

Administrative Services' Quarterly Informational Announcement October – December 2020

Fiscal Services

- We would like to congratulate the following individuals:
 - New A/P staff - Cathy Flores
 - Promotion to Fiscal Technician – Judy Kim
 - New Fiscal Specialist - Suzanne Ponce
 - Promotion to Fiscal Specialist – Kasteel Gumban
- With the two recent promotions, we currently have a Fiscal Technician vacancy in the Cashier's Office and a new opportunity in Fiscal Services for a Payroll Coordinator.
- The Fiscal Services Department has undergone a reallocation of vendors to the following AP staff: Elizabeth Jauregui, Jenny Tjandra, and Cathy Flores. 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	ejaregui@mtsac.edu
G-Q	Nany "Jenny" Tjandra	5074	ntjandra36@mtsac.edu
R-Z & #'s	Cathy Flores	5525	cflores285@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 27, 2021, and February 24, 2021, at 8:30 a.m. Please visit [POD](#) to register.
- Online Appropriation Transfer Training with Banner 9 is scheduled for February 16, 2021, 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 2020-21 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.'
- Registration for classes for Spring 2021 will begin on January 13, 2021. 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 13 – February 18, 2021, will be dropped for nonpayment on Thursday, February 18, 2020, at 8:00 p.m.

- Chancellor's Office Tax Offset Program Letters (COTOP 2021) were mailed out to debtors and the Chancellor's Office has been notified for remaining unpaid debt.
- Unclaimed Property Due Diligence Letters for 2017-18 fiscal year Commercial Warrants have been mailed out to payees and the reissuance requests are being processed.
- Fiscal Services continues collaborating with the management, oversight, and operational processes of the CARES Act Grants and COVID-19 Response Block Grants by ensuring allowability of expenditures, providing account codes, processing purchases orders, timely grant reporting and monitoring, and payment to vendors and students.

Information Technology

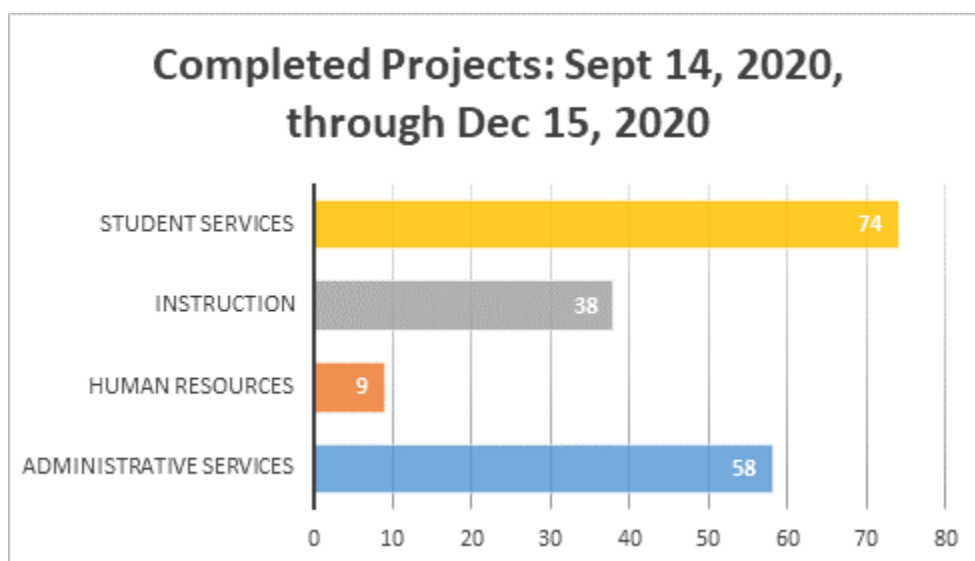
Academic Technology / Infrastructure & Data Security

- Reminder – effective December 31, 2020, all web browsers will no longer support Flash Player.
- IT offers in-person student technical support via appointment only. If a student needs support, please contact the Help Desk at 909.274.4365 or helpdesk@mtsac.edu.
- CENIC through the CCC Tech Center approved the College's second internet circuit at 10GBPS. The upgrade order was placed by the CCC Tech Center. Implementation date is TBD.
- IT in coordinating with Facilities is working on the commissioning of the network infrastructure for Lot R. The infrastructure supports the digital signage that displays how many parking spots are available on a particular level.
- Zoom migration from ConferZoom to Mt. SAC's subaccount is scheduled for December 16, 2020. This migration allows for faster support and access to additional configuration settings.
- IT created a virtual desktop and application system to deliver remote software solutions to faculty and students. The system enables easy, low-cost access to software from a wide variety of devices, such as iPads, older laptops, and Chromebooks, while maintaining the highest levels of security and academic integrity. IT staff are available to create test systems, configured to requested specifications, for Professors to test drive the system and assess its viability for their course(s). If you would like to have a test account please complete this [Request Form](#).

