

Administrative Services' Quarterly Informational Announcement

April – June 2021

Facilities Planning and Management

- The Facilities Planning and management team continues to stay focused on long-range planning for new major facilities, design, and construction of new and modernized buildings, including projects of all sizes, and the safe return to campus this fall for faculty and staff.
- The facilities planning team, along with many important project stakeholders, has recently revised and updated the planning documents necessary to secure state funding for a new library. A proposal has been developed for a four-floor concrete and steel structure to be located south of the humanities buildings (26A-D). A very preliminary planning effort has also been made for the old library building (6).
- The school of continuing education and instructional village project has also undergone some significant revisions in scope and structural design. Early planning efforts for the SCE project were based on modular construction. A cross-functional team looked closely at various types of modular construction, and a presentation was made to the Board of Trustees. After looking at many variables, the team made a recommendation to build new facilities using traditional construction methods. The team also looked closely at the proposed site for the SCE project, and recommended the northeast corner of lot H.
- Other projects in the planning phase include secondary effects work (projects to update a building for future use when the occupants move on to new buildings) at building 4, 67A and 67B, 9C, 9A, and building 13. These projects may be far off in time, but good early planning will give the college the basis to prepare cost, and scope of work plans.
- The most exciting news in the facilities planning team is the addition of Eera Babiwale as the Special Projects Director for Sustainability. Eera comes to Mt. SAC from HMC Architects where she led sustainability efforts for their planning and design teams. Eera will be involved in large-scale planning to building-level planning to individual systems analysis for total cost of ownership, and many other areas as she finds her place at Mt. SAC. Please welcome Eera at your earliest opportunity.
- The focus of the design and construction team remains on the safe and cost-effective construction of the new student center, the transit center and pedestrian bridges, and the second phase of the athletics project, including the gymnasium and wellness facility, the new aquatics complex, and Heritage Hall. With nearly \$300 million in construction currently, the teams are working very closely across campus to minimize construction impacts, build quality facilities at excellent value, and do so safely. Special recognition is due to all of the dedicated Mt. SAC team, consultants, and contractors that have kept the building program going strong throughout the pandemic without compromising quality or safety.

- As the student center and athletics projects continue through the construction phase over the next 18 months, much work is ongoing to design the next group of projects. The new campus store and instruction offices project has been submitted to the State Architect for code compliance review and is set to begin construction next spring.
- The technology and health building has passed its first major regulatory hurdle with the approval of preliminary plans by the Chancellor's Office and the Department of Finance. Design work will continue on the largest of the major capital projects with the goal of limiting costs while still delivering a flagship facility.
- Other important projects in the design and construction phases include the STEM center located on the third floor of the math and science building, the lighting upgrade and painting in the arts buildings 1B/1C, the exterior building repairs at the performing arts center, the mechanical system upgrades at the library and the old technology building, and many other projects across campus.
- The maintenance, grounds, and custodial teams are working diligently across campus to restore interior and exterior spaces to the same or better conditions as before the pandemic.
- The maintenance team has been focused on indoor air quality and reliability of systems. With so many of our building functions turned off or unused during the last 16 months, everything must be tested to ensure functionality and safe operations.
- At the same time, the maintenance team is regularly called upon to support construction activities, with power and water shut-down and set-up commissioning activities, and review and approval of materials specifications and building support spaces.
- Much remains to be done to prepare the campus for the fall semester. The facilities team is happy to be back on campus working with our colleagues across campus to make the fall semester a great success.

