

# Administrative Services' Quarterly Informational Announcement

## July – September 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 School of Continuing Education (SCE) 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. 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 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 bridge, 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 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 15 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 2021-22 Physical Plant and Instruction Support Summary and Certification of the 5-Year plan was approved, including the approval of \$15.7 million for scheduled maintenance projects.
- The maintenance, grounds, and custodial teams are working diligently across campus, completing 1,917 work order requests this quarter. The maintenance team has been focused on indoor air quality and the reliability of systems. At the same time, the maintenance team is regularly called upon to support construction activities, with power and water shutdown and set up commissioning activities, and review and approval of materials specifications and building support spaces.

### Fiscal Services

- Fiscal Services would like to welcome new staff members: Diana Morgan, Fiscal Specialist, Fiscal Resources, and Delia Quicho-Robles, Fiscal Specialist, Accounting. Fiscal Services is working closely with Human Resources to fill vacancies in Printing and Mail Services.

### Purchasing

- Congratulations to Rondell Schroeder on receiving the Focus on Efficiency Award for her contribution to the creation of the 1st edition of the California Community College District (CCCD) Facilities-Procurement Guidebook. This award recognizes innovative practices that have been implemented to improve operational performance, services, and outcomes for California Public Higher Education. Rondell's hard work and passion for procurement will make a long-term impact and reflects positively on Mt. SAC and the entire California Community College District.
- Purchasing completed contracts for vaccination verification and COVID-19 testing services on campus, assisting the college in our safe return to campus efforts. The team has several major projects underway, including the upcoming Request for Proposal for Vending Machine Services to supplying snacks, drinks, coffee, etc., to the campus. A committee is currently being formed representing various groups at Mt. SAC with the knowledge, expertise, and background to successfully select a successor that will meet the needs and wants of students, faculty, employees, and the Mt. SAC Community at large over the next five years.

### Budget

- Fiscal Services successfully completed year-end processes for the 2020-21 Fiscal Year and is currently working on the audit.
- Need help determining salary cost for a new position? Take advantage of our new [2021-22 EZ Salary Projection Tool](#). By selecting the employee group, salary range, number of months of employment, and FTE percentage, this calculator will provide

you with the total annual cost, including salary and benefits. This tool can also be accessed on the [Fiscal Services website](#) under the “Budget” drop-down menu.

## **Training**

- *Chrome River Office Hours*
  - Get one-on-one help with conference & travel pre-approval reports, an expense reimbursement, or creating a direct pay expense report. If you have questions or would like support, please register through [POD](#). The next session is scheduled for November 4<sup>th</sup> from 3:00-4:00pm. Additionally, if you have questions or feedback regarding Chrome River, please email to [Melissa Cone](#).
- *Online Appropriation Transfers*
  - Please remember 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](mailto:budgetrevisions@mtsac.edu). If you have questions regarding online budget transfers/budget revisions, please contact:
    - [Melanie Lazo](#), Fiscal Specialist
    - [Yvette Shane](#), Fiscal Specialist
  - The next Online Appropriation Training is scheduled for October 19<sup>th</sup> at 9:00am, please register through [POD](#).
- Banner Requisition Training October 27<sup>th</sup> at 8:30am, please register to join through [POD](#).

## **Information Technology**

### **Enterprise Application Systems / Web Team / Project Management**

- The Web Team completed extensive updates to the [College map](#), including details about campus shuttle paths, walkway paths around construction areas, and the new parking structures.
- IT completed the following COVID-19 Projects:
  - Created data files for Cleared4 System:
    - Extracts for online and in-person students.
    - Extracts for all employees with active job assignments.
    - Created a report of non-compliant students, their special program participation (if any), and courses taken on campus by divisions and departments.
    - Created a CLEAR4 flag in the class roster.
    - Modified existing Argos report SFR0135 to include the CLEAR4 flat.

- On-boarded HR contact tracers – created custom pages to support contact tracing.
- Created a process to import records for lab attendance, providing student testing and vaccination statuses upon lab check-in.
- Created 6 NEW contact tracing Smartsheets for School of Continuing Education.
- Department and program websites were given new functionality for students to book appointments with counselors both online and in-person using eSARS, including ACES, Athletics, Counseling, EOPS/CARE, International, Library, Promise+, and the Veterans' website.
- IT completed the annual Financial MIS submission to the Chancellor's Office for 2020-21.
- Online Forms: As IT builds [online solutions for campus forms using ETrieve](#), the following employee forms are now available for campus use:
  - EAB Mass Student Email Request.
  - Omni CMS User Request Form.
  - Affidavit Request for Replacement Warrant.
  - Direct Deposit Authorization.
  - Request for Emergency Check.

