



MT. SAC

REACH
NEW
HEIGHTS



2020 FALL OPENING MEETING

Welcome to the 2020 Fall Semester



We hope you find the information in this handout useful and that you refer to it often.

Bill Scroggins, Ph.D.
President/CEO

EMPLOYEE ORGANIZATIONS

Academic Senate



Chisa Uyeki
President

E. Chisato Uyeki – President

Library
Ext. 5436
cuyeki@mtsac.edu

Lance Heard – Co-Vice President

Public Safety
Ext. 4515
lheard@mtsac.edu

**Kelly Rivera – Co-Vice President and
Legislative Liaison**

Political Science
Ext. 6263
krivera32@mtsac.edu

Briseida Ramirez-Catalan – Secretary

Older Adult Programs
Ext. 5433
bramirezcatalan@mtsac.edu

Melinda Bowen – Director

Kinesiology
Ext. 5308
mbowen@mtsac.edu

Sun Ezzell – Director

Learning Assistance
Ext. 6334
sezzell@mtsac.edu

Phil Wolf – Director

Physics and Engineering
Ext. 4421
pwolf@mtsac.edu

Bernie Somers – Director

Counseling/Veterans
Ext. 5972
bsomers@mtsac.edu

Michelle Shear – Director

Dance
Ext. 5611
mshear@mtsac.edu

Kristina Allende – Curriculum Liaison

English, Literature and Journalism
Ext. 4127
kallende@mtsac.edu

**Tania Anders – Faculty Professional
Development Coordinator**

Earth Sciences and Astronomy
Ext. 4734
tanders1@mtsac.edu

Shiloh Blacksher – Senator-at-Large

Psychology
Ext. 4875
sblacksher@mtsac.edu

Emily Versace – Senator-at-Large

Counseling
Ext. 6487
eversace@mtsac.edu

Bruce Nixon – Senator-at-Large

Psych Tech
Ext. 4917
bnixon@mtsac.edu

Sara Mestas – Senator-at-Large

Counseling
Ext. 6349
smestas@mtsac.edu

**Joan Sholars – Faculty Association
President**

Mathematics
Ext. 4610, 5752
jsholars@mtsac.edu

**Emily Woolery – Faculty Association
Vice President**

Library
Ext. 4264
ewoolery@mtsac.edu

Faculty Association



Joan Sholars
President

Joan Sholars – President
Mathematics and Computer Science
Ext. 5752
jsholars@mtsac.edu

Emily Woolery – Vice President
Library
Ext. 5751
ewoolery@mtsac.edu

Liz Ward – Secretary
Kinesiology and Athletics
Ext. 3025
eward@mtsac.edu

Linda Chan – Treasurer
Mathematics and Computer Science
lchan@mtsac.edu

Eric Kaljumagi – Past President
Mathematics and Computer Science
Ext. 6225
ekaljumagi@mtsac.edu
kaljumagi@msac-fa.org

**Eric Kaljumägi – State Council
Representative**
Mathematics and Computer Science
Ext. 5751
ekaljumagi@mtsac.edu

**Joan Sholars – State Council
Representative**
Mathematics, Computer Science
Ext. 5752
jsholars@mtsac.edu

Herschel Greenberg – Director
English, Literature, and Journalism
Ext. 5149
hgreenberg@mtsac.edu

Maya Alvarez-Galvan – Director
English, Literature, and Journalism
Ext. 4524
malvarez-galvan@mtsac.edu

Robert Piluso – Director
English, Literature, and Journalism
rpiluso@mtsac.edu

Sandra Esslinger – Director
Art History
Ext. 4946
sesslinger@mtsac.edu

Antoine Thomas – Director
Counseling
Ext. 5922
athomas@mtsac.edu

Lance Heard – Director
Public Services
Ext. 4515
lheard@mtsac.edu

Luisa Howell – Director
World Languages
Ext. 4968
lhowell@mtsac.edu

Judy Lawton – Director
Political Science
jlawton@mtsac.edu

**Chisa Uyeki –Academic Senate
President**
Library
Ext. 5436
cuyeki@mtsac.edu

**Kelly Rivera – Vice President and
Legislative Liaison**
Political Science
Ext. 6263
krivera32@mtsac.edu

California School Employees Associations (CSEA)

Chapter 262



Robert Stubbe
President

Robert Stubbe –President
Academic Technology and Infrastructure
Ext. 4385
president@csea262.org

Rosa Asencio – 1st Vice President
Career Placement Services
Ext. 5941
vp1@csea262.org

Marlene Espina – 2nd Vice President
Academic Support and Achievement
Center
Ext. 4362
vp2@csea262.org

Barbara Carrillo – Secretary
Student Life
Ext. 5953
secretary@csea262.org

Zak Gallegos – Treasurer
Facilities Planning and Management
Ext. 5689
treasurer@csea262.org

Elizabeth Jauregui – Chief Steward
Fiscal Services
Ext. 5342
chiefsteward@csea262.org

**Brandon Gillett – Site Representative
Coordinator**
Business Division
Ext. 4928
siterep@csea262.org

**Mark Fernandez – Chapter
Communications Officer**
Information Technology
Ext. 4384
cpro@csea262.org

Sandra Bollier – Past President
Financial Aid
Ext. 4450
pastpresident@csea262.org

Chapter 651



Diondre McBride
President

Diondre McBride – President
Grounds
Ext. 4850
dmcbride3@mtsac.edu

Vacant – 1st Vice President

Peter Tayag – 2nd Vice President
Custodial Services
Ext. 4850
ptayag@mtsac.edu

Kimberly Butler – Secretary
Custodial Services
Ext. 4850
kbutler1@mtsac.edu

Vacant - Treasurer

Peter Gonzales – Chief Job Steward
Custodial Services
Ext. 4850
pgonzales@mtsac.edu