Enterprise Application Systems / Web Team / Project Management

- The [EAB Navigate website](#) was redesigned to provide informational resources to both students and faculty. Web pages have been developed to focus on specific user groups, in order to provide a dedicated resource to students, faculty, and staff. In addition, we have included log in links, FAQs, and a resource page dedicated to downloading the Navigate tool.

- Implemented a [Scheduled Maintenance website](#) to provide the campus community information about critical system downtime, including blackout dates. The maintenance schedule is updated every quarter to allow College operational units ample opportunity to notify us should our plans conflict with critical College functions. In addition, the calendar also provides critical information such as the affected systems/applications that will be unavailable during these maintenance periods.
- IT, in coordination with Student Services, completed an [APEX application for students to submit their Graduation and Certificate Application](#). This online process replaces the former manual paper process.
- In the last three months, more than 26,000 webpages and documents were 'read' to visitors using the ReadSpeaker 'Listen' button that is available on all campus webpages.
- Newly designed and launched websites include [Construction](#), [Lactation](#), [Acronyms](#), [Promise+](#), and [Veterans Among Us](#).
- The ASAG cross-functional task force approved Phase I of the student email cleanup. This cleanup will remove email and documents for students who have not enrolled at Mt. SAC for the last five years, and will allow IT to reduce the number of licenses needed and help control SPAM from non-Mt. SAC students.
- Completed the modifications to the Assessment Questionnaire (AQ) to provide high school graduates appropriate transfer-level English and Math course placement and recommendations in compliance with new requirements of AB 705.
- Completed the modifications to online student evaluations to allow more than one faculty administering the student evaluations for the same class. Previously only one faculty can administer the student evaluations for a class. The other faculty would need to use the paper form.
- Successfully completed and submitted the COTOP 2021 Annual Report and the 2020 Annual MIS Financial Aid Report to the Chancellor's Office.



Police and Campus Safety

Police & Campus Safety Calls October – December 2020*			
	October	November	December
Money Pick-ups (10-17's)	1	1	1
Battery Jumps (10-37's)	1	0	0
Vehicle Unlocks (10-41's)	4	1	2
Building/Door Lock/Unlock	64	45	23
Medical Assistance	1	0	0
Vehicle Checks	0	0	0
Assist/Other	15	7	3
Transports	0	0	0
Postings	0	0	0
Total Common Calls for Service	86	54	29
Total All Dispatched Calls	122	90	45

*As of December 15, 2020

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

- The Risk Management Department is excited to welcome Sayeed Wadud to the team as the Environmental Safety and Emergency Service Manager. Sayeed started his role remotely in November.
- Worker's Compensation results for the fourth quarter:
 - 6 new claims were filed.
 - 3 claims were settled and closed
- Risk Management conducts ergonomic evaluations, upon request, to assist in preventing worker's compensation injuries and repetitive motion claims. Since the closing of campus in March, we have been able to conduct these evaluations virtually to the staff that is currently telecommuting.
 - 4 Virtual Ergo Evaluations were completed in the fourth quarter.
- 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. Since May, we have been able to conduct these trainings virtually giving those individuals that are not on campus the opportunity to participate. Virtual safety trainings associated with that plan were held for Grounds and Custodial Group:

- October – Return to Work Training
 - November – Stress Management
 - December – COVID-19 Prevention Plan
- The Employee Wellness Program continues to provide resources and challenges to our staff throughout the campus closure and current pandemic:
 - The “Holiday Hop” Challenge started on November 2, 2020, and ends on December 27, 2020. The challenge has 190 staff registered and participating. Every participant who meets the goal of 8,000 steps a day will be entered into a drawing to win one of twenty \$100 Amazon Gift Cards.
 - The Employee Wellness Program teamed up with Kaiser to roll out “Maintain Don’t Gain” that started on November 9, 2020. This is an 8 week program to help individuals stay focused on eating healthy & staying fit during the holidays. Weekly emails are sent out to keep all those participating on track and motivated.
 - Three virtual Nutritional classes & demos were provided to the campus:
 - Healthy Fall Comfort Foods (October 20, 2020).
 - Healthy Holiday Comfort Dishes (November 17, 2020).
 - Nutritious Holiday Swaps – Instant Pot Garlic Lentil Soup (December 15, 2020).
 - Sound Bowl Therapy and Virtual Yoga Classes were offered all three months in the fourth quarter.
 - Weekly Wellness Announcements are sent to our employees, providing the following resources:
 - Resources to Move More.
 - Resources to Eat Well.
 - Resources to Build Stress Resiliency.
 - Mental Health Wellness and Crisis Services (Crisis Hotline (800) 854-7771, available 24 hours).
 - Cal-OSHA enacted new COVID-19 workplace safety standards called the COVID Prevention Plan effective December 1, 2020, with new emergency temporary standards to protect general industry employees. These standards include having a written COVID-19 Prevention Plan. Risk Management, HR, and Health Services are working together to create and implement the COVID-19 Prevention Plan.
 - Risk Management continues to monitor PPE quantity and distributions on campus. Risk management identifies any special needs for PPE’s needed for safety in the classroom to provide safety for staff, faculty and students.