### **Academic Technology / Infrastructure & Data Security**

- Sehi technicians started the campus-wide wireless assessment by surveying several exterior locations, including parking lots. The assessment should be complete by the end of October.
- IT transitioned to using Amazon Web Services (AWS) S3 (simple storage service) to store and backup some applications.
- 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 Fall term, there have been 1,395 requests from students to borrow SLLP technology, 271 requests for technical support, and 158 one-to-one technical support appointments. The distributed SLLP technology increased from last quarter.

<b>Q3: 2021</b>	<b>Q4: 2021</b>
Tablets (iPads): 250	Tables (iPads: 250)
Laptops: 3,012	Laptops: 4,300
Hotspot: 2,413	Hotspot: 4,100

## Police and Campus Safety

<b>Police &amp; Campus Safety Calls</b>			
<b>July – September 2021</b>			
	<b>July</b>	<b>August</b>	<b>September</b>
Money Pick-ups (10-17's)	10	37	56
Battery Jumps (10-37's)	3	10	18
Vehicle Unlocks (10-41's)	6	11	9
Building/Door Lock/Unlock	45	73	70
Medical Assistance	2	6	8
Vehicle Checks	0	0	0
Assist/Other	13	33	29
Transports	1	6	9
Postings	0	0	2
<b>Total Common Calls for Service</b>	<b>80</b>	<b>176</b>	<b>201</b>
<b>Total All Dispatched Calls</b>	<b>131</b>	<b>278</b>	<b>330</b>

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 Third quarter:
  - 12 new claims were filed.
  - 11 claims were closed.
- In the third quarter, 6 Property & Liability claims were filed. Approximately \$5,400 has been reimbursed to the College from these claims.
- Risk Management continues to conduct ergonomic evaluations upon request to assist in preventing worker's compensation injuries and repetitive motion claims. Since the re-opening of campus on July 1, 2021, we have been able to conduct these evaluations virtually and in person to help with the transition of returning to campus to the currently telecommuting staff.
  - 12 virtual ergonomic evaluations were completed in the third quarter.
- Risk Management and Keenan & Associates, our workers compensation claims administrator, conducted forklift certification for 35 plus staff members within the CSEA 651 group. This certification entails a classroom and practical portion.

- We successfully renewed all the Property and Casualty Insurance programs for the college, including transitioning to a new Liability carrier, providing the college with more resources and broader coverage:
  - Workers Compensation.
  - General Liability and Property insurance.
  - Aviation Insurance.
  - Fine Arts Insurance.
  - Student insurance.
  - Central Plant and Pollution Coverage.
- 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 July 1, 2021, and the reopening of campus, we have conducted monthly safety trainings with the Grounds and Custodial group. In the third quarter of 2021, CSEA 651 and staff have had the following in-person safety trainings:
  - July – Back Safety.
  - August – Avoiding Slip, Trip, and Falls.
  - September – Postponed.
- The Employee Wellness Program continues to provide resources and wellness challenges to our staff:
  - The “Summer Games Around Japan” challenge started on July 12, 2021, and ended on August 22, 2021. We had 193 staff registered and participating in the challenge. Together, all the participants walked 61,407,113 steps, and burned 2,763,320 calories. The Life Long Wellness Journey Walking Challenge started on September 20, 2021, and will last for 6 weeks.
  - A variety of virtual nutritional classes & demos were provided to the campus:
    - Breaking Down Diets (July 13, 2021).
    - Healthy Cooking Class “Summer Eats” (July 29, 2021).
    - Global Health from the Food Perspective (August 19, 2021).
    - Autoimmune, Inflammation & Herbal Remedies (September 7, 2021).
    - Healthy Back to School Lunches (September 23, 2021).
  - Other virtual activities that were provided monthly through the Wellness Program were:
    - Breath Work Classes with Robert Van Der Heyden.
    - Yoga for a Fresh Start.
    - Bodyweight Cardio Kickboxing Workout.
    - COVID-19 and Obesity: Reducing Risk with Healthy Habits.
    - How to Exercise During your Workday.