**Anthony Stanisci – Communications
Officer and Job Steward**
Custodial Services
Ext. 4850
astanisci@mtsac.edu

Art Morales – Job Steward
Maintenance
Ext. 4862
amorales@mtsac.edu

Johnny Armendariz – Job Steward
Custodial Services
Ext. 4850
jarmendariz@mtsac.edu

Anthony Rizo – Job Steward
Custodial Services
Ext. 4850
arizo@mtsac.edu

Ralph Marquez – Job Steward
Custodial Services
Ext. 4850
rmarquez@mtsac.edu

Classified Senate



John Lewallen
President

John Lewallen - President
Marketing & Communications
Ext. 4137
jlewallen@mtsac.edu

Diana Dzib – 1st Vice President
Continuing Ed.
Ext. 4961
ddzib@mtsac.edu

Yvette Garcia – 2nd Vice President
Event Services
Ext. 5601
ygarcia19@mtsac.edu

Gloria Mungia - Treasurer
Student Services
Ext. 4505
gmungia2@mtsac.edu

Maria Hernandez-Figueroa - Secretary
CARE
Ext. 4500
mhernandezfigueroa@mtsac.edu

Sandra Bollier - Senator
Financial Aid
Ext. 4450
sbollier@mtsac.edu

Reyna Casas - Senator
Instruction Office
Ext. 5404
rcasas8@mtsac.edu

Ruben Flores - Senator
Grounds
Ext. 5689
rflores1@mtsac.edu

Beverly Heasley - Senator
Information Technology
Ext. 4386
bheasley@mtsac.edu

Renu Katoch - Senator
Continuing Ed.
Ext. 5155
rkatoch@mtsac.edu

Laura Martinez - Senator
Instruction
Ext. 5414
lmartinez@mtsac.edu

Caitlin Rodriguez - Senator
Facilities Planning & Management
Ext. 5176
crodriguez@mtsac.edu

Sabrina Torres - Senator
Biological Sciences
Ext. 4425
storres151@mtsac.edu

Stephanie Vukojevic - Senator
Adult Basic Ed.
Ext. 5757
svukojevic@mtsac.edu

Management Steering Committee

Jennifer Galbraith, Co-Chair
Business Division
Ext. 4600
jgalbraith@mtsac.edu

Tami Pearson, Co-Chair
School of Continuing Education
Ext. 4314
tpearson4@mtsac.edu

Brandin Bowman
Technical Services
Ext. 5780
bbowman@mtsac.edu

Jill Dolan
President's Office
Ext. 6119
jdolan@mt.sac.edu

Aida Cuenza-Uvas
ANNAPISI
Ext. 5905
acuenza@mtsac.edu

Rosa Royce
Fiscal Services
Ext. 5530
rroyce@mtsac.edu

Michelle Sampat
Instruction Office
Ext. 5840
msampat@mtsac.edu

Uyen Mai
Marketing
Ext. 5448
umai@mtsac.edu

Abe Ali
Human Resources
Ext. 5481
aali@mtsac.edu

Alexis Carter
Human Resources
Ext. 6830
ssong@mtsac.edu

Tania Robles
High School Outreach
Ext. 5988
trobles@mtsac.edu

Confidentials

Melissa Cone, Representative
Fiscal Services
Ext. 5515
mccone@mtsac.edu

Lucy De Leon, Representative
Vice President, Student Services
Ext. 5980
ldeleon@mtsac.edu



MT. SAN ANTONIO COLLEGE WELCOMES THE FOLLOWING NEW (or promoted) STAFF

Administrators

Kristina Alvarado, Director, Learning Assistance Center (*Library and Learning Resources*)

Brandin Bowman, Assistant Director, Technical Services (*Technical Services*)

Rosario Esparza, Manager, Financial Aid and Special Programs (*Financial Aid*)

Dario Fernandez, Director, Special Program Student Services (*Student Services*)

Peter Gend, Associate Dean, Arts (*Arts*)

Alejandra Gonzalez, Assistant Director, Student Life (*Student Life*)

Tamara Knott-Silva, Associate Dean, Kinesiology, Athletics, and Dance (*Kinesiology, Athletics, and Dance*)

Mark Lowentrout, Dean, Arts (*Arts*)

Richard Mahon, Vice President, Instruction (*Instruction*)

Luke Meyer, Director, Center of Excellence (*Center of Excellence*)

Brian Owen, Sergeant, Police and Campus Safety (*Police and Campus Safety*)

Kevin Owen, Director, Technical Services (*Technical Services*)

Morris Rodrigue, Vice President, Administrative Services (*Administrative Services*)

Lisa Rodriguez, Assistant Director, Professional Organization and Development (*Professional Organization and Development*)

Lina Soto, Associate Dean, Counseling and Guidance (*Counseling and Guidance*)

Douglas Todd, Director, Athletics Special Events (*Kinesiology, Athletics, and Dance*)

Faculty

Julie Cortez, Instructional Specialist (*ACCESS*)

Richard Genovese, Professor, Fire Technology (*Technology and Health*)

Classified Staff

Victor Alexandrescu, Lead Telecomm Support Technician (*Information Technology*)

Jennifer May Anol, Retirement Specialist (*Payroll*)

Haneen Alghita-Aguilar, Coordinator, Case Manager (*Student Services Division*)

Brandon Aponte, Information Technology Support Technician (*Information Technology*)

Classified Staff (continued)

Vianey Arenas Juarez, Administrative Specialist III (*Humanities and Social Sciences*)

Daniel Berumen, Senior Research Analyst (*Research and Institutional Effectiveness*)

Robert Bledsoe, Communications Specialist (*Marketing and Communications*)

Lorina Boon, Administrative Specialist III (*Adult Basic Education*)

Austin Byrd, Accompanist (*Music*)

Melissa Candell Villacreses, Student Services Program Specialist II (*Student Equity*)