Fiscal Services

- Fiscal Services would like to welcome new staff members: Angelic Davis, Director, Purchasing, Printing and Mail Services, and Samantha Chan, Fiscal Technician I, in the Cashier's Office. We continue to work with Human Resources to fill two Fiscal Specialist vacancies.
- The 2021-22 Tentative Budget was uploaded into the Banner system using the budget created in the new Qwestica system effective July 1, 2021. Please note, if your account string does not have enough budget to cover the expenditure, please complete an Online Budget Transfer prior to entering a requisition. For Budget Revisions: email your request to budgetrevisions@mtsac.edu. Fiscal Services will be reviewing and processing online budget transfers and budget revisions. These transactions will remain in the BUDG approval queue until the 2021-22 Adopted Budget is approved by the Board of Trustees on **September 8, 2021**. Fiscal Services approval of pending 2021-

22 transfers/ revisions will resume on **September 9, 2021**. If you have questions regarding online budget transfers/budget revisions, please contact:

- [Melanie Lazo](#), Fiscal Specialist
- [Yvette Shane](#), Fiscal Specialist
- Online Appropriation Transfer Training is scheduled for August 17th, September 21st, and October 19th. Please visit [POD](#) to register.

Information Technology

Enterprise Application Systems / Web Team / Project Management

- The [Scheduled Maintenance website and calendar](#) is updated with planned outages for quarter three.
- Etrieve by Softdocs is officially live. The Commencement Ceremony Registration was the first form made live and was used to register 1,239 students for commencement.
- Skype for Business will be retired by Microsoft on July 31st. Skype for Business will be replaced by Microsoft Teams. IT and POD are working on a training, deployment, and support plan for Teams.
- IT, Instruction, and Admissions & Records implemented a process that notifies faculty of the date grades are due immediately after their classes end instead of doing this at the end of the term.
- A newly redesigned [Health Center website](#) launched in July.
- In partnership with the Instruction office, IT implemented a process that will enable the updates from DegreeWorks Templates to automatically reflect in the Guided Pathways' website.
- In partnership with the School of Continuing Education (SCE), IT implemented the following:
 - Account claim process for the 15,000 students that belong to Summer High School programs. The majority of these high school students did not provide their personal email addresses where account claim information is sent. Instead, they were able to claim their accounts through Mt. SAC's Single Sign-On (SSO) page by answering five questions correctly that are based of the information they provided to SCE.
 - Priority registration process for noncredit students. A total of 18,889 noncredit students received time ticketing assignments during Spring 2021, and 29,447 for Summer 2021.
 - Online application process for noncredit students using APEX. A total of 8,164 students already applied using the application.
 - An automated process that handles applications and enrollments by students attending an Adult School and pursuing a High School Diploma or Equivalency.

Academic Technology / Infrastructure & Data Security

- The fiber for the College's second 10gbps internet circuit was terminated in the IT Data Center in Building 23A. CENIC is testing the circuit with a go-live date TBD.

- 800 Mitel Unified Communication and Collaboration (UCC) licenses were purchased to facilitate the ease of transferring phone extensions between on-campus and off-campus telephones.
- The Academic and IT Support staff have completed 80% of the computer updates and technology refreshes for the return of staff and faculty on July 1st. In addition, the Academic and IT Support staff have completed the return to campus work for Instructional managers, and their support staff returning on June 14th.
- The Student Laptop Loaner Program (SLLP) has grown at a good pace since the last quarter. This program is a collaborative effort between Student Services, Library, and IT. During the Spring term, there have been 775 helpdesk tickets submitted by students using SLLP technology. The SLLP technology we have distributed increased from last quarter.

Q3 2021	Q4 2021
Tablets (iPads): 250	Tablets (iPads): 250
Laptops: 3,012	Laptops: 4,300
Hotspot: 2,413	Hotspot: 3,600

- Because of the success of the SLLP, we are looking to purchase 900 more laptops for students to keep up with demand for the Fall term.

Police and Campus Safety

Police & Campus Safety Calls April - June 2021			
	April	May	June
Money Pick-ups (10-17's)	4	0	2
Battery Jumps (10-37's)	1	0	3
Vehicle Unlocks (10-41's)	2	2	1
Building/Door Lock/Unlock	46	49	58
Medical Assistance	0	1	1
Vehicle Checks	0	0	0
Assist/Other	6	8	7
Transports	0	0	0
Postings	0	0	0
Total Common Calls for Service	59	60	72
Total All Dispatched Calls	99	105	114

