services to ensure the ongoing operations of the College and is responsible for virtually all non-instructional support services. This quarterly informational report showcases the various accomplishments of each department within the Division.

Your perspectives and suggestions are crucial to our work, and we highly value your input. Please feel free to share any feedback you may have.

Thank you for your continued engagement and support as we cultivate a vibrant and dynamic campus community.



Morris Rodrigue
Vice President,
Administrative Services



Starfish Award



About the Award

This quarterly award recognizes an Administrative Services employee who is making a difference in their day-to-day responsibilities at Mt. SAC.

The Story of the Starfish

One morning, after a storm, an old man walks along the ocean and comes across a beach where thousands of starfish have washed ashore. Further along, he sees a young boy, picking up one starfish after another and tossing them gently into the water.

“Why are you throwing starfish into the ocean?” the old man asks. The boy replies, “Because the sun is up and the tide is going out, and if I don’t throw them back in the water, they’ll die.”

The old man scoffs. “But don’t you realize there are hundreds of miles of shoreline and thousands of starfish? What difference is it going to make?”

The boy bends down, picks up another starfish, and tosses it into the ocean with a smile. “It made a difference to that one!”

The Starfish Story teaches us a valuable lesson about the impact of our actions, no matter how small they may seem. It underscores the idea that even though we can’t solve all the world’s problems, we can still make a meaningful difference in the lives of individuals. No matter how minor, every act of kindness can significantly and positively impact someone else’s life. This story encourages us not to underestimate the power of our efforts to bring about positive change, even when the challenges seem insurmountable.

Who may be nominated?

Any Administrative Services employee who makes a positive difference at Mt. SAC!

Who can submit a nomination?

Any employee may nominate another Administrative Services employee (i.e., you don’t have to be the person’s supervisor to nominate them).

How are winners selected?

The Vice President of Administrative Services will review all submissions and select a winner. Previously nominated employees will remain in the running for future consideration during subsequent quarters in the 2024 calendar year.

What does the winner receive?

Winners of the Starfish Award will receive a commemorative certificate and be invited to lunch with their immediate supervisor and VP Morris Rodrigue. Additionally, winners will be prominently featured in the subsequent Admin Services Quarterly Update, a campus-wide publication.

When are nominations due?

Nomination forms should be emailed to Vivian Ruiz at vrui6@mtsac.edu in advance of the following deadlines:

- Q2: June 14, 2024
- Q3: September 13, 2024
- Q4: December 13, 2024

**See our Q1
Starfish Award
Winner on the
next page!**

Q1 Winner: Brian Bishop



Facilities Maintenance & Operations - Transportation



With 25 years of experience working on Mt. SAC equipment, Lead Mechanic Brian Bishop demonstrated both compassion and resourcefulness when he identified and addressed a pressing vehicle need at the Farm. Previously, the only available transportation for one of the Farm's horticulture employees was an "open-air" Gator cart. However, due to the excessive rainfall over the past two years, it became evident that a larger, covered vehicle was needed to transport potted plants, seedling trays, tools, and other items around the horticulture area. After learning

about this need, Brian proactively suggested to management that an old Facilities truck, no longer in use, be refurbished and designated for the Farm. Once his proposal was approved, Brian wasted no time in refurbishing the truck to ensure both safety and functionality before allocating it to the Farm.



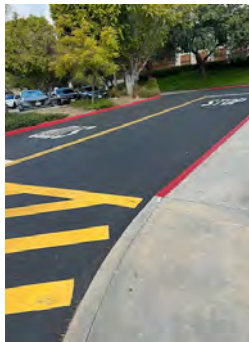
Facilities Maintenance & Operations

Maintenance

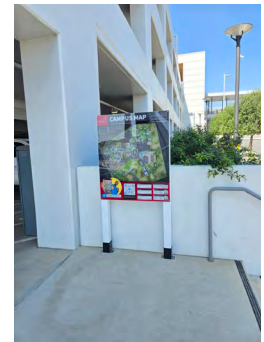
Maintenance Work Orders 2024			
Type	Requested	Completed	Open
Employee Requested	1,856	1,758	204
Preventative Maintenance	-	247	-

% of work orders **completed in less than 1 week = 75%** (YTD 2024)

Notable Highlights



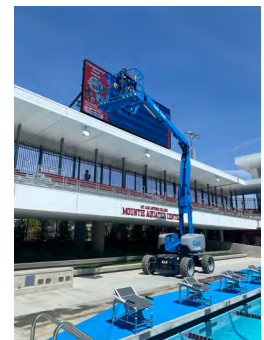
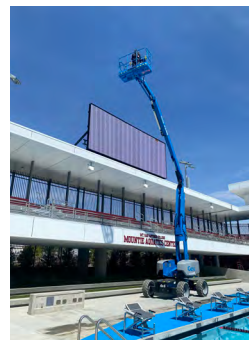
Slurry sealed and re-striped San Jose Hills Road entrance and surrounding area.



Installed 15 new Campus Wayfinding Maps across campus for assisting students and visitors.



Assembled Hammer-Throw containment area in support of Track and Field activities.



Took delivery of a much needed 60-foot Boom Lift. The lift was put to use two days after its arrival when we helped repair one of the large video screens located at the pool.

Facilities Maintenance & Operations

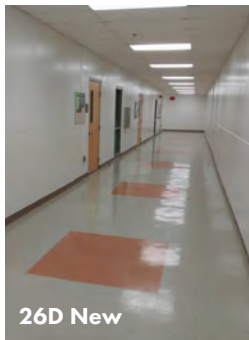
Notable Highlights



To conserve energy and to provide higher exterior light levels on our campus buildings, exterior lighting upgrades continue across campus. As of the end of Q1 (March 2024), upgrades have been completed at Buildings 9A, 26, 60, 61, and 69.



26D Old

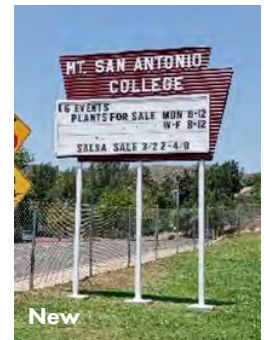


26D New

Painted the basement of building 26D and the sign at Sherman Park.