Esther Casias, Custodian (*Custodial Services*)

Allen Castillo, Sr. Systems Analyst/
Programmer (*Information Technology*)

Timothy Chu, System Administrator (*Information Technology*)

Raul Corcuera, Grounds and Horticulture Technician (*Grounds*)

Maria Cornejo, Admissions and Records Specialist II (*Admissions and Records*)

Raymone Dashiell, Student Services Program Specialist I (*Counseling and Guidance and Guidance*)

Jason De Armond, Custodian (*Custodial Services*)

Lisa Foster, Veterans Service Specialist (*Veteran's Services*)

Rene J. Gutierrez Jr., Custodian (*Custodial Services*)

Jason Hayman, Computer Facilities Assistant (*English as a Second Language*)

Graciela Espinoza, Fiscal Specialist (*Fiscal Services*)

William Fermin, Custodian (*Custodial Services*)

Maria Figueroa, Administrative Specialist II (*Counseling and Guidance*)

Maria Figueroa Hernandez, Coordinator Project/Program (*CARE*)

Andrew Franco, Printing Services Technician (*Printing Services*)

Kim Michelle Garcia, Administrative Specialist III (*Instruction*)

Shantel Garcia, Administrative Specialist I (*Child Development Center*)

Martin Gonzalez, Transfer Specialist (*Counseling and Guidance*)

Rowena Imes, Lead IT Support Technician (*Information Technology*)

Amanda James, Administrative Specialist IV (*Counseling and Guidance*)

Jacinta Marie Jocson, Project/Program Specialist (*Strong Workforce*)

Kaylynn Lare, Student Services Program Specialist II (*Counseling and Guidance*)

Judy Kim, Fiscal Technician I (*Cashiers Office*)

Daniel Lee, Telecommunications Technician, *Information Technology*

Kimberly Macala, Administrative Specialist IV (*Instruction*)

Daniel Magdeleno, Custodian (*Custodial Services*)

Dolores Mahan, Coordinator, Deaf and Hard of Hearing Services (*Deaf and Hard of Hearing Services*)

Ashley Marin Hernandez, Administrative Specialist III (*Natural Sciences*)

Kevin Mark, Athletic Trainer (*Kinesiology, Athletics, and Dance*)

Guadalupe Medina, Coordinator, Project/Program (*Child Development Center*)

Cheri Miller, Lab Assistant-Child Development (*Child Development Center*)

Annette Monge-Hermosillo, Student Services Outreach Specialist (*High School Outreach*)

Rachel Moran, Laboratory Technician I - Chemistry (*Chemistry*)

Colleen Nelson, Administrative Specialist IV (*Natural Sciences*)

Joelle Nguyen, Admissions and Records Specialist II (*Admission and Records*)

Classified Staff *(continued)*

Evelyn Ojeda, Academic Application System Specialist *(Information Technology)*

Dominique Perez, ESL Instructional Support Assistant *(English as a Second Language)*

Gizelle Ponzillo, Coordinator, Supplemental Instruction Program *(Tutorial Services)*

Gabrielle Quiroz, Student Services Program Specialist II *(Student Life)*

Beatriz Ramirez, Custodian *(Custodial Services)*

Felipe Ramos, Grounds and Horticulture Technician - Campus *(Grounds)*

Jaime Rodriguez, Senior Research Analyst *(Research and Institutional Effectiveness)*

Christine Romeo, Project/Program Specialist *(Student Services)*

Donna Rutherford, Lead Printing Services Technician *(Printing Services)*

Randy Sanchez, Community Services Officer *(Police and Campus Safety)*

Rodolfo Sanchez, Financial Aid Specialist *(Financial Aid)*

Denise Schumaker, Coordinator, Project/Program *(English as a Second Language)*

Gabriela Sesma, Coordinator, Cashier's Office *(Cashier's Office)*

Naomi Spinella, Financial Aid Specialist *(Financial Aid)*

Jason Tackett, Heat, Vent and AC (HVAC) Mechanic *(Maintenance-HVAC)*

Sangvan Thaysangkram, Administrative Specialist III *(Humanities and Social Sciences)*

