

Administrative Services' Quarterly Informational Announcement December 17, 2019.

Facilities Planning and Management

- The Facilities Planning and Management team is fully engaged in the Measure RR and GO goals of planning, building, and maintaining our facilities. Design and construction activities are currently focused on building the final Measure RR projects and finalizing design and agency approval efforts on the phase 1A Measure GO projects. Planning activities include preparing the Measure GO phase 1B projects to begin the design phase, developing applications for state funded facilities, and conducting focused planning studies to evaluate campus needs in several specific areas. The maintenance team is preparing to take on the responsibilities of caring for the new stadium facility, while implementing the use of metrics and benchmarking to improve the level of service provided at our existing facilities. The team focus over the next quarter will include a number of collaborative efforts within administrative services, as well as a targeted effort to improve service to the instruction and student services teams on small time-sensitive improvement projects.
- Ongoing construction activities on the south side of campus include the athletics complex, stadium scoreboard, and adjacent parking structure. The stadium facility will be ready for phased occupancy beginning in the new year, while parking will be available for students and visitors in the new lot R structure by the end of the summer. New construction work will begin this spring and summer on the gymnasium, wellness, and aquatics complex, the adjacent lot S parking structure, and the transit center. Work has begun in the center of campus on the infrastructure phase of the Student Center project, with building construction set to begin in the summer.
- New major design projects include the bookstore/instruction offices facility and classrooms facilities for adult education and other programs, to be located at the north side of campus, at the current lot H surface-parking site.
- A number of smaller yet still important projects are underway, including additional capacity for counseling services, a new instructional support building just east of the equity center, classroom improvements in the humanities building, and modernization of the Professional and Organizational Development spaces on the second floor of the Library building. Many scheduled maintenance, small infrastructure, and interior improvement projects are progressing.
- Planning activities are underway for a new science laboratory building and a new library and learning technology facility, while efforts to secure state funding for a new technology and health facility continue. Targeted planning efforts to improve wayfinding, lighting, landscape, and security will begin early in the new year in collaboration with other administrative services teams. New land use and planning studies of the Brackett Field site and the west parcel are also planned for the spring semester and beyond.

- Sustainability and environmental compliance remain integral to all planning, design, construction, and maintenance activities at Mt. SAC. Energy efficiency improvements to existing facilities will continue in the new year with expanded energy metering and improved environmental controls of occupied spaces. Habitat mitigation efforts will continue along Grand Avenue and on reservoir hill with the planting of nearly 100 new walnut trees. A new study to reevaluate how solar power generation can be implemented on campus is also scheduled to start in the spring, as is a new effort to systematically plant and nurture high value trees and green spaces in student accessible spaces across campus.
- Maintenance and operations efforts in the new year will focus on maintaining acceptable service levels across campus in a time of uncertain resources, while also taking on the new responsibilities related to the athletics complex. The team will be making use of a Campus wide assessment and benchmarking effort and improved work order data and metrics to target resources where they are needed most.
- Finally, the team will be working closely with the instruction office to better define and streamline our intake and approval process for the many small but important requests for service that fall between repair work and capital construction.

Fiscal Services

- Fiscal Services in collaboration with several campus departments completed the annual audits for the period ending June 30, 2019. The College and the Auxiliary Services have obtained unmodified (best) audit opinions.
- We would like to congratulate Gabriela Sesma on her promotion to Coordinator, Cashier's Office and welcome new employee Kevin Truong, Fiscal Specialist.
- We are working closely with Human Resources to fill vacancies for the following positions: Fiscal Technician II, Retirement Specialist, Fiscal Specialist, and Printing Services Technician.
- The Fiscal Services Department has undergone a reallocation of vendors to the following AP staff: Elizabeth Jauregui, Deborah McConnell, and Shirley White. Lia Mason will be dedicated to bond funded construction invoices only. Change to Accounts Payable Alphabet are as follows:

Vendor Names Starting With:	AP Staff	Phone # (909) 274-	Email Address
A-F	Elizabeth Jauregui	5342	ējauregui@mtsac.edu
G-Q	Shirley White	5074	swhite36@mtsac.edu
R-Z & #'s	Deborah Mc Connell	5525	dmccconnell@mtsac.edu
Bond Construction Invoices	Lia Mason	5554	lmason7@mtsac.edu

- All original invoices with wet signatures should still be sent via campus mail to Accounts Payable.