Old



New

Heavier than normal rains resulted in numerous water intrusions issues across campus. Our staff worked diligently to mitigate and minimize the impact of these issues. Our resolution of water leaks into Building 7 Rm. 1120 received positive feedback from the occupants.



Facilities Maintenance & Operations

Transportation

Transportation Student Charter Bus and Van Requests (Jan–Mar)

Buses							
Month	Arts	Student Services	Natural Science	Athletics	Business	HSS	Total
January	0	0	3	8	5	0	16
February	0	3	1	22	1	1	28
March	1	2	6	31	3	2	45

89

Vans							
Month	Arts	Student Services	Natural Science	Athletics	Business	Fire Academy	Total
January	0	1	1	10	1	0	13
February	4	3	4	34	0	12	57
March	1	8	4	23	0	37	73

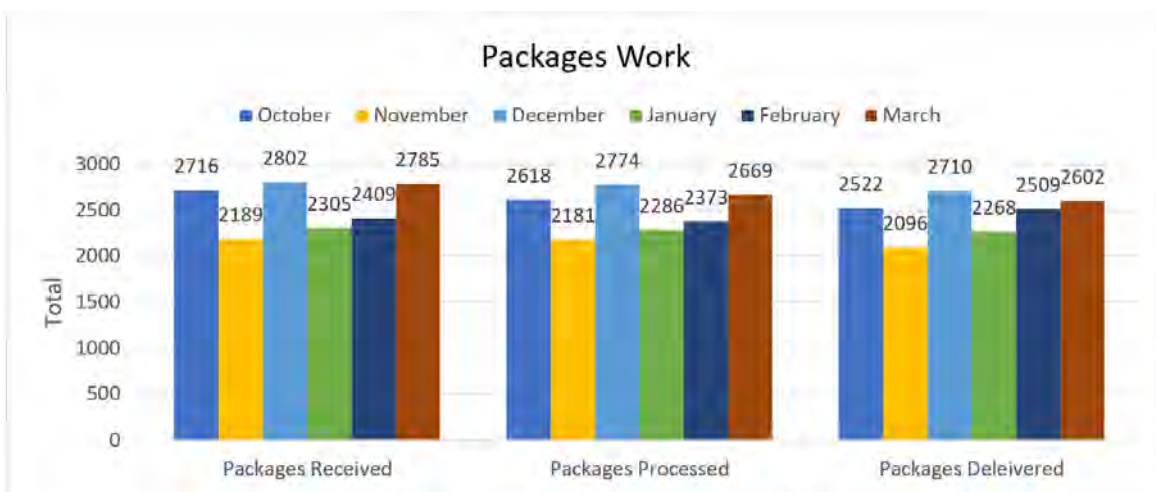
143

During Q1 (Jan-Mar), we acquired three additional Student Transportation Vehicles. To accommodate smaller groups, we acquired two 2023 Ford Transit vans to transport 4-6 passengers. We also acquired one 2020 Chevy Express—an 8-passenger van. We are hopeful that adding these vehicles to Mt. SAC's fleet will help reduce rental costs.



Facilities Maintenance & Operations

Warehouse



- 10,301 Packages Received
- 10,089 Packages Delivered
- 85 Misc. Furniture/Surplus W.O. completed
- 10,102 Packages Processed
- 266 Walk-in Pickups Processed
- 197 Office/Classroom Supply Orders Filled

Grounds

The entire M&O team continues to successfully support various athletic events. As a part of those efforts, the Grounds team works hard to maintain the world-class facilities that have become synonymous with Mt. SAC. Notable athletic events include the USA Paralympic Track & Field Championships, LA84 Foundation Youth Days, and the USA National Water Polo Team training camp.

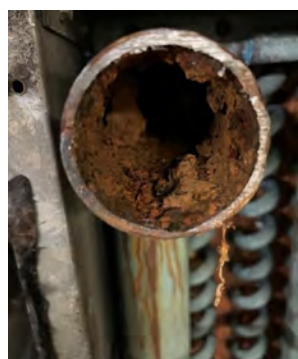
Recent/upcoming events our Grounds staff will support:

- **Mt. SAC Relays** – April 13 and April 17-20, 2024
- **CCCAA Baseball Championships** in May 2024

Facilities Maintenance & Operations

Energy Systems

- We installed newly fabricated cooling coils as part of the chilled water remediation project, including:
 - Cooling coils in Bldg. 1B/C air handler, Bldg. 13 air handlers(4), Bldg. 26A -3rd floor air handler, Bldgs. 66/67A/67B fan coil units (30), Bldg. 26A -3rd floor air handler, Bldg. 77 fan coil units (2), Bldg. 78 fan coil unit, Bldg. 66 -fan coil units for room 109 & 117.
 - A new coil for B66 room 109.
 - Newly fabricated cooling coils on Bldg. 720 (2).



Facilities Maintenance & Operations

- A Mitsubishi Split AC system and removed the fan coil units in the Bldg. 79 IDF room.



- The delivery of the replacement coil for room 117 is forthcoming.
- Replaced leaking pipe section on condensing water pump loop on the chiller plant piping.
- Completed the bacteria chemical treatment of the chilled water storage tank (2M gallons) and associated campus wide piping loop. The new chlorine dioxide treatment is much less corrosive on the metal piping loop.
- Submitted the annual South Coast Air Quality Management District air emissions report. Analyzed boilers, emergency generators, char-broilers, and fuel throughput, for usage.
- Completed the full electrical usage analysis and submitted to Energy Star and CA Energy Commission.
- Completed the replacement of two ChargePoint EV charge stations that were faulty. Received approval for the ChargePoint EV charge stations (65) assure maintenance and Cloud software service contracts for all three EV charging locations (Gateway Parking, Champions Parking, and Volleyball/Soccer Parking).