Nany Tjandra, Fiscal Technician II *(Fiscal Services)*

Brenda Ton Ho, Registration Specialist *(English as a Second Language)*

Kevin Truong, Fiscal Specialist *(Fiscal Services)*

Vanessa Ulloa, Project/Program Specialist *(Learning Assistance Center)*

Suzanne Vasquez, Administrative Specialist I *(Safety and Risk Management)*

John Wilson, Career Services Specialist *(School of Continuing Education)*

Jenny Yung, Laboratory Technician - Food *(Hospitality Restaurant Management)*

DATES TO CALENDAR FOR 2020-21

August 14, 2020	Convocation Activities Classified Staff Opening Meeting – 8:00-9:00 a.m. Classified Professional Development Day – All Day
August 19, 2020	New Student Welcome - Virtual , Details TBD
August 21, 2020	Convocation Activities Faculty Opening Meeting – 8:15-9:45 a.m. FLEX Day Activities – All Day
August 28, 2020	Veterans New Student Welcome – 10:00 – 12:00 p.m., Virtual
September 16, 2020	Veteran’s SALUTE Induction Ceremony – 12:00 – 1:30 p.m., Virtual
September 16, 2020	Virtual Tutoring and Student Success Fair , Time TBD
September 17, 2020	Constitution Day – Virtual – Details TBD
September 23, 2020	Student Life Volunteer Fair - Virtual - Details TBD
October 2020	Fall Cash for College – Virtual – Details TBD
October 9, 2020	Associated Students Fall Leadership Conference – Details TBD
October 14-15, 2020	Voter Registration Drive - Virtual – Details TBD
Fall (TBD) 2020	Academic/Student Services Master Planning Summit – 9:00 a.m.-2:00 p.m., Virtual
October 28, 2020	Transfer Fair – 10:00 a.m.-1:00 p.m., Virtual
November 3, 2020	Student Life Election Day Celebration – Details TBD
November 9-13, 2020	Veterans’ Week Celebration – Various Times and Virtual
February 2021	Cash for College – Virtual – Details TBD
February 19, 2021	Faculty Spring Opening Meeting – 3:00-4:30 p.m.
February 19-20, 2021	Mt. SAC Cross Country Invite
March 2021	It’s Not Too Late to Apply for Financial Aid Week – Virtual, Details TBD
March 16, 2021	Military Women Luncheon – 12:30-2:30 p.m., Founders Hall
March 17, 2021	Student Life Volunteer Fair - Virtual – Details TBD
March 24, 2021	Inspiring Women Luncheon – Details TBD
April 5-8, 2021	Associated Students General Election – Online
April 15-17, 2021	Mt. SAC Relays
May 5, 2021	SALUTE Induction Ceremony – 6:00 – 8:00 p.m., Founders Courtyard
May 8, 2021	Students & Educators of Distinction Ceremony – Details TBD
May 6, 2021	EOPS/CARE/CalWORKS Student Recognition Ceremony – 5:00 - 8:00 p.m., 13-1700
May 13, 2021	Associated Students Athletic Fair – Details TBD
May 14, 2021	Upward Bound Achievement Ceremony – Details TBD
May 14, 2021	Academic/Student Services Master Planning Summit – 9:00 a.m.-2:00 p.m.
May 21, 2021	ACES Transfer Achievement Ceremony – Details TBD

DATES TO CALENDAR FOR 2020-21
(Continued)

May 24-28, 2021	Memorial Day Remembrance Event – All Day, TBD
June 2021	Transfer Achievement Celebration – Details, TBD
June 1, 2021	Associated Students' Recognition – Details TBD
June 3, 2021	Student Leadership & Advisor Awards Ceremony – Details TBD
June 5, 2021	Scholarship Awards Ceremony – Details TBD
June 11, 2021	Commencement – Hilmer Lodge Stadium

2019-20 Highlights and Accomplishments

Below is a limited listing of faculty, staff, and student achievements during the 2019-20 academic year.

ADMINISTRATIVE SERVICES

Facilities Planning and Management

- Facilities Planning completed conceptual planning for the Campus Store and Instruction Offices project, received State approval of the Final Project Proposal (FPP) for the Technology and Health project, and completed the FPP for the new Library.
- Facilities Design and Construction Completed construction of the Athletics Complex Stadium and Scoreboard, started construction of the Lot S and Lot R parking structures, received approval from the State Architect (DSA) for the Student Center and the Gymnasium/Wellness/Aquatics/Heritage Hall projects, and began upgrade and replacement of 70 year old utility infrastructure in the central campus zone.
- Maintenance and Operations completed design and construction of 12 new major Scheduled Maintenance projects, revised cleaning and sanitation procedures to ensure safe occupancy of campus facilities, and updated landscape and irrigation at student lot A.

Fiscal Services

- In June 2019, the Payroll Department & Technical Services launched WorkForce Time and Attendance Software for all Managers, Confidential, and Classified Staff. This system has made vast improvements to processing times for Payroll and allows staff to view available leave balances in real time. Payroll is also in the process of implementing an enhancement that will add the capability for automatic approval of certain types of time-off categories, which will provide support and relief for managers.
- Fiscal Services has transitioned many processes to be paperless and continues to make progress towards doing so for other remaining areas with the support of IT. This includes utilizing Adobe Sign, DocuSign, and/or OnBase to accept electronic signatures for approvals on various documents including, but not limited to contracts, p-cards, invoices, reimbursement requests, purchase orders, etc. Additionally, we have worked with all vendors to ensure that invoices are now all sent electronically and ACH payments and Financial Aid Disbursements can also be processed remotely. The Payroll Department has also replaced the remaining paper time sheets, which were used for temporary hourly employees and faculty with a mass time entry spreadsheet and will no longer be utilizing paper time sheets. These changes have resulted in more efficient processing, paper waste reduction, and simplified electronic storage.
- Fiscal Services has worked closely with Financial Aid and Student Services to disburse more than \$8.4 million to over 12,300 students with CARES Act funding. Additional funds will continue to be released as students submit applications in 2020-21.
- Purchasing, Risk Management, and Facilities have partnered to secure personal protective equipment items such as masks, hand sanitizer, and sanitizing wipes, for critical onsite workers currently on campus as well as planning for future needs for staff and students once campus reopens. This includes the purchase of 45 portable hand washing stations, which will be utilized across campus for students and staff as additional sanitation.
- The fiscal prudence and oversight by Fiscal Services has contributed to the College maintaining fiscal stability. Fiscal Services closed the 2018-19 financial books in a timely manner while complying with external mandates. The College received an unmodified audit opinion for the financial audit for the 2018-19 fiscal year.

Information Technology (IT)

- To facilitate the move to remote learning for students and faculty, IT assisted Student Services with deploying more than 1,500 technology items to students, issued more than 650 VPN accounts, and in collaboration with FCLT added new functionality to Canvas including a Student Hub, Labster, for teaching science laboratory lessons online, and Screencast-o-Matic that allows faculty to take screenshots of their lessons and post them in Canvas.
- Additional features were added to the College's Microsoft O365 system including risk detections that enable IT to be more proactive in remediating O365 and email accounts against unauthorized use. One feature is the detection of impossible travel like logins from different locations in an unreasonable amount of travel time. A second feature is Report Message feature, which allows users to report suspicious email messages easily. To use this feature, open the email, on the Message ribbon click the Report Messages icon, and choose if the message is junk or phishing.
- In collaboration with Instruction, School of Continuing Education, Library and Learning Resources Division, Academic Senate, Admissions & Records, Financial Aid, Counseling, and Fiscal Services, IT developed and implemented successfully several online processes related to Covid-19: Excused Withdrawals (EW), Refunds for EWs, CARE distribution, transitioned to online classes (Temporary SPOT, FOMAR, Synchronous and Asynchronous classes, collection of positive attendance hours, class search, etc.), Pass/NoPass option, excluding substandard grades in counting toward Repeatability, final grades submission enhancement, converting final grades according to students' selected grade modes, final grades roll, and MIS and 320 submission.