Sac Book Rac

- The Fall opening was not business as usual. We were not open for students to purchase books and supplies in person. The Bookstore had 5 full time employees

working the Online orders, Special Programs, Photo ID, incoming publisher orders and Textbook Publisher returns.

- We rented over 2100+ Textbooks to students via Online.
- We shipped out over 4500 Online orders to students.
- We provided textbooks to the High School Dual Enrollment Program.
- We were able to open photo ID for a short period of time and issued over 4,000 ID's to students.
- We worked closely with the special programs like the Department of Rehab and the Veterans Program to make sure those students were able to get their books in a timely manner.
- We shipped books to students in the Bridge Program who would normally have come to campus to get their books from the department.
- We assembled 500 grab and go bags of supplies for the Promise Program to distribute to students.
- The Bookstore will be migrating to a new Online Order system for the Faculty.
- As we go into the Winter Session we hope to be able to serve students in person and get them the books and materials they need for their classes.

Technical Services

Technical Services/Event Services

- This quarter, Event Services and the Box Office continued to support essential services on campus including the laptop and technology loan program, Natural Science lab kit pick-ups and drop-offs, and the Mobile Food Pantry to name a few. AudienceView, the Box Office point of sale and e-commerce software platform was used for student club fundraisers and, for the second year, the Horticulture Unit's annual poinsettia sale. The team continues work on updating the facility rental agreement, fee schedule, and usage guidelines.

AV/Presentation Services

- The AV design team continues diligently with planning for upcoming major construction projects, including the Student Center, Gymnasium, Heritage Hall, Campus Store, and the POD Loft. The Gym and Heritage Hall projects have finished the bid process with the AV plans ready for construction. Updates to the AV plans for the Student Center were issued for bidding with some small updates coming in the next month. The Campus Store project is still in design, and the inclusion of the AV group during this phase will yield some of the most complete AV plans prior to bid to date.
- In addition to planning for upcoming projects, the group is also working through 30 system replacements on campus and continuing to support ongoing construction projects in various phases of completion.

- Webinar support for several events supporting Business, Psych Tech, Forensics, Accounting, Health Services, and Financial Aid departments were also provided by the team. Support includes pre-event consultation to determine user needs, the configuration of the webinar session, and in-session live support when needed.

Broadcast Services

- Broadcast Services continues fulfilling caption requests, with 100 caption files processed through 3 Play Media. Otter.ai was also utilized in order to reduce the financial impact of using 3 Play media, especially for long videos (1 hour plus) or for large requests that have a deadline that is at least 2 months out. Through Otter.ai, an additional 65 videos have been processed. In addition to captioning, the team has edited various Zoom meetings and webinars in order to make them available and relevant for future viewing.
- Four Culinary Arts demo videos were produced with Chef Shelley Doonan to aid instruction during the Spring semester. All of this was done in accordance with the COVID guidelines at the time of recording, with a very small team. The plan is to continue to support instruction by making additional videos as the guidelines, and time allows.
- Another note of success was the ability to overcome a lot of technical challenges with the campus radio station, KSAK, and get it back on the air after many months of being quiet. Areas west of the campus are able to once again receive the broadcast, though coverage on campus is still spotty. Efforts to boost coverage are in the works.

Performing Arts Operations

- The Performing Arts Team provided tremendous assistance with converting the Gymnasium to a voting center in late October. The entire floor was carpeted for protection as well as sound absorption. The vote center ran for 11 days and was quite successful.
- Ongoing assistance continues to help the Risk Management group keep on top of preventative measures for COVID and individuals returning to campus. Temperature stations were updated, and PPE supplies were stocked for buildings that are partially open for classes.

Our office observes all College Holidays and breaks.

Please note we will be closed for Winter Break beginning on Wednesday, December 23, 2020, returning Monday, January 4, 2021.