Facilities Planning & Management



Sustainability



Spring Forward into Sustainability

Let's spring into action with sustainability in mind! To keep up to date with all things sustainability at Mt. SAC, be sure to check out our new [Instagram account!](#)

- The Mt. SAC Climate Action Planning continues into the Spring semester. The focus groups are currently working on Draft 2. Greenhouse Gas calculations (Scopes 1, 2, and 3) are calculated using a carbon calculator for the College's operations (ongoing).
- A **renewable energy feasibility study** is underway for the campus. The consultant has completed its second draft for the solar feasibility analysis which identifies 4 potential options. It is recommended that the College pursue a solar PV system with a capacity of approximately 6.75 MW, paired with a Battery Energy Storage System (BESS) sized at 3.2 MW/6.4 MWh.
- The second phase of work has begun, where the consultant will assist Mt. SAC with crafting the procurement options for the solar project, including developing the criteria for the RFP which will assist Mt. SAC in selecting the best candidate for the solar project.
- Currently available data indicates that the average charging session length is 4 hours, with peak station usage occurring between 10 am and 12 pm. Historical energy use from 2021 (conception) to 2024 (current) indicates an upward trend in EV charging. This is consistent with the number of "unique drivers" at Mt. SAC in the Chargepoint database which sits between 429-384 unduplicated drivers.
- In 2023, the monthly cost to the college for the existing EV charging stations' energy usage was \$8,000 (\$96,000 annually), at a rate of \$0.1834 per kWh. This cost of energy falls under Mt. SAC's current rate structure, known as TOU-8-D-S. SCE is currently analyzing what the energy costs would be under a TOU-EV rate, which is specifically for EV customers.
- The Facilities Planning and Sustainability Committees are discussing a new EV charging policy and have recommended implementing rates which will charge EV users \$.35/kWh for the first 4 hours and \$.99 per hour + \$.35/kWh thereafter. This charging policy will assist in reducing the cost of operating the EV charging stations. In the month of March, a total of 40.3 MWh or 40,300 kWh was dispensed. Once the recommendations are finalized, the policy will progress through the participatory governance process, allowing the opportunity for questions and feedback from the larger campus community. Once approved, a communication campaign will be launched.



Facilities Planning & Management



Events

- Planning for the Climate Convening is underway. The event will be hosted by Mt. SAC on May 13th and May 14th, 2024. Invitees will include leadership from all 116 California community colleges.
- A tremendous amount of planning occurred during Q1 related to Earth Week (scheduled for the week of April 22, 2024). Events during Earth Week include: Spatial Justice Panel Discussion, Keynote Speaker Nalleli Cobo, Zero Waste Clothing Drive, and a Tree Planting Service Project.

Mt. SAC E-Waste, Universal Waste, and Battery Pickup Ongoing

Great news for the Mt. SAC campus community! You can now safely dispose of e-waste, ink cartridges, and other universal waste generated from your on-campus offices. Take advantage of this convenient service to responsibly recycle your electronic and hazardous waste, contributing to a cleaner and greener environment right from within our campus grounds. Let's work together to ensure the sustainable management of our waste and preserve the beauty of our campus for generations to come. You may find links to these resources on the [Mt. SAC Sustainability page](#) (see E-waste), or you can reach out directly to the following team leaders:

- **Battery Bucket Request:** Sayeed Wadud, swadud@mtsac.edu
- **Non-Computer Related E-waste and Ink Cartridges:** Steve Green, sgreen30@mtsac.edu
- **Computer-Related E-waste:** [IT Help Desk "Other Computer Issue"](#)
- **Other Universal Waste:** (electric lamps, mercury-containing equipment, CRTs, aerosol cans): Sayeed Wadud, swadud@mtsac.edu



Facilities Planning & Management

Facilities Planning

- The **Educational and Facilities Comprehensive Plan (EFCP)** Selection Committee continues to develop scope for a DEISA focused plan. The estimated completion date is June 2025.
- The Planning Office and Maintenance and Operations team collaborated to present the **Facilities Total Cost of Ownership (TCO) Framework**, at the Spring Board of Trustees Study Session
- **Wayfinding and Signage** is finalizing sign locations, with estimated completion in Summer 2024
- The **Space Utilization Core Team** began meeting in January. The team consists of the Office of Instruction, Technical Services, and Facilities Planning.
- Meetings with the Planning Office and the Deans are ongoing to facilitate an understanding of the physical project process, needs, communication, and project reporting.
- The **Fall Term 2023 Parking Inventory and Evaluation** report was received in February, and evaluation remains in progress. Additional staff parking is planned in multiple parking lots on campus and information will be forthcoming.
- The Planning Office has worked with Police & Campus Safety, the Public Safety (academic) department, Environmental Safety, Emergency Services, and Risk Management to review the planned **Campus Renumbering Plan** outlined in the **2018 EFMP**. A pilot building has been identified to kick off these efforts.

Major Capital Improvement Projects

- The Sand Volleyball and Wildlife Sanctuary project is substantially complete and closeout procedures are underway. The grand opening ceremony took place on February 14, 2024 and was attended by the Board of Trustees, Citizens Oversight Committee, and the campus community.
- Drywall and electrical infrastructure installation is underway on the Campus Store and Instruction Offices building. Universal pathway demolition is scheduled to begin on April 1.
- Increment 1 of the Technology and Health building is approaching completion. The processing of contracts for successful Increment 2 bids is ongoing.



Facilities Planning & Management

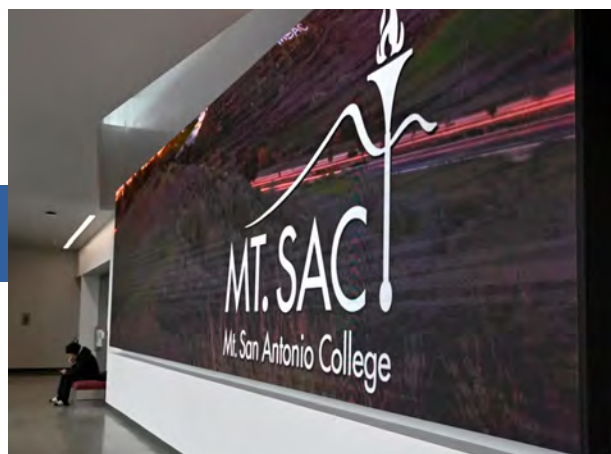
Minor Capital Improvement, Alteration, and Miscellaneous Projects

