

Administrative Services' Quarterly Informational Announcement

October – December 2021

Facilities Maintenance & Operations

Maintenance

- 859 Work orders requested.
- 738 Work orders completed.
- 171 Preventative maintenance work orders completed.
- 141 Open work orders remaining.

Warehouse

- 7,337 Packages received.
- 6,221 Packages processed.
- 7,119 Packages delivered.
- 81 Misc. furniture/surplus work orders completed.
- 130 office/classroom supply orders filled.

Small Projects Completed

- Repaired control devices and upgraded the Air Handler Unit #3 return air on B78 kitchen.
- Repaired purge solenoids on B29 Central Plant chillers #2 & #3.
- Repaired B29 Central Plant – Boiler recirculation pump.
- Improved hazardous waste disposal area.
- Completed Electrician hiring process.
- Received approval for P2S automated logic controls study.
- Roof sweeps completed, cleaned, problem areas identified and addressed.
- Misc. interior/exterior lighting repairs completed.
- Building 60 Autoclave install completed.
- Facilitated new, safer, goal post-acquisition
- Misc. long-standing Central Plant repairs completed.
- 9B Planter leak problem resolved.
- 1B Roof canopy repaired.
- Graffiti guard installed in Gateway elevators.
- Bldg. 27 Pool sand filters serviced.
- 26D classrooms painted.
- Misc. parking lot repairs and painting completed (Bldg. 47, Lot H, Bldg. 30, Lot B, Bldg. 45).
- Bldg. 30 classroom lighting upgrade to LED (2).
- Bldg. 6 Chilled Water re-pipe completed.
- New walkway lights installed near Bldgs. 2, 6.
- Signage and striping for new day-use lots completed.
- Parking meters installed on Walnut Drive.

Grounds

- Grounds has been starting to become more event-driven. A handful of successful events include the 75th Anniversary Diamond Jubilee, hosting CCCAA state football & soccer championships, major cross country invitational, and participating in a site visit from FIFA, evaluating our fields as a potential practice facility. All these events speak to our team's phenomenal work in creating highly desirable field and facility conditions.
- We continue to collaborate with the facilities planning and management team, contractors and the campus community on future construction pertaining to grounds, providing input on overall plant palette that supports the horticulture program curriculum and is suitable for the campus as well as sustainable from a maintenance standpoint.
- Grounds participated in a 30-day trial run of assorted battery-electric equipment. Equipment was provided by CARB (California Air Resources Board) and AGZA (American Green Zone Alliance) with the intention of helping grounds transition considering the current climate.
- A significant amount of effort has been made on behalf of the irrigation team, facilities planning, and the biology department to implement long-overdue irrigation infrastructure improvements at the wildlife sanctuary.
- We want to congratulate Ruben Flores on his promotion to Manager, Grounds.
- Maintenance and Operations is working closely with Human Resources on the recruitments for Lead, Grounds and Horticultural Technician and Grounds and Horticultural Technician-Campus positions. We look forward to future growth positions to support the athletic maintenance side of campus.
- POD and Grounds/Custodial have made extraordinary collaboration efforts to identify specific industry-related training opportunities that are slated for early 2022.

Custodial

- Met all COVID-19 Cleaning Protocol Needs for the quarter.
- Filled seven (7) Custodial Positions.
- Completed a total of 262 work order requests.

Status Update For Small Facilities Projects

Building 6 Boiler Replacement

- Design of heating hot water plant upgrade (boiler, pumps, piping and controls) ongoing.

Student Center Review

- Submittals and Request For Information review ongoing.

Parking Structure Lot R

- Design of sand/oil Interceptor removal/abandon in place ongoing.

CCI and Pedestrian Bridge Utilities

- Site coordination and support ongoing.

Building 7 CHW Pump

- Design of adding Chilled Water pump completed.

Building 4 Printshop

- Drawings completed. Obtaining quotes.

Building 16E HVAC Revision

- 90% Construction drawings review completed.

Sand Volleyball and Lot W Improvement

- 50% Design development review completed.

Building 28 Restrooms Repiping

- Plumbing design in progress.

Campus Store

- 50% Construction drawings review completed.

Tech and Health

- 100% Design development review completed.

Building 16F HVAC

- 100% CD review completed.

Fiscal Services

Accounting

- Unclaimed Property Due Diligence Letters for 2018-19 fiscal year Commercial Warrants have been mailed out to payees and the reissuance requests are being processed.