- 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, there were 6 violations all have been resolved resulting in no fines assessed to the campus.
- Continue monitoring of OSHA, LACDPH, CDPH, and CDC regulations and protocols regarding COVID.
- Continue the distribution and ordering of PPE supplies.
- Continue the distribution of updated signage and protocols based on current emergency.

### **Sac Book Rac**

- The Sac Book Rac was very excited to know that we could allow students in the store to purchase textbooks and materials in person. We looked forward to the personal interaction with students and the chance to make sure they had the correct textbooks for their classes. Everyone who entered the Bookstore was required to wear a mask, and we continued to follow sanitizing and distancing guidelines to make everyone feel comfortable and safe. Even though there was the option to come into the store to purchase textbooks, we still had a strong Online Ordering season. We processed over 3,345 Online orders in a four-week period, and 1400 of these orders were in the first week of the semester alone.
- We offered Photo ID services and processed over 2,500 in a seven-day period. As of September 16, 2021, over 5,000 Photo ID's had been processed. We were accommodating to special programs in which students needed a specialized ID, and we would set up a day that was convenient for those students.
- At the same time, we issued 3,000 Free Bus passes to new students.
- One of the programs that we work very closely with is the Dual Enrollment Program, and we continue to provide Textbooks to students at 20 different High Schools.
- Now that students are returning to campus, we have begun to see our merchandise being refreshed with new clothing and trend merchandise. We have new colors and designs in Hooded Sweatshirts, tee shirts and we even have a new Maroon Tackle Twill Crew Neck. Our Bargain Book assortment has also made its way back to the

Bookstore, where we carry many children's books. New Fall colors have arrived in our Hydroflask assortment.

- We are honoring the 75<sup>th</sup> Anniversary of MT.SAC with a special coffee mug to commemorate the occasion.
- I would like to invite everyone to visit the Bookstore and see what's new!

## Technical Services

### **Audio Visual Services**

- To better align with their functions and responsibilities, Presentation Services has been rebranded as Audio Visual Services. This aligns with their support of both end-users of A/V systems and the design of new systems and projects throughout the campus. Audio Visual Services includes support for A/V systems, camera capture systems, video surveillance, digital signage and video walls, mass notification, paging systems, and the support of Zoom and video conferencing.
- The A/V services team was hard at work preparing the campus for classes to return this fall. More than 470 classroom presentation systems were tested and repaired, along with completing 30 upgrade projects. This proved to be a daunting task, as power outages forced return visits to many locations that developed problems. This endeavor was time well spent, as it resulted in the initial service call volume being lower than expected at the beginning of the semester. The team will discuss opportunities to perform this evaluation in future summer breaks to come.
- In an effort to provide much-needed video conferencing capability throughout the campus, 10 interactive televisions with built-in cameras and microphones have been purchased and distributed. Additional systems are on order to provide support to all Division meeting rooms. Unfortunately, these additional displays will be significantly delayed as these units have become difficult to source because of the high demand.
- Work is progressing on the new Gym and Aquatics Center and Heritage Hall. Infrastructure is currently being installed, and the main AV equipment install in Heritage Hall will begin in January.
- Work is progressing on the new Student Center. With so much of this building being concrete, extra planning and coordination is needed to ensure that all infrastructure is accounted for at the beginning. Equipment lists are being finalized, with a target of Q1 2022 to start the formal bidding process.
- As the Gateway Parking Structure Project comes to an end, the team is working with contractors to connect all notification and surveillance devices. All levels of the parking structure will have mass notification capability as well as camera surveillance and recording.