The Facilities Planning and Management team is currently working on many Minor Capital Improvement, Alteration, Furniture, and Miscellaneous projects across all parts of the campus. A few project highlights include:

- Ongoing construction on a 4-classroom renovation in **Building 26A**.
- The **Building 26B Writing Center renovation** bids were received and scheduled to be submitted to the April Board meeting for approval.
- The renovation of 4 classrooms for the **new LVN Program in Building 31B** is substantially complete, and the Audiovisual and Information Technology teams are installing new equipment required by the program.
- The **Instructional Support Modular (16F)** contractor was approved at the March Board meeting. Construction is scheduled to begin early May, with a tentative completion date of Fall 2024.
- The **POD Loft** project is in DSA close-out.
- The **67B Health Center** renovation is nearly complete. New furniture is scheduled to be installed in June 2024.
- Design work and furniture planning is ongoing for the **WIN Expansion** project in Building 45. The estimated date of completion is Fall 2024.

Scheduled Maintenance

- The team continues to revise and update the 5 Year Scheduled Maintenance Plan to reflect recent change in the Governor's Budget.
- Efforts to reappropriate projects and identify other funding sources for these projects is in process.



Facilities Planning & Management

“Ode to You” Award Recipients

The Facilities Planning & Management (FP&M), Maintenance & Operations (M&O), and Design & Construction (D&C) teams recently received the “Ode to You” Award, presented by the VOICES Committee. They were nominated by the previous winners and Information Technology (IT), and they received the following accolades:

- The FP&M, M&O, D&C, and IT teams are frequent collaborators, forming a partnership crucial to creating a smooth functioning campus for students, faculty, and staff.
- The teams exhibited remarkable dedication and proactive involvement during the recent building floods. When faced with this crisis, the department swiftly mobilized its team and resources to mitigate the water’s impact on campus buildings and infrastructure. They worked tirelessly to ensure the safety of students, faculty, and staff, displaying exceptional teamwork and professionalism throughout the response. Not only did they manage the immediate crisis by deploying alternative classroom space, but they also took proactive measures to avert future incidents. Their commitment and tireless efforts, working around the clock, exemplified their dedication to the college’s well-being.
- Beyond emergencies, the teams consistently demonstrate commitment to their work and the campus community. They regularly conduct routine maintenance checks, implement sustainable practices, and collaborate with other departments to enhance campus functionality. Their proactive approach contributes significantly to the overall well-being of the college community. It ensures the investment made in state-of-the-art learning spaces for students, remarkable sports and event spaces, and offices will be here for future scholars.
- For its part, IT relies on the teams as valuable partners in coordinating the behind-the-scenes details of campus infrastructure and the little things that keep our systems and servers ticking to provide the best support possible for students.



Fiscal Services

Accounting

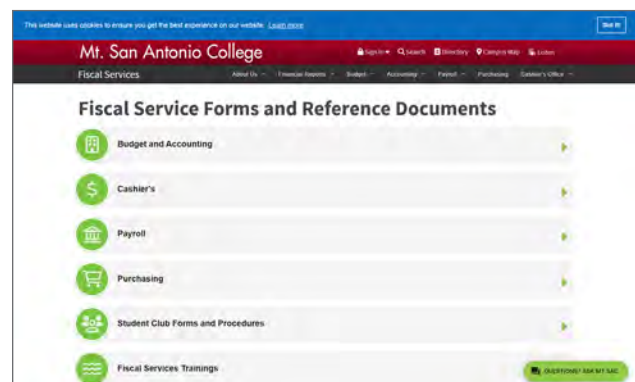
- As we move into the new fiscal year, the Fiscal Services Office continues the Annual Budget Development Process for 2024-2025. This entails the meticulous closure of the books for 2023-2024 and creating and submitting the Tentative and Adopted budgets to the Board, ensuring transparent and effective financial planning. Anticipated completion of this process is generally in the Fall term.
- **ATTENTION!** There are important upcoming changes to the College travel policy outlined in **AP 7400**. These revisions will impact campus operations, notably P-card usage, single-day travel, Per Diem (Meals), Lodging Costs, etc. To ensure a smooth transition, Fiscal Services will disseminate a memo detailing these changes, conduct targeted Chrome River training sessions, and host in-person meetings with constituents to provide comprehensive insights into the implications for their respective areas.
- To streamline processes and enhance user experience, we are in the final stages of developing a salary projection submission form that will be accessible through Softdocs (Etrieve). This system will enable users to submit their requests efficiently, with submissions routed to the appropriate individual and returned to the end-user within five business days, thus facilitating swift fiscal analysis and decision-making.

Payroll

- Payroll Coordinator **Ron Titus** retired on March 1, 2024, after 31 years of service with Mt. SAC.

Budget

- We have begun the Annual Budget Development Process through Qwestica. Budget managers should have promoted their budgets to their area's Vice President/ President for review. In-person and online classes are still offered to help you learn how to use Qwestica. Please visit POD to register.
- The College had its interim Audit the week of March 18, 2024, and a final Audit scheduled in September 2024.
- Fiscal Services welcomes a new Fiscal Specialist, **Lina Setiawan**, who joined the Fiscal Resource team in February 2024!
- Banner Self-Services 9 (SSB9) is now live and active. SSB9 offers another way of viewing data, performing queries, and approving documents. This new version provides quick views of spend analysis through an intuitive, visually appealing dashboard and lets users save favorite queries. Also, users can copy, reverse, and delete online budget transfers.
- We have been working hard to make our Fiscal Services website more valuable to our students, staff, and faculty and have updated our **Fiscal Services Forms and Reference Documents**. We hope you will find this to be a helpful repository of department forms, user guides, and more!



Information Technology

- 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 participated in the College's first Reverse Vendor Trade Show on March 8.
- In March, ten IT staff members attended the Chief Information Systems Officers Association Technology Summit in Riverside, CA. They joined IT colleagues from more than 20 other CA Community Colleges and the Chancellor's Office to discuss emerging technology issues and solutions.
- Thanks to Facilities, the IT cart parking structure was outfitted with new shade panels, replacing the ones that were more than 15 years old which were destroyed during a storm.
- IT hourly assistant Christian Ruiz was the successful candidate for a full-time Technology Services Technician position with Oxnard Unified School District. Christian is the second IT hourly staff member to move up to a full-time position at a K-12 school district.