Police and Campus Safety

- On September 24, 2019, members of our Police and Campus Safety Department (P&CSD) participated in a 16 hour course of instruction, presented by the Los Angeles County District Attorney's Office, on how to effectively interact with community members who are suffering from mental health issues. The course of instruction provided our staff members with the basic tools required to recognize mental health ideations and how to effectively de-escalate potentially volatile encounters. A second course of instruction will be scheduled for the 2020 Fall semester and College staff, outside of the P&CSD, will also be invited to attend.

Risk Management – Health and Safety (including Emergency Preparedness)

- Risk Management, like all departments, have become acclimated to the virtual reality of conducting business. We continue to assist employees with their ergonomic needs and have been conducting virtual ergonomic evaluations for the remote work environment.
- We have continued to be able to provide our monthly online/virtual trainings as part of the Loss Control Services through Keenan for our custodial and ground maintenance divisions.
- The updates to COVID-19 requirements and mandates are being monitored daily for any changes and adjustments are made appropriately in collaboration with Student Health Services and Human Resources. There has been development with classroom safety plans, health check questionnaire via Smart Sheet, PPE re-order request, updates to the Injury Illness Prevention Plan (IIPP), and checklists to support policies and processes.
- The Employee Wellness Program has had overcome challenges over the last year, increasing participation by 70%. With the remote work in place, the Chair of the Employee Wellness Committee, KC Kranz, has continued to provide avenues for the staff on a virtual basis:
 1. Health benefits to taco Tuesday
 2. Nutrition and delicious breakfast dishes
 3. Healthy pizza nutrition class
 4. Yoga exercises

5. Meditation series

6. Email reminder to "Move More" ideas on how to move more while in this environment.

- Participation in Faculty Flex day - "Do's and Don'ts of Risk Management" - highly attended session with great feedback and more opportunities to educate the campus on risk management policies and procedures.
- Andie Solorzano from the Risk Management team successfully completed the education requirements and has received her certification as "Certified School Risk Manager"
- Emergency preparedness Fair was held on October 8, 2019.
- Fall building evacuation drill was held on October 10, 2019.
- Employee Wellness Fair was held on November 8, 2019.
- Completion of the Emergency Operations Plan and training for critical workers.
- Our Workers Compensation experience mod continues to be below a 1 thanks to everyone's safe work habits!

Sac Book Rac

- In Fall 2019 and Spring 2020, SAC Book Rac continued to facilitate the Free Bus Pass Program as well as the Student Photo ID. This semester a new Photo ID was designed with some new important phone numbers on the back side. In the first week of the semester the Sac Book Rac issues as many as 5,000 in a week.
- 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.
- Since the campus shutdown due to Covid-19 in March 2020, the five full time employees of Sac Book Rac have solely handled all the operational functions to serve the Mt. SAC community. In response to the necessity of classes going online, Sac Book Rac adjusted many of its procedures to accommodate and assist the faculty and students so the learning process can continue remotely. We continue to evolve and re-evaluate what works and what needs to be adjusted. We are committed to faculty and students as their partner to help them succeed.
- In Spring 2020, the Book Department processed over 3,200 requisitions, we had 4,900 textbooks out as rentals and, 1500 textbooks at high schools participating in the Dual Enrollment Program. The Dual Enrollment Program increased this semester and Sac Book Rac was able to provide and deliver textbooks to 17 high schools. In June, we picked up the textbooks from 17 high schools that were part of the Dual Enrollment Program.
- With 5 full time staff members we pulled, processed, and shipped 1,075 online orders to students between April and June 2020. Some were Spring orders and most were for Summer session. We did not have UPS pick up at the store, so we filled our cars and took packages to the UPS store to be shipped. We delivered as many as 80-100 packages a day to the UPS store. We checked in 1800+ textbook rental returns between May and end of June 2020, and we have waived late fees to all students until the first week of Fall 2020. The impact of COVID-19 meant students could not come on campus to get books. We worked with the Bridge Program and shipped books to 250 students in that program. These students would normally come on campus and get the books directly from the program.

Technical Services

- Technical Services welcomed new leadership with Kevin Owen being appointed as Director and Brandin Bowman being selected to serve as Assistant Director. Both are no stranger to the campus and were previously classified staff.
- AV/Presentation Services began the system installation and commissioning on the new Athletics Stadium Project. Though COVID-19 closed the campus, these efforts continued in order to close out the project.
- The AV team transitioned their classroom support to Zoom support after the College transitioned online.
- AV system design continues on Measure GO projects with Heritage Hall, the Gym/Aquatics Center, and the new Student Center.
- Broadcast Services continued to support the remote television video truck and serve video production and captioning requests. Captioning requests increased significantly after the transition to online learning.
- Broadcast Services produced several year-end projects to celebrate our students' successes virtually.
- The entire department teamed up with Student Services to reimagine and produce the 2020 Drive Thru Commencement. After finalizing the plan, the teams had just three weeks to make it happen. It was a model of cross department collaboration.

HUMAN RESOURCES

Our employees' success is fundamental to the success of our students and our College. Over the past year, Human Resources has continued to analyze and enhance processes related to Human Resources operations, Equal Employment and unlawful employment procedures, employee relations and dispute resolution processes, and collective bargaining. Human Resources has taken on a proactive versus reactive approach to grievance/complaints; an emphasis on preventative problem solving has reduced the number of formal complaints. Human Resources has worked closely with various divisions and departments including Risk Management, Payroll, Fiscal, the classified and faculty unions, executive management, and the President's Office to meet the needs of the College.