- Final review of the A/V systems for the new POD Loft area in Building 6 is underway. This location features four different spaces with varied capabilities to facilitate POD offerings. Each of these rooms will have recording and zoom capability.
- A/V system design for the El Centro program in the new 16F Modular Building is complete. This new building will feature technology to support conference room video conferencing, a classroom lab, a gathering area for large presentations and videos, study rooms, interactive offices, and Alertus Notifications.
- A/V systems for the new Beach Volleyball facility are in the final design and review phase. Using lessons learned from the Stadium Project, in cooperation with Facilities and HPI Architects, the bid documents will provide a more complete A/V scope for the project. This should provide for better cost estimating and fewer change orders throughout the project.
- Work has begun with Student Services to provide technical systems for the Basic Needs program in Building 9G. This building will provide the ability to have video conferencing, share small presentations, and have interactive office visits.
- A/V equipment has been ordered for the new STEM Center in Building 61. This room will feature a large video wall that will display inspiring content in high detail. It can also be used for presentations and events.
- The A/V upgrades to the Teleconference room, 6-160, are in the final commissioning stages. When complete, the system will feature individual microphones to host a group gathering for interactive video conferencing sessions. It will also support a dual-camera system with auto-tracking capability. This room will have the ability to support in-person and virtual presentations as well as being configured for conference room style needs.
- The A/V Services team worked on completing nearly 30 projects over the summer, which was made possible by the lack of classes during that time. Priority was placed on initial system functionality with the limited staff resources available. Work continues to finalize these projects and close them out as time allows amidst the day-to-day operations of the department. A partial list of projects worked on includes:
  - Assisted the Broadcast Department in the migration and upgrade of the radio repeater equipment on Reservoir Hill.
  - Installed four interactive televisions with video conferencing in HR offices.
  - Provided support in the relocation of two classrooms in the former TERC building, 18 D.
  - Provided support in the installation of interactive televisions in two offices for the Facilities team.

- Digital sign televisions in the lobby of the Theater.
- Completed a new ARVR room in Building 13 for the Arts Division. This system provides the instructor the ability to bring up any of the lab computers onto the projection screen.
- Completed two 4k video presentation systems for the Animation Department in Building 13.
- Installed Alertus notification beacons in building 26A and 26B to coincide with Facilities projects.
- Began close out of the West Counseling Modularity technical systems. The systems include Alertus Notification and a conference room featuring video conferencing.
- Close out support of the Champion Parking Structure which features Alertus mass notification and audio distribution for the tennis courts as well as camera surveillance.
- Finalizing A/V technology in the Foundation conference room.
- Completed a Dolby Atmos surround sound cinema room for the Humanities Division in building 26A including acoustic wall treatment to assist in the performance of the 7.1 surround sound system.
- Completed a dual projector system for the Humanities division in their Art History program. The system will allow the professor to show side-by-side comparisons of artwork.
- Collaborated with the Business Division in the design and installation of two lecture capture systems. These classrooms feature auto tracking cameras and can use the existing classroom microphone. These rooms are also fully Zoom capable.
- Several classrooms also received upgrades that had become high maintenance and required a significant amount of support from the A/V services team. They included 2M-108, 2M-117, 2M-119, 1BC-3, 26A-3610, 26D-3270.

### **Event Services**

- Event Services played a key role in the implementation of the vaccination tracking system and COVID testing stations that were a result of the Board Resolution No. 21-05, passed days before the start of the fall semester. Working closely with Purchasing, contracts for the Cleared4 software and World Back to Work testing partners were executed. Implementation for both was extremely fast to meet the direction of the Board. Much collaboration with IT took place to share data between Banner and Cleared4, and numerous hours of planning and configuration went on to establish a roll-out plan and communicate it with various groups on campus. Both

vendors were up and running by the second week of the semester, with some additional pieces coming in the weeks to follow. Efforts have now shifted to daily data imports between Banner and Cleared4, streamlining testing for athletes, and planning for modifications to the testing locations as we move into colder weather.

- Event Services, along with other units from Technical Service, helped debut the first football game in the new Hilmer Lodge Stadium on September 25th. The new stadium is very different to operate from the previous one. Much more advanced technology, different crowd flow, additional entry points, team access, and concessions orientation all created learning opportunities for future events. The new stadium is quite impressive to new visitors. The panorama view from the railing at the north end draws a lot of spectators upon first entry into the facility.
- Recruitment is in progress for a new Event Coordinator. The position has been vacant since the retirement of Jim Friesen prior to the pandemic, and underwent a failed recruitment this past summer. This position is critical to event operations, especially with the stadium now open. In the near future, Heritage Hall will be added to the list of event venues on campus, followed by the Event Center at the new Student Center building.

### **Performing Arts Operations**

- The Performing Arts Operations team was able to complete a number of overdue maintenance projects and get the facility ready for operation this fall. Stage lighting cleaning and focusing, stage painting, and audio testing and repairs were all completed.
- The team assisted with the operation of the stadium for the first home football game. The new Hilmer Lodge stadium has significant audio, video, A/V, and communications improvements over the old stadium.