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

- Successful transition to our new Property and Casualty JPA starting July 1, 2021 – SWACC- this is a specific Community College JPA, that provides property and liability coverage strictly to Community Colleges. They have several resources for the campus, including online training, HR roundtable and best practices, facility best practices, many other resources to assist the College in protecting our assets and mitigating our risk exposures.
- Renewal completion for the following Insurance Programs:
 - Workers Compensation
 - Aviation
 - Fine Arts
 - Underground Storage Tank
 - Student Insurance
 - Property and Liability
 - Co-Gen
- Worker's Compensation results for the second quarter:
 - 9 new claims were filed.
 - 8 claims were closed.
- In the second quarter, six Property & Liability claims were filed. Approximately \$12,700 has been reimbursed to the College from these claims.
- 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 2020, we have been able to conduct these evaluations virtually to the currently telecommuting staff. With the return to work transition over the last couple of months, Risk has been able to help with the fitting and ordering of ergonomic office furniture requested by staff members at home and on campus.
 - 3 virtual ergonomic evaluations were completed in the second quarter.
- Risk Management identified and surveyed 478 individuals working from home, solely on laptops. In helping with telecommuting on a laptop, we provided keyboards and additional equipment to 183 staff members from that survey. Risk management prepped and packaged all the items for distribution that took place on April 28th and 29th.
- 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 claims. Since May 2020, we have been able to conduct virtual trainings, giving individuals who are not on campus the opportunity to participate. Virtual safety training associated with the plan was initially held for the Grounds and Custodial Group, and in June, we were able to resume in-person training. In the second quarter of 2021, CSEA 651 and staff from the farm attended the following virtual trainings:
 - April – Physical Transitioning
 - May – COVID 19 Prevention Plan
 - June – Heat/Illness Prevention

- The Employee Wellness Program continues to provide resources and challenges to our staff throughout the campus closure and current pandemic:
 - The “Building Healthy Habits” challenge started on April 26, 2021, and ended on June 20, 2021. We had 158 staff registered and participating in the challenge. Together, all the participants walked 72,180,998 steps, burned 3,248,145 calories, and lost 928 pounds.
 - A variety of virtual nutritional classes & demos were provided to the campus:
 - Cooking Up Healthy Immune Systems (April 20, 2021).
 - Brain Fuel: Nutritional & Lifestyle for Healthy Minds (May 11, 2021).
 - Eat Your Fats Cooking Class (May 20, 2021).
 - Family Meal Time (June 8, 2021).
 - Healthy Cooking Class “It’s 5 o’clock Somewhere” (June 29, 2021).
 - Other virtual activities that were provided monthly through the Wellness Program were:
 - Breath Work Classes with Robert Van Der Heyden.
 - Spring Rejuvenation Yoga, Grounding Yoga and Fit Yoga.
 - Play Like a Kid Again Workout.
 - Dance Workout.
 - Mat Pilates.
 - 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).

Emergency Management

- Fire Inspection report has been completed, no fines assessed to the campus.
- Continue monitoring of OSHA, LACDPH, CDPH, and CDC regulations and protocols regarding COVID.
- Continue the distribution of PPE supplies.
- Continue the distribution of updated signage and protocols based on Emergency.

Sac Book Rac

- We have been hard at work to ensure that students get the materials they need to be successful in their classes.
- The Bookstore Processed 1760 Online Orders that generated \$105,550 in revenue.
- We continue to process orders daily and offer in-store pick-up as an option.
- Photo ID was open for three weeks, and we made accommodations for specific classes that required an ID.
- We were able to open for limited hours and sell caps and gowns for Graduation. We had a department purchase 675 gowns, and we sold over 500 in the Bookstore.