- Banner Requisition Training is scheduled for January 22, 2020, at 8:30 a.m. Please visit [POD](#) to register.
- Online Appropriation Transfer Training with Banner 9 is scheduled for February 18, 2020, at 9:00 a.m. Please visit [POD](#) to register.
- P-Card trainings are scheduled on a continual basis. If you would like more information or if you are interested in attending, please contact Teresa Patterson at tpatterson@mtsac.edu. To view the 2019-20 Purchasing Card Schedule, including monthly cycle dates and approver deadlines, please visit the Fiscal Services Forms webpage at http://mtsac.edu/fiscal/fiscal_service_forms.html under 'Purchasing.'
- Cashier's Office Extended Hours for 2020 Winter Intersession:

Monday, January 6, 2020 – Thursday, January 9, 2020	8:00 a.m. – 6:00 p.m.
Friday, January 10, 2020	8:00 a.m. – 4:30 p.m.
- Winter 2020 Parking Permits are now on sale at the Cashier's Office.
- Registration for classes for Spring 2020 will begin on January 15, 2020. As a reminder, payment for all fees are due upon registration. Students who are unable to pay for their classes by the following established deadline may be dropped:
 - Students who register January 15 – February 13, 2020, will be dropped for nonpayment on Thursday, February 13, 2020, at 8:00 p.m.
- Chancellor's Office Tax Offset Program Letters (COTOP 2020) were mailed out to debtors and the Chancellor's Office has been notified for remaining unpaid debt.
- Unclaimed Property Due Diligence Letters for 2016-17 fiscal year Commercial Warrants have been mailed out to payees and the reissuance requests are being processed.

Information Technology

Academic Technology / Infrastructure & Data Security

- The 'Finish Faster Online' project with the CVC-OEI team is complete. Data is now provided through an API to Quottly who present it on the web for student registration.
- To address the end-of-life for Flash, IT suggests making Google Chrome the default browser for all computers.
- Firewall hardware refresh and upgrades were completed on October 11. Resources utilization went from 90% to 25%, and can accommodate future growth.
- December 16 through December 20, and January 2 and 3, the IT Help Desk will be open from 7:00 am to 7:00 pm on Monday through Thursday, and 7:00 am to 4:30 pm on Friday.
- The new Help Desk system is active. Please go to <http://helpdesk.mtsac.edu> to report technical issues. Requests for new IT projects can be submitted at https://www.mtsac.edu/it/project_requests.html

Enterprise Application Systems / Web Team / Project Management

- In partnership with Instruction, the new Guided Pathways website went live. Check it out at <http://www.mtsac.edu/gps>.

- Created new custom versions of the Campus Map to highlight specific programs, including maps for the Performing Arts Center, Emergency Assembly Areas, Planetarium, Designated Smoking Areas, and All-Gender Restrooms. Check it out at <http://www.mtsac.edu/maps>.
- Ellucian published a case study on Mt. SAC's Assessment Questionnaire (AQ). It is available at <https://www.ellucian.com/success-stories/developing-online-assessment-tool-course-placement>.
- Completed the Adjunct Faculty Rehire Right report. This report will help in tracking how Adjunct meet rehire rights criteria and communicate this information to the appropriate divisions.
- IT, in partnership with the Office of Instruction, is upgrading their current curriculum management software, WebCMS from version 1.0 to 10.0. The upgrade is live and will have significant improvements such as performance, transparency and automating a variety of current manual and paper bound processes. Please visit the WebCMS 10 website at <https://www.mtsac.edu/webcms> for all training material, important dates, and the link to access the new WebCMS 10.0 system.

Police and Campus Safety

Police & Campus Safety Calls			
October – December 2019*			
	October	November	December
Money Pick-ups (10-17's)	56	39	31
Battery Jumps (10-37's)	68	47	22
Vehicle Unlocks (10-41's)	33	28	16
Building/Door Lock/Unlock	68	48	33
Medical Assistance	31	16	2
Vehicle Checks	1	0	0
Assist/Other	31	25	9
Transports	18	3	0
Postings	1	2	0
Total Common Calls for Service	307	208	113
Total All Dispatched Calls	566	380	216

*As of December 16, 2019

In accordance with the Clery Act, the Daily Crime Log can be accessed using the below link.

<https://www.mtsac.edu/safety/crimelog>

Risk Management

- Worker's Compensation results for the fourth quarter:
 - 17 new claims were filed
 - 15 claims were closed
- A Worker's Compensation 101 training was conducted with the nighttime Custodial Group on October 11, 2019, and a Safety Slogan project was initiated.
- Risk Management conducts ergonomic evaluations, upon request, to assist in preventing workers compensation injuries and repetitive motion claims.
 - 6 Ergo Evaluations completed.
- Every year we develop a Risk Improvement Action Plan with our Workers Compensation carrier to address areas that have a high frequency or severity of claims. Safety trainings associated with that plan were held for Grounds and Custodial Group:
 - October – Slip, Trip and Fall Prevention
 - November – Chainsaw Safety for the Grounds Group. Safety Slogan & OS1 procedures for the Custodial Group.
- The Employee Wellness Program offered one Wellness Challenge and two lectures.
 - The "Fall Festivals of America" Challenge had over 169 staff registered for the challenge. Every participant had an opportunity to attend the wrap-up party to receive their certificate of completion and a special Mt. SAC tumbler giveaway.
 - The two lectures provided to the campus were:
 - Meal Planning 101 (October 2019).
 - Mindful Eating (November 2019).
- The Employee Wellness Program held another successful Employee Wellness Fair on November 8, 2019. Over 130 employees attended and 17 vendors participated. We also had the Kaiser Mobile Health Vehicle available to all staff members for a free biometric screening.
- The Emergency Preparedness Fair took place on October 8, 2019. Approximately 200 staff and students attended and 12 vendors participated. The fair provided demonstrations, supplies, and giveaways related to emergency preparedness.
- The Building Evacuation Drill was conducted on October 10, 2019, that included the following buildings: 1A - 1C, 2T, 2M, 3, 4, 6, 7, 8, 9A - 9G, 10, 11, 12, 13, 16A, 16E, 18C, 21A – 21J, 26A – 26D, 44, 45, 60, and 61.
- Emergency Operations Planning – In November the Final Phase of the training for the College's EOP was completed. The training consisted of:
 - ICS – 300
 - ICS – 400
- As part of the Emergency Operations Planning an Event Action Plan draft was created on November 21, 2019, for an off campus gas leak.