IT Cart Parking Structure



Infrastructure & Data Security

- IT ordered ten servers and four network switches as part of the hardware replacement funding approved through NRA Phase 15. The replacement devices were based on the IT Network Hardware Inventory Plan.
- IT is continuing discussions with AWS and Presidio regarding options for moving College applications to a cloud-hosted environment.
- An upgrade of the College's Mitel MiCollab software was completed in March. MiCollab is a softphone service that is used instead of a desk phone for answering phone extensions through a computer or smartphone application.
- IT completed an information security penetration test and security review with the CCC Tech Center. Some of the suggestions were implemented with more planned pending [Change Board](#) approval.
- Through Assembly Bill 183, the Chancellor's Office allocated \$600,000 to the College for data security initiatives.

Information Technology

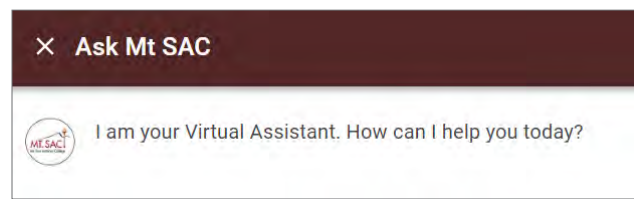
Academic Technology

- IT and Purchasing Department are working together to design and deliver on-site presentations to various campus departments on best practices for making hardware and software purchases using internal procedures and explain how state and federal purchasing guidelines play a part in our workflow.
- IT is working on a project to design, configure, and implement Microsoft Intune to provide staff and students with better technical support. Intune will provide IT support staff with the ability to support students, faculty, and staff regardless of their location on-campus or off-campus. Intune can also be used in a cloud computing environment, which is a benefit as the College is reviewing cloud computing options.
- IT created updated Computer Replacement Program (CRP) guidance documentation that will be posted on IT tech support website soon. The Computer Replacement Program (CRP) ensures that College-owned desktop and laptop computers are regularly updated and replaced to maintain efficiency, security, and productivity so that staff can perform college business and provide support services to students.
- The technicians for the Student Laptop Loan Program (SLLP) are supporting approximately 5,895 pieces of technology including laptops, iPads, and hotspots that have been loaded to students.



- IT ordered 135 laptop systems as part of the CRP with NRA Phase 15 funds. The hardware was ordered using the IT Hardware Inventory 5-Year Forecast requested by Cabinet.
- In January 2024, the College Switchboard received 11,226 phone calls and the IT Help Desk received 2,008 phone calls. This is double the amount of phone calls these teams received in December 2023.

Enterprise Application Systems/ Web Team/Project Management



- The *Ask Mt. SAC* chatbot has fielded **10,489** questions since its January launch and has entered into 3,905 interactive conversations with users. Using Ask Mt. SAC, students and staff can get immediate answers to the questions they enter in English, Spanish, Chinese, and Vietnamese.
- Walking Directions were added to **Driving Directions** on the Campus Map. In other words, if you use the Campus map driving directions to drive from your location to a parking lot, you can then continue with turn-by-turn walking directions to your destination.
- IT, in partnership with Fiscal Services and Payroll, completed year-end tax processing for W-2, 1099, and 1098-T.
- The Fall 2023 MIS submission and the resubmissions for 2021-2024 were completed.
- The Enterprise Application Systems team completed 37 upgrades and 17 local modifications to Banner.

Information Technology

- The new Banner 9 Finance Self-service module was implemented. This new release delivers many significant enhancements, including a modern user interface, mobile-friendly design, and new functionality across the **Finance** module.
- Explore our newly revamped Information Technology training resources webpage, now featuring convenient links to on-demand training and access to the POD website for in-person sessions. Discover more by visiting the [**IT Training Resources**](#) webpage.
- IT, in partnership with Student Services and School of Continuing Education, implemented the **Handshake** project. Handshake is the College’s job/internship portal for students.
- IT, in partnership with Student Services, completed the transition from SARS to EAB Navigate for student appointments with counselors and other special programs. To learn how to schedule an appointment via the Navigate Scheduler, watch the instructional video at <https://www.mtsac.edu/navigate/>.
- The following NEW student and employee forms are now available in eTrieve for campus use:
 - [**Employee Giving Payroll Deduction Form**](#)
 - [**College Success Initiative Housing Program**](#)



Website Visits Report			
Month/Year	Web Visits	Unique Visitors	Returning Visitors
12/2023	290,409	152,258	32,408
01/2024	627,503	293,609	43,619
02/2024	607,531	272,260	49,377



IT Team Spring Celebration

Police & Campus Safety

Police & Campus Safety Calls January–March, 2024			
	January	February	March
Money Pick-ups (10-17s)	27	24	37
Battery Jumps (10-37s)	9	11	21
Vehicle Unlocks (10-41s)	3	10	9
Building/Door Lock/Unlock	51	47	67
Medical Assistance	7	5	16
Assist/Other	8	15	30
Escort Services	12	5	23
Booted Vehicles	2	0	0
Text-A-Tip	0	1	5
Total Common Calls for Service	119	131	208
Total All Dispatched Calls	210	229	353
Number of Incident Reports Taken	7	13	10



Police & Campus Safety

January 2024

Welcomed Acting Chief **Veronica Saucedo** to the Police & Campus Safety Department.