- We continue to work with the Dual Enrollment Program to provide textbooks to the High Schools that participate in the Program. We are currently providing books for 25 High Schools.
- During Finals week of the Spring Semester, we were open for students to return their Textbook rentals in person. They also had the option of printing a label and mailing it back to the Bookstore.
- The Bookstore rolled out a new Faculty Online Textbook Ordering Platform called the Adoption Insight Portal. There is a link that resides on the faculty Portal so it is easy to find. The response has been very positive.
- The Bookstore is now open for in-store, in-person purchases. Hours for July are 9am-3pm and will expand as we get into August.
- Students can still ride the Foothill Transit Bus for Free just by showing their Mt. SAC photo ID, until August 16, 2021.
- We are currently working on getting Fall Textbooks ordered and in the Bookstore.
- We have cleaned out a lot of old inventory to make room for new merchandise.

Technical Services

- All Technical Services teams were instrumental in supporting the first commencement ceremony in the new Hilmer Lodge Stadium. Commencement this year had additional challenges due to a new facility, construction around the main pedestrian entrance/exit paths, and COVID protocols. Overall, the event went smoothly and was a success! Over 1000 graduates participated, with more than 2000 guests in attendance.

AV/Presentation Services

- The AV Team completed the major system commissioning at the stadium in preparation for events in May and June.
- Work continues to ready the campus for the large return of classes in the fall, and to upgrade conference spaces to be remote-conference capable.

Broadcast Services

- The Broadcast Team assisted Mt. SAC Student Health Services in creating an informational COVID-19 vaccine video that was posted on the college website in April.
- A 30-second commercial was produced by the team to air on NBC during the live broadcast of the Golden Games, from Hilmer Lodge Stadium, in May. The commercial promoted the message that "Mt. SAC Is Back!" This was the first nationally televised commercial developed by the Broadcast Team, and for Mt. SAC. Special thanks to Kip Pesuti for the video editing!
- Broadcast Services assisted the Marketing Department in developing Mt. SAC's 75th Anniversary Video. The video looked back at some historical benchmarks in Mt. SAC's history, and featured interviews with current and former Mt. SAC students, staff, and leadership.
- In May, the team supported the live NBC broadcast of the Golden Games from Hilmer Lodge Stadium. One of the major components in our new stadium is the broadcast

infrastructure, which enables broadcasters to “plug in” to the built-in infrastructure rather than run thousands of feet of cabling. This was extremely well received by the broadcaster for the event, who further commented that it was much better than other facilities they were recently working in.

- The Broadcast Team provided video coverage and live streaming for Commencement in June. Additionally, the larger size of the scoreboard (relative to previous years) afforded the opportunity to add a live sign language interpreter to the screen. This was very well received and helped to make nearly any seat in the facility available to someone needing the interpreting service.
- Approximately ten different end-of-year celebration videos were produced for various student departments on campus.
- This quarter saw the retirement of Cason Smith, a long-time Mt. SAC family member, and the recognizable “voice” behind most of the phone system hold messages and many Broadcast department productions and voiceovers. Recruitment is underway for a replacement, along with a third attempt at hiring a Lead Broadcast Technician.
- Over 200 videos were captioned this quarter. Otter.ai was used to caption most of the celebration videos, Zoom webinars, and any other video requests that needed a quick turnaround. With the college moving away from a campus-wide license for Otter, Broadcast Services is continuing to license the platform for individual captioning projects.

Event Services

- The Event Services team continues to support various events on campus, including the Technology Loan Program, and Mobile Food Pantry.
- In conjunction with Student Health Services, Event Services supports the vaccine clinics occurring on campus.
- Event Services along with the other Technical Services Units supported the Golden Games at the Mt. SAC Relays which was broadcast live on NBC, nationally.
- Commencement was another all hands on deck effort by Event Services and Technical Services. Commencement 2021 was a series of firsts including the first ceremony held in the new Hilmer Lodge Stadium as well as the first during a global pandemic.
- Event Services and our Performing Arts Center Operations are glad to welcome Stephanie Shultis to our team. Stephanie is our new Ticketing & Patron Services Coordinator.

Performing Arts Operations

- The Performing Arts Team spent many weeks preparing the stadium for operations. The first event was the nationally televised Golden Games in May, followed by Commencement in June.
- With the major restrictions on events lifted in June, the team is seeing increased interest in renting the Performing Art Center facilities again. Preparations are underway to ready these spaces for use.