Sac Book Rac

- Sac Book Rac is busy with Textbook Rental Returns. We currently have 4,900 textbooks out as Rentals. We are also coordinating the return of textbooks rented to 25 High Schools this Fall.
- We worked with some new Financial Aid Programs this Fall that afforded a lot of students the ability to get textbooks. The Promise Program and Student Equity provided money to many students for textbooks.
- While everyone is getting ready for the Holidays, we are already receiving textbooks for Winter Session and for the Spring Semester.
- Barnes & Noble created an Online study solutions for students and all stores were required to sell subscriptions to students for the Fall Semester. Sac Book Rac ranked #10 out of the 800 Barnes & Noble stores nationally, and one of our hourly employees, Katelin Wong, ranked #15 among all the employees of the 800 stores.
- We had a very successful Gingerbread Decorating Contest and we will continue this new tradition next year. We had 181 people vote for their favorite. The winners were:
Best Overall: Shirlee Huynh and Stacy Lee **Most Whimsical:** Reyna Casas and Marlyn Lanuza

Technical Services

Technical Services/Event Services

- November and December were busy with events for the department. Event Services facilitated the annual Student Life Thanksgiving Dinner, Gamefest, Christmas in Mexico and several holiday gatherings. The Performing Arts and Event Services teams joined forces on the annual Wassail dinner and concert. The three-day event transformed one of the dance studios into a banquet hall where the first half of the evening took place. Guests then transitioned along a candlelit walk to the Fedderson Recital Hall for a holiday concert.
- For the first time, the annual poinsettia sales from the Horticulture department were available for online purchase through the campus' box office sales system. To date, 450 poinsettias have been sold online. Look for more online offerings from Horticulture in the spring with tomato and pepper plants.
- The AV system in 6-160 will be receiving a much needed upgrade at the end of January next year. The room will be offline for two weeks during the install and will be back in plenty of time for the start of the spring semester. When complete, the user controls will be very similar to other conference and classroom facilities on campus and the room will have upgraded teleconferencing capabilities.
- The vacant Assistant Director, Technical Services position was filled in December. Brandin Bowman was the successful applicant and no stranger to the campus. Having spent six years with the department as the Patron Services Coordinator from 2006-2012 and then recently as a Project Administrator, Brandin's

familiarity with the campus and department will be an asset in his new role. Brandin also brings his experience from his time working at AudienceView as a Business Analyst and later a Customer Relationship Manager.

AV/Presentation Services

- Work is continuing on the campus-wide Alertus project. The information gathered by Alertus during the multi-week survey in October is nearly compiled and ready for review by the project team. Once verified, equipment procurement will begin in January/February and installation bids solicited in Q1 of 2020. Full installation is targeted for the beginning of the Fall 2020 semester. When complete, Alertus notification hardware will be installed in nearly all existing facilities on campus.
- Work is ramping up quickly on the AV systems for the Athletics Complex as that project nears completion. Major system installation throughout the facility will begin this month and continue through April, 2020. Priority is on spaces used for instruction and having those ready for the start of the Spring semester.

Broadcast Services

- Work is progressing on the two-way radio upgrade project for the campus. Infrastructure and facility upgrades are expected for early 2020 which will allow for expanded digital radio channels and capabilities. Some of the new radios have been deployed on campus with the balance expected to go out after the new repeater system is installed.
- The recently purchased shared media storage server is up and running. The server allows local storage of video content for projects and collaboration between multiple people in the department. This shared storage solution mirrors broadcast industry standard workflow processes for editing and post-production.
- Work is scheduled for January to reconfigure the Television Studio control room and Master Control facilities. This shift will allow the studio control room to be better utilized by the Television Program classes and begin the process to ready the Master Control facility to better support campus streaming operations.

Our office observes all College Holidays and breaks.

Please note the Campus will be closed for winter break beginning Monday, December 23, 2019, returning January 2, 2020.