Department Training:

- January 4 & 5, 2024, the Acting Deputy Chief and a Sergeant attended the Peak Leadership Summit
- January 9, 2024, the Deaf & Hard of Hearing (DHH) Department provided training to PCSD personnel
- PCSD managers conducted presentations for HR New Hire Orientations
- January 23, 2024, PCSD personnel attended Heart Saver CPR/AED re-certification courses
- January 24, 2024, PCSD collaborated and assisted with the Los Angeles County Sheriff's Department on their charity run through campus
- January 31, 2024, The Acting Chief, Acting Deputy Chief, and Sergeants met with Cal Poly Pomona Police Department leadership team to discuss best practices related to campus safety

February 2024

Department Training:

- February 7, 2024, PCSD personnel attended DHH Survival Signs Training
- February 28, 2024, met with Cal Poly Pomona Police Department Leadership Team and toured off-site property for future multi-department training

March 2024

Department Training:

- March 6, 2024, The Acting Chief, Acting Deputy Chief, and Sergeants met with Foothill Transit authorities to discuss best practices and safety issues
- March 28, 2024, PCSD personnel attended de-escalation training

March Foot Patrol Minutes:

- Campus Wide: 7,340
- Transit Center: 2,313

[Daily Crime Log](#)

[2023 Annual Security Report](#)

Purchasing, Printing, and Mail Services

2023-2024 Fiscal Year-End Deadlines

- **June 14, 2024** – Cutoff for ordering all items from a Standing Purchasing Order.
- **June 21, 2024** – Cutoff for purchasing items with a P-Card. P-Card purchases may resume on July 1st.
- **June 30, 2024** – All supplies, equipment, and services must be received. *(Please note that June 27th is the last working day of the fiscal year).*

Please ensure that all invoices are sent directly to AccountsPayable@mtsac.edu for processing. Invoices that are uploaded in OnBase and not emailed to Accounts Payable may not be seen, which will delay payment.

PLEASE NOTE: The following must be completed on or before these deadlines:

- The requisition or change order request is fully approved (not NSF).
- All Appropriation Transfer and Budget Revision requests should be approved by the appropriate level/s of department management and submitted to Fiscal Services (online or budgetrevisions@mtsac.edu) at least one week prior to the deadline date to ensure funds will be available before submitting the requisition or change order request. As a reminder, online Appropriation Transfers and Budget Revisions are considered approved when they have been approved by the department approvers and Fiscal Services. If you have questions, please call:
 - Melanie Lazo, Fiscal Specialist, Ext. 5388
 - Yvette Shane, Fiscal Specialist, Ext. 5539

Meetings were held regarding the fiscal year end process and a recording of one of the meetings is available below for your reference:

https://mtsac-edu.zoom.us/rec/share/bV8vxgmo50yMfib-obuhf6qD8ol6JGFT8ebPh5SJu711LhRPVe7O_aBvUjC9rfXE.pSgPiwOVOx8635E8?startTime=1706738399000

Passcode: Q!Bf1KMz\

Additional Reminders

- A requisition is considered complete when it has been submitted in Banner, has been approved by all department management levels, is in the Accounting approval queue, and all required documentation (including contracts and/or Board approval, when required) has been delivered and uploaded into OnBase. (Note: remember to include contract details and Board approval, including dates, in the document text of your requisition.)
- A purchase change order is considered complete when the request has been submitted to Purchasing via purchasing@mtsac.edu, is approved by all approvers and is in the Accounting approval queue.
- All standing purchase orders must be reviewed and compared to prior year spending patterns by the responsible department to determine anticipated needs through June 30th. A change order must be submitted when additional funding is needed to cover all anticipated expenses or a reduction in funding is identified.
- Requisitions and purchase order change requests that do not meet the above deadline requirements will be considered incomplete and may not be processed.
- When ordering equipment (computers, printers, lab equipment, test equipment, vehicles, etc.), please ensure that the make, model number, and type of equipment

Purchasing, Printing, and Mail Services

appear in the first line of the description for each line item. This information is essential because it is the only description information used to create the Fixed Asset tracking records.

- If an unforeseen or emergency arises after the respective deadlines, advance approval from Angelic Davis, Director of Purchasing, Printing, and Mail Services, will be required before entering the requisition or requesting a change order. Written justification for the late requisition or change order must also be included.
- For supplies, equipment, or services that will be received in the new fiscal year, please wait for the email announcement indicating when requisition input is available for the 2024-25 fiscal year.

Helpful Tips and Suggestions for Submitting Requisitions and Change Orders

To expedite the review process and eliminate delays due to errors, here are some helpful tips and tricks to utilize when submitting requisitions and change orders.

- If you have already submitted a requisition, do not make payment to the vendor with a credit card. This may cause duplicate payments.
- Check the available budget in Banner. Make sure there are sufficient funds for the requisition or change order.
- Review the account code used for each item on the requisition or change order and ensure it is appropriate.
- Make sure the commodity description is descriptive of what is being purchased.
- Ensure that the quotes you submit as backup are still valid and have not expired.

- Include back up in OnBase as applicable:
 - Quotes, or Approved Single Source Justification Form
 - Board approval
 - VP signed agreements/contracts
 - New Vendor Information Packet
- For subscriptions and/or online orders that require P-card payment, please provide your User ID and Password in the document text.
- For orders over \$10,000 provide either 3 quotes or a Single Source Justification (SSJ) form pre-approved by Angelic Davis, Director of Purchasing, Printing and Mail Services.
- After entry in Banner, it is the requestor's responsibility to ensure all approvals are obtained. Requestors should reach out to the approvers to ensure they are aware of the pending requisition and request their review and approval. Approval status may be checked by visiting Banner (FOIDDOCH).
- **ALSO PLEASE NOTE RE: WAREHOUSE DELIVERIES/PICK UP:** With the continual increase in automation, some delivery services are now notifying purchasers via e-mail that their item(s) have been "delivered" when they reach our Warehouse Dock. These packages still need to be received and processed by the Warehouse staff before they can be distributed. Drop-in visits to pick up orders, based on this "delivery" notification from the sender, slows down the overall cumulative process of Campus receiving. This slow-down is magnified during year-end purchasing activities, when the total number of packages being distributed significantly increases. Therefore, whenever possible, please allow us to bring your package(s) to you on your designated delivery day:

Purchasing, Printing, and Mail Services

Mt. SAC Campus Delivery Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> • 1 Art Complex • 2 Performing Arts • 4 Administration • 6 LTC 	<ul style="list-style-type: none"> • 7 Science • 8 Campus Café • 10 Founders Hall • 11 Science • 9 A-D Student Svc • 9E Student Success Ctr • 67 A&B Health • 744 Athletics 	<ul style="list-style-type: none"> • 12 Ag Sciences • 12A Foundation • 13 Design Tech • 23 IT • 23 Public Safety • 77 BTC • 78 BTC • 79 BTC • 16E Equity Ctr 	<ul style="list-style-type: none"> • 26 A, B, & D • 28 Tech & Health • 60 Science Lab • 69 AIRC/Weld 	<ul style="list-style-type: none"> • 30 Adult Ed. • 40 Comm. Ed. • 46 Facilities • 47 Maintenance • Hort. Unit/Farm • 61 Natural Sc/Math • 66 Language Ctr • 70, 72, & 73 CDC
<p>Note: Delivery schedules are subject to change.</p>				

- As always, if you are expecting time-sensitive deliveries and you would like to pick them up from the Warehouse before your designated weekly delivery day, we ask that you contact Steve Green at ext. 4870 or by email at sgreen30@mtsac.edu to arrange a pick-up time. Please have your package tracking information and the PO number and P-Card information available. This will ensure that your package(s) are ready when you arrive. If you have any questions, please contact Purchasing at ext. 4245 or purchasing@mtsac.edu. We appreciate your help and collaboration!



Risk Management



- Worker's Compensation results for the third quarter:
 - (15) new claims were filed.
 - (14) claims were closed.
- (1) Property and Liability claims were filed.
- (4) hazard reports were reported to or through Risk Management in the first quarter. All have been resolved or are pending the completion of a work order and assessment. Hazard reports are reviewed and discussed at the monthly Health and Safety Committee meetings.
- The following safety projects have been approved by the Health and Safety Committee are as follows:
 - Sidewalk accessibility in front of building 40 – the proposal has been received and is being processed.
 - Key pads have been placed on outside restrooms in building 69.
- Risk Management has been collaborating with Transportation to ensure all drivers who request to drive a College vehicle qualify and complete the required training. Thirty-nine drivers were processed in the first quarter.
- Risk Management is developing the Workplace Violence Protection Plan (WVPP) per Senate Bill 553 – this bill requires all employers in the state to develop a plan that will provide a workplace violence assessment review process and the ability to report a potential workplace violence situation. This plan will outline the process of how the College will evaluate a hazard and assess it, along with a report to the department where the hazard and/or situation occurred. Managers will be trained on this WVPP at the May Managers meeting, with staff training to follow. All staff will be asked to participate in a brief survey to assist with the development of this plan.
- The Risk Management office has PPE such as masks and a small number of gloves. We would appreciate it if staff could pick up the items once we have responded to their submission request.

Risk Management

- Risk Management offers the following self-paced online training opportunities through POD that staff can take at their convenience:
 - Active Shooter on Campus (Managers)
 - Active Shooter on Campus (Non-managers)
 - Bloodborne Pathogen Exposure Prevention
 - Cal/OSHA Training Video on the Voluntary Use of N95 Respirators
 - Crisis Response and Recovery
 - Office Ergonomics
 - Wildfire Smoke Prevention
 - Defensive Driving
 - Distracted Driving
 - Van Safety
 - New Hire Orientation
 - Cyber Liability for Staff
- Our Risk Management team continues to conduct ergonomic evaluations upon request to assist in preventing worker's compensation injuries, like repetitive motion claims.
 - (15) ergonomic evaluations were completed in the first quarter. Risk Management continues to partner with HR and Planning to conduct assessments to meet 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 work-related claims. This year we will continue to conduct monthly trainings with the Grounds, Maintenance, and Custodial groups. In the first quarter of 2024, CSEA 651 and staff have had the following in-person training:
 - March – Electrical Safety



Risk Management



Environmental and Emergency Management

The Environmental and Emergency Management Team remains committed to collaborating with cross-campus constituents (faculty, staff, administrators, and students) to provide as safe a campus and educational environment as possible. Typically, Police and Campus Safety work in concert with Student Life, Risk Management, Health Services, and Marketing related to campus safety, emergency preparation, emergency messaging, threat assessment, and more.

In Q1 (January - March, 2024), all identified hazards were reported to and addressed by the Maintenance and Operations (M&O) team.

On February 1, 2024, we visited [California School for the Deaf](#) at Riverside to tour their campus and evaluate opportunities for improving campus-wide communications during emergencies, specifically concerning the Deaf and Hard of Hearing (DHH) population. On February 22, 2024, we held a Deaf and Hard of Hearing Sharing Forum to learn more about the needs of our ACCESS community related to campus safety, with plans to hold expanded sharing forums in the future.

The Emergency Management Team remains actively involved in cross-constituent meetings related to improving emergency messaging, threat assessment, de-escalation, etc.

Risk Management

In the realm of environmental safety, we assisted a third-party vendor in removing hazardous waste from Mt. SAC. Additionally, we developed safe exit routes for Building 60 occupants to mitigate the ongoing sidewalk construction project.

Compliance Walkthroughs (Environmental)

- Monthly visual inspection of all Mt. SAC generators as part of **Spill Prevention Control & Countermeasures (SPCC)** compliance.
- Monthly inspections of the Universal Waste Accumulation Area.
- Bi-weekly universal waste pickup from various areas across campus.
- Weekly inspections of various hazardous waste accumulation areas throughout Mt. SAC.
- Routine daily inspections to identify and mitigate hazardous situations.
- In-house Indoor Air Quality analysis of Building 720 for possible mold growth. No growth was observed.

Trainings (Both Emergency and Environmental)

- New Adjunct Faculty Orientation Training
- HR New Hire Orientation Training
- Monthly Building Evaluation Trainings
- Monthly Emergency Preparedness Training
- Individual trainings conducted with Building Marshals and Floor Captains from different divisions, aimed at enhancing coordination during an evacuation event
- Stop the Bleed and Fire Extinguisher Trainings



Fire Drill



Fire Extinguisher Training

Technical Services

Audio Visual Services

Building 26 Security Upgrade

A new security system is in the works, featuring cameras on each floor and an alert system inside and outside classrooms and offices. This project is happening in two phases:

- Phase 1 (infrastructure) is underway and will be finished by summer.
- Phase 2 (camera and notification system installation) kicks off this summer and is targeted for completion in early fall.