- Participated and facilitated contract negotiations for all three units (CSEA 262, CSEA 651, and the Faculty Association);
- Facilitated problem solving meetings to result in settlement of potential grievances;
- Maintained Human Resources presence in meetings, committees, etc.;
- Continued strengthening work relationships with unrepresented and represented units;
- Revamped the recruitment advertising process to solicit a more diverse pool of applicants.

HR Operations

- Benefits:
 - Transitioned CSEA 262, CSEA 651, Management, Confidential, and Board of Trustees to SISC offered medical, dental, and vision benefits effective January 1, 2020. *OUTCOME* – More comprehensive and cost-efficient health and welfare benefits, due to the fiscal stability associated with moving to SISC, allowing the College to offer a fully paid medical plan for single, two party, and family coverage levels.
- Technology:
 - Automated notification of step increases. *OUTCOME* – Timely notification of step increases and effective dates allowing more effective use of staff resources.
 - Established reporting to track Adjunct Faculty load and notification of load percentage. *OUTCOME* – To ensure adjunct faculty are not working more the 67% or 10 LHE per term.

- Operations:
 - Converted all temporary hiring documentation electronically with electronic signatures. *OUTCOME* – consistent completion and information received to HR by hiring departments allowing timelier hiring.
 - Continued Short Term/Hourly/Temp/Student Assistant trainings monthly. *OUTCOME* – Reduced liability and abuse of temporary or hourly employees. CSEA 262 and the College have reviewed Non-Academic Non-Classified Employees (NANCE) work that resulted in some changes from temporary to permanent status positions.
 - Processed all incoming employee/position entries:

Adjunct Faculty	43,551
Classified	3,297
Confidential	30
Management	819
Faculty	13,395
Fee Based Instructors	190
Student Hourly	9,746
Grand Total	71,028

Office of Equal Employment Opportunities (EEO)

- Equal Employment Programs:
 - Submitted State Chancellor’s Multiple Methods Requirements that gave us continued funding. *OUTCOME* – Secured EEO funding in the amount of \$50,000. The funds were used to provide ongoing diversity advertising venues for recruitment and for EEO/diversity trainings.
 - Attended seven job fairs/conferences nationwide to diversify candidate pools.
- Trainings:
 - EEO Representatives/Screening Committee. *OUTCOME* – Reduce liability and abuse of hiring committees.
 - Title IX and Unlawful Discrimination. *OUTCOME* – In compliance with federal/state regulation regarding processing timelines. Clarified internal and external procedures for complainants and respondents.
 - FRISK. *OUTCOME* – Reduction in grievances filed and District’s ability to clarify job performance expectations with staff and faculty.

- Recruiting:
 - Managed 140 recruitments.
 - Successfully hired and on boarded 150 permanent employees:

Management	20
Classified (All)	102
Confidential	4
Faculty 10, 11,12 month	24

- Employee/Labor Relations Problem Solving:
 - Improved labor relations preventative measures. *OUTCOME* – Reduced the amount of formal grievances filed for 2018/19.
- Title IX:
 - Addressed 103 unlawful discrimination reports through 15 formal investigations, 34 informal resolutions, 12 defective complaints, and 42 unfiled complaints.
 - Implemented online bystander intervention training for students through “Get Inclusive” and hosted two Title IX awareness events open to all students.

- Leaves:
 - 200 consecutive leaves processed.
 - 34 intermittent leaves
 - 40 request for accommodations

INSTRUCTION

Arts

- Commercial and Entertainment Arts Department – Radio Broadcast Program: Recent program graduate Jose Elizondo was the recipient of an Emmy Award for his work on Fox Sports cover of World Cup Soccer.
- Theater Department: *Stupid F-ing Bird*, directed by Professor Matthew Burgos – 3rd selection (out of 5 total) for Region 8 Kennedy Center/American College Theater Festival (up against ALL schools – including graduate programs) including multiple actor and stage management nominees.
- Music Department: Vocal Jazz Choir, Singcopation, won the Monterey Jazz Festival Next Generation Competition and received an invitation to perform at the 2020 Monterey Jazz Festival as one of the headline groups. They also won the Downbeat Magazine award for the “Best 2-Year College Vocal Jazz Group” in the United States.

Business

- Computer Information Systems: They debuted their Big Data program that was a huge success. The very first year the two-semester program ran and with a strong enrollment the program had approximately 80 students complete the courses to earn a certificate in Spring 2020.
- Hospitality and Restaurant Management: The Culinary program opened the long-awaited student run restaurant, Café 91. The café was open for lunch Wednesday through Friday, with full reservations many days. Unfortunately, due to the campus closure the restaurant is closed and hopes to operational when the campus re-opens.
- Career Technical Education: The CTE transitions High School Articulation program completed their 2018-19 cycle with a record number of participations and improved pass rates. With over 231 agreements and 1,790 students receiving 7,790.5 credits.

Humanities and Social Sciences

- Pride Center: The Center spearheaded an expanded campus-wide Preferred Name Program. Mt. SAC will now provide students with ID cards that will have a student's preferred name and pronouns. They successfully transitioned their program online to offer students a virtual Pride Center including a virtual Lavender Graduation Celebration.
- Communication: When the Governor's order cancelled all travel, Communication Department Chair Danny Cantrell organized the National Online Forensics Festival: a three-day online competition for 27 schools from six states that included 120 students and 76 judges.
- Psychology Department: The department held its Annual Psychology Day event in Fall 2019 with 400 students attending. Twenty psychology students' research presentations were accepted for the Western Psychological Association's annual convention. In Spring 2020, the department held its annual transfer/graduation reception via Zoom and over 100 students and family members attended.