New Beach Volleyball Court

The wait is over! The new beach volleyball court is ready for action. The ribbon-cutting ceremony was held on February 14, and the beach volleyball team is already spiking it out on the new digs.

AV System Updates

We're busy upgrading AV systems across campus to enhance your learning experience. Here's a quick rundown:

- Campus Store & Instruction Office: A new AV system is coming! We're working with Facilities and IT to coordinate installation.
- Building 11 Classrooms: Get ready for new projection systems, screens, teaching stations, PCs with dual monitors, and improved connectivity – including USB-C charging – all coming this summer. This project also consists of a mass notification system.
- Building 7 Renovation Completed: This renovation included new accessible lecterns, digital connections, projector upgrades, and digital signage. Biology labs now have HD microscope cameras for slide annotation and image capture on local PCs.
- We've also made improvements in:
 - Building 44 Team Room (large interactive display)
 - Building 45 Win Program (AV system in tutoring room & digital signage in the lobby)
 - Building 4 HR Offices (Phase 2 of the sound masking project complete)
 - HR Conference Room 04-2320 (upgraded AV system with new presentation, control, and conferencing capabilities)
 - Building 9E (Alertus Beacons for mass notifications installed – voice notification coming later)
 - VPI Office (interactive display mounted on the wall for easier use, sound masking added)
 - Building 31B LVN Program (AV updates in teaching stations and projection systems nearing completion – Bond funded project)
 - Building 26A Classrooms (3 renovated classrooms and a fourth with a complete AV system upgrade, including an accessible teaching station – Bond funded project)
 - Building 26B Writing Center & Speech and Sign Language Success Center (both receiving updated AV equipment, conferencing capabilities, Alertus mass notification, and digital signage – Bond funded project)
 - Building 60 (digital signage project with displays on each floor complete)
 - Building 13 (Classroom 1230 with new AV system including conferencing cameras, and conference room 1240 with a new interactive display and conferencing equipment)
 - Student Center (AV installation substantially complete, with all technology facilities in use)

Technical Services

Recording Facilities Upgrade

The recording facilities in Building 2M are getting a makeover with a new network audio and video distribution system (a grant-funded project).

Support Summary

Our Audio-Visual Services team is here to support you! This quarter, we received 351 service tickets, an increase of 29.52% over last quarter. We were able to close 98.29% of those tickets (24.1% more than the previous quarter):

- 193 tickets by phone
- 80 tickets by email
- 71 tickets through the Fresh Service Portal
- 1 ticket by chat

We're committed to providing a safe and technologically advanced learning environment. Stay tuned for more updates!

Broadcast Services

We're excited to welcome **Eric Yang** to the Broadcast team! Eric is our new Media Production Specialist, working part-time and bringing his experience in the educational field to the table. You might see him around campus filming various events and activities – be sure to give him a wave!

Highlighting Shirley Torres' Achievements

The team has been busy creating a special video for the 2024 Commencement ceremony. This video will showcase the accomplishments of our Alumnus of the Year, Shirley Torres. Shirley is the Chief Program Officer for Homeboy Industries and a proud graduate of our inaugural Bridge Program 25 years ago.

Spreading the Word on Spotify

We've teamed up with Marketing again to bring you another round of catchy radio-style ads on Spotify. Keep an ear out for four new ads in rotation starting this month!

Supporting KSAK Radio

Our collaboration with the Radio production team continues as we work on upgrades and support for KSAK's technical infrastructure.

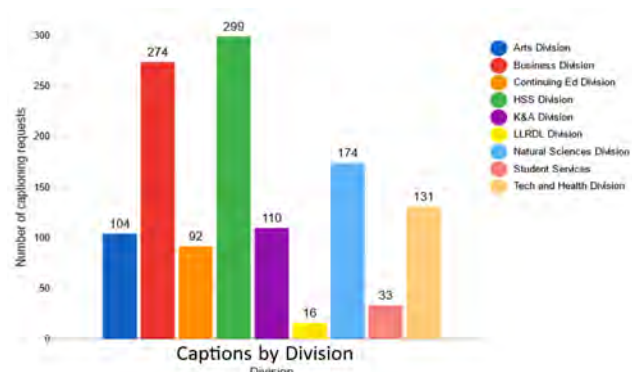
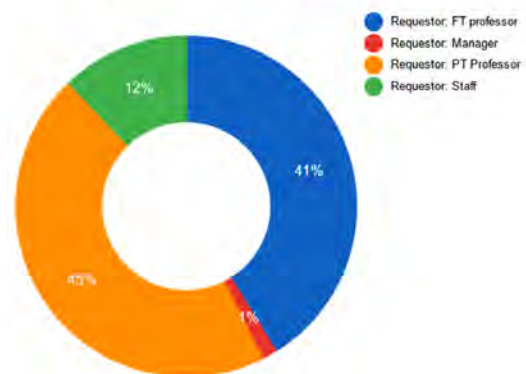
Broadcasting More Campus Sports

Get ready for more exciting sports action! Thanks to recent construction improvements and upgrades to our broadcast equipment, we'll expand our coverage to include select regular season games for softball, baseball, and beach volleyball.

Captioning at Mt. SAC Over the Last Five Years

- Since 2019:
 - 4,210 total video captioning requests
 - 296 unique individuals made requests

Caption requests by role





One of the largest community colleges in California, Mt. San Antonio College serves nearly 20 local communities and has educated more than 1.2-million people since opening in 1946.

The mission of Mt. San Antonio College is to support and empower all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training, empowering students to attain success in an ever-evolving diverse, sustainable, global society. The College pledges to serve students so they may achieve their full educational potential for lifelong learning, for attaining certificates and associate and bachelor's degrees, for employment, and for the completion of career and

transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement; advancing civic engagement and environmental responsibility; enhancing personal and social well-being; developing information and technological literacy, communication, and critical thinking; and enriching aesthetic and cultural experiences.



**Mt. SAC is ranked
among the top 3% of
community colleges in
the country**

Mt. San Antonio College

Address: 1100 N. Grand Ave., Walnut, CA 91789

Phone: (909) 274-7500

Campus Police: (909) 274-4555

Text-A-Tip: (909) 610-9139