Grants

- During FY 2019-20, the Grants Office monitored 38 active grant projects for a fiscal year funding level of \$12,749,109. These projects had a total funding level of \$31,801,522.

Dual Enrollment

- For 2019-2020, the dual enrollment program partnered with our campus divisions and departments to offer a total of 86 dual enrollment courses at 25 high schools in 11 school districts. With the hard work of our Mt. SAC faculty, the program provided well over 2,000 local high school students with the opportunity to earn Mt SAC college credit in their dual enrollment courses. The Mt SAC Early College Academy has thrived with their current students and high success rate in their Mt SAC courses. In collaboration with the Counseling department and Student Services division, the dual enrollment program was assisted by four Mt. SAC counselors who provided guidance and support to our dual enrollment student population through academic success workshops, small group, and one-on-one intervention.

Kinesiology, Athletics, and Dance

- The Athletics Department earned the National Two-Year College Daktronics Cup for a record **8th straight year**, recognizing California and the Western United States top athletics program. It is also the 10th overall award the program has received.
- The Dance Department saw the completion of its' Pilates Certificate and continues to collaborate with other departments, most recently, the Natural Sciences Division and Chemistry Department to demonstrate the Periodic Table through dance.
- Kinesiology faculty continue to meet and collaborate on developing distance learning courses, course design, and common assessment.

Library and Learning Resources

- The Faculty Center for Learning Technology (FCLT) and Distance Learning team provided training and support for 1,000+ faculty members to transition their classes online: Temporary Remote Instruction, Fully Online by Mutual Agreement Readiness (FOMAR), and Skills and Pedagogy for Online Teaching (SPOT). Faculty response to a survey showed high satisfaction with the support they received.
- The Library expanded online offerings in instruction and reference in synchronous and asynchronous modes and one-on-one research appointments; migrated to a new library management system; and catalogued and helped to distribute 3,000+ laptops, iPads, and mi-fi to 700+ credit and noncredit students.
- The Academic Support and Achievement Center (ASAC) served 1,500+ students in online tutoring with 95% of respondents to a survey indicating their satisfaction with the quality of tutoring they received; provided Canvas support for students through the Canvasadors; and used RESPONDUS software to format faculty's test questions by faculty request for efficient uploading into their Canvas course shells.

Natural Sciences

- The Sports Turf Team won another National Championship at the STMA (Sports Turf Managers Association) Conference. Congratulations to students Maria Rivas, Jose Gutierrez, Ryan Costello, and Daniel Akers who were led by coaches Chaz Perea and Brian Scott.
- Multiple faculty in several disciplines secured grant funding of over \$2.5 million for outstanding education projects.
- Our faculty and classified support staff created comprehensive take home kits to allow student to perform lab experiments at home during the transition to online/remote learning in nearly every department.
- The Chemistry Department sponsored the Family Science Festival with over 300 guests. They demonstrated science principles, in a fun way, to children and their families.

Research and Institutional Effectiveness

- **Students' Voices:** Developed engaging ways to share students' voices from campus-wide surveys using *Training from the Back of the Room* techniques. Supported online education by creating spaces for students to share their voices in the Arise program. Developed a creative way to present student voices through students drawing their educational experiences. Currently, working with Studio 13 to have composite visualizations created online.
- **Students' Achievements:** Included analysis of student achievement outcomes by Student Equity populations in a wide range of research reporting including a report to the Board of Trustees. Expanded data sharing delivery with Power BI dashboards and infographics in Program review (PIE), Student Equity, enrollment, to name a few.
- **COVID-19:** Shifted all services remotely and leveraged increased research services and capacity with two new Senior Research Analysts. Supported College's emerging, integrated research needs using national research.

School of Continuing Education

- On March 20, 2020, the School of Continuing Education (SCE) had not one distance education class or program. As of March 30, 2020, SCE offered 912 online noncredit courses! Within two weeks of the campus closure, 93% of noncredit courses were being offered through some type of remote instruction. Despite Community and Contract Education having to suspend 25 classes, they have transitioned some of these online. Additionally, counselors are reaching out and advising students, daily, via Cranium Café and "dropping in" to noncredit classes via Zoom.
- Noncredit Allied Health programs continued to excel in 2019-20. Both the Certified Nursing Assistant (over 95%) and Emergency Medical Technician (over 90%) programs continued to have higher than average pass rates for their state and local certifications. In addition, the newest noncredit health program, Medical Assistant, has been in high demand since it began in Spring 2020. Add to these to the critically important Personal Care aide (former In-Home Support Services), the pathway for noncredit students is strong in essential worker programs.

Technology and Health

- The Psychiatric Technology Program developed a clinical partnership with California Department of Corrections-Rehabilitation, California Institute for Women.
- The Industrial Design, Engineering, and Manufacturing faculty, students, and staff 3D-printed and laser-cut over 1,300 face shields to date (they are still making more!). This took a considerable effort from everyone. Thirty-five of these face shields went to our own Respiratory faculty and students for use over the summer. The rest were donated to Kaiser Hospital in Baldwin Park.
- The Paramedic Program had its first graduate from Alaska....news of our newly structured program has traveled all the way to Anchorage!

STUDENT SERVICES

ACCESS

- As a result of COVID-19 campus closure, ACCESS Faculty and Staff followed up with a total of 2,124 ACCESS students with current AAPs' by both email and phone. From these follow ups students were scheduled counseling appointments, provided administrative support, and referred to Behavioral and Wellness.

ACES

- ACES was awarded a five-year continuation grant beginning 9.1.20.

Admissions and Records

- Due to Covid 19, successfully moved all paper forms via online and created new business processes, timelines and training's to process and track all forms. Re-worked all business processes and assigned people to return to campus in support of those functions as a result of Covid-19. Also, developed changes that support "phone trees" to successfully accommodate the high volume of incoming phone calls.

Arise

- Spring 2020 Arise created a robust Canvas Hub due to campus closure post COVID-19 with 85% of Arise students having accepted the invitation.

Basic Needs

- Prior to COVID-19
Fall of 2019: 3,374 bags of food were distributed
Winter of 2020: 733 bags of food were distributed
- During COVID-19
Spring 2020: 2,727 bags of food were distributed (2,377 by Mt. SAC and 350 by Tzu Chi Foundation)
Summer 2020: 300 bags of food were distributed and plan to distribute an additional 150 bags of food at the final summer distribution.

Bridge Program

- For Fall 2019:
75.8% success rate for Bridge Math 110/11/COUN 2 learning community
75.9% success rate for Bridge English 1A/80/COUN 2 learning community
75.5% success rate for English 1A/COUN 2 learning community (Dream Program cohort may have been included but data is consistent with Bridge Program internal report on success rates for Engl 1A/COUN 2 = 75.5%)

Counseling

- The Counseling Department completed 19,170 Orientations, and 44,383 Counseling services (duplicated). These numbers represent 18,062 unduplicated students for Orientation, 26,928 and 20,554 unduplicated Counseling services.

EOPS/CARE

- The number of EOPS students served increased by 13% from Fall 2018 to Fall 2019 (Fall 2018 = 1101, Fall 2019 =1272).
- The number of CARE students served increased by 20% from Fall 2018 to Fall 2019 (Fall 2018 = 61 , Fall 2019 = 78).

Financial Aid, Scholarships, and Veterans

- 42,548 FAFSA applications were received, 1,339 Dream applications were processed and awarded, and 24,235 students were awarded the California College Promise Grant (formerly known as the Board of Governors Fee Waiver).
- As of June 22, 2020, a total of 12,368 students received a federal CARES Act emergency grant for a total awarded amount of \$8,402,700.

High School Outreach

- Of the 3,143 high school students who applied for Fall 2019, 84% completed an assessment, 66% completed an abbreviated educational plan, 97% enrolled in classes, 71% enrolled full-time. Conversely only 34% of non-Connect 4 applicants registered in classes, with only 51% enrolling full time.

REACH

- The REACH program was featured in a news article by KCRW highlighting the services offered by the program and applied and successfully obtained a \$30,000 gift from the Pritzker foundation for a third year.

Student Health Services

- After the closure of the campus due to the pandemic, Student Health Services conducted a virtual DeStress Festival with a variety of live and recorded videos. Student Health Services has also been a leader in continuing to provide its services via online to students.

Student Life

- 93% of the students that attended the Fall Leadership Conference believed that their leadership skills were enhanced as a result of participation and 88% of the students who participated believed that they learned more about diversity and advocacy.

Veterans

- Expanded outreach efforts to include development of social media platform (Instagram) which has 70 posts and 325 subscribers. Veterans also expanded outreach efforts to include a weekly "Mt. SAC VRC Newsletter" which averaged 746.75 views per week during the Spring 2020.

Student Services Cross Collaboration:

Commencement

- Over 600 graduates experienced the College's first ever Drive-Thru and Virtual 2020 Commencement Ceremony on Thursday, June 18, 2020.

Behavior and Wellness Team (BWT)

- 204 referrals were received compared to 113 received in 2018-19 which was an 80.5% increase.

Loaner Technology Distribution

- 204 referrals were received compared to 113 received in 2018-19 which was an 80.5% increase.

PRESIDENT'S OFFICE

Foundation

- Total dollars raised for 2019/20 was \$1,696,834.54
- Record number of donors for the year with 1,016 individuals and organizations who supported various initiatives at Mt. SAC.
- The Foundation and Scholarship Office awarded 412 awards totaling \$449,000.
- Raised \$38,869.34 for the Basic Needs program over a three-month period.
- Fall 2019 President's Breakfast was a great success and continued to be one of the primary vehicles the College uses for the President to speak directly to the community.

Marketing

- While on campus, continued a call center to encourage the re-enrollment of students who missed a term or applied and never registered for classes. Reduced costs by training work study students instead of an outside vendor.
- Designed and produced more than 200 graphic design projects, including enrollment ads, institutional logos, folders, and brochures.
- Covered more than 100 photo assignments in collaboration with Web Services.
- Maintained Newsroom, a hub for centralized news about the college.
- Grew social media communities in Facebook, Instagram, Twitter and Linked In.
- Coordinated the College's advertising outreach, which includes maintaining its own Google keyword search ads, as well as ads on mobile networks, Facebook and Instagram, Spotify, YouTube, and outdoor campaigns.
- Coordinated communication for the internal community (with IT and Media Services support) through the corner marquee, building monitors, master calendar, text messages, and mass email.

FOR THE SLOW OF COVID-19



PLEASE READ!!!

In an effort to protect your health and the health of others on Campus, **ALL** people, including staff, faculty, and students must be screened and have their temperature taken prior to entering Campus buildings. While on Campus, **ALL** must wear the appropriate face covering and adhere to social distancing of 6 ft. or more when possible.

People **CANNOT** enter any buildings if exhibiting any of the following symptoms, but not limited to:

Persistent Cough

Fever > 100.4 F

Moderate to Severe Headache

Frequent Sneezing

Diarrhea

Chills

Body Aches

Sore Throat

Shortness of breath

Loss of taste/smell

Fatigue

Congestion

Anyone exhibiting symptoms of COVID-19 or ANY other communicable diseases including the flu, strep throat, colds, whether mild or severe, is expected to leave Campus and self-isolate from others.

If you have answered **YES** to any of the questions related to the online health check system or positive for a fever, **DO NOT ENTER ANY BUILDINGS**. You will be asked to leave the Campus and contact the following department:

Students – Contact Student Health Services at (909) 274-4400 for further direction.

Employees – Contact Human Resources: Nerissa Uiagalelei at (909) 274-4414 or

hraccommodations@mtsac.edu

Thank you

Mt. San Antonio College