Budget

- Fiscal Services in collaboration with several campus departments completed the annual audits as of June 30, 2021. The College and the Auxiliary Services have obtained unmodified (best opinion) audit opinions.
- Questica, our budgeting system, will be upgraded with a new look and feel soon. In leading up to our annual budget season, training will be available for budget managers and administrative staff. Be on the lookout for future announcements.

Cashier's Office

- Registration for classes for Spring 2022 will begin on January 12, 2022. As a reminder, payment for all fees are due upon registration. Students who are unable to pay for their classes by the following established deadline may be dropped:
 - Students who register between January 12 – February 11, 2022, will be dropped for nonpayment on February 11, 2022.

Payroll

- W-2s for tax year 2021 are expected to be mailed out the week of January 18-21, 2022 but no later than Monday, January 31, 2022. If you have moved during the last year, please confirm that we have your current mailing address on file by logging onto the Mt. SAC Portal. If you need to update your address, please do so via the Mt. SAC Portal prior to Friday, January 14, 2022 to ensure proper mailing.
- If you signed up for electronic delivery of your W-2, a paper W-2 will not be mailed to you. Instead, you will need to print a copy of your 2021 W-2 from the Mt. SAC Portal once it becomes available. If you signed up for electronic delivery of your W-2, a

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Purchasing

- The Purchasing department is currently working on the Request for Proposal (RFP) process and evaluation for a new vending machine contract effective July 1, 2022. The RFP Committee has been established with the goal to successfully select a vendor that will meet the needs and wants of students, faculty, employees, and the Mt. SAC Community over the next five years. Some of the options we're exploring are healthier choices and/or different payment methods.
- Purchasing is also working on an RFP for a new Parking Permit solution.
- Exciting updates are coming to the Purchasing website, including a fresh, new look, an updated Purchasing Made Simple Guide, Banner Requisition Guide, Purchasing Thresholds Requirements Cheat Sheet, and more. The updated site will be available early next year.
- Purchasing has created the [Chemical Purchase Tracking Sheet](#) to assist Risk Management with the tracking of all purchases of chemicals. Please complete this tracking form upon the purchase of chemicals upon entry of a requisition.
- In an effort to ensure and maintain the College's ability to continue to offer the P-card program, as a convenient, and efficient payment mechanism, Fiscal Services is requesting that cardholders ensure their allocations are completed by the 5th of each month, and all P-Card guidelines are followed. Please refer to the [Procurement Card User Guide](#) as needed to review P-card rules. Please keep in mind that issuance of a P-Card is a privilege, and in accordance with the guidelines, P-Cards may be suspended or revoked if cardholders do not comply with these guidelines.

Training

- Chrome River Conference & Travel and Direct Pay Reimbursements Office Hours are available on a monthly basis with one-on-one help to assist you with use of Chrome River to initiate a conference & travel pre-approval report, get expense reimbursement, or create a non-travel reimbursement Direct Pay expense report. Please visit POD to register.

Information Technology

Enterprise Application Systems / Web Team / Project Management

- To improve access to commonly used applications, IT redesigned the Banner homepage. The Information Technology Applications homepage delivers a new look and feel, new tools and resources, the IT scheduled maintenance calendar, and essential information related to commonly asked questions. Please visit <https://banner.mtsac.edu/>.
- As of December 14, 2021, Mt. SAC is live as a Teaching College in the CVC Exchange. This means the College can now accept instant enrollments and class registrations in certain eligible Mt. SAC online courses seamlessly via the Exchange

to Banner. The joint project included Instruction, Student Services, Fiscal Services, IT, and the CA Community College Chancellor's Office.

- IT created several processes to track enrollments of on-campus and online students and to drop noncompliant students for Fall 2021 and Winter 2022.
- New student and employee forms are now available for campus use in Softdocs:
 - Student Parking Permit – Winter 2022.
 - Dual Enrollment Student/Guardian Packet.
 - Medical Accommodation Request Form for COVID-19 Vaccination.
 - Religious Accommodation Request Form for COVID-19 Vaccination.
- The following Softdocs forms are being tested and will be live in 2022:
 - Appropriation Transfer.
 - Budget Revisions.
 - Business Card Request.

Academic Technology/Infrastructure & Data Security

- The College is in the process of searching for a new student print management system as our previous vendor QCI went out of business during COVID. Ten HP Color Laserjet Enterprise M555DN printers were purchased using HEERF funds for student printing to support students returning for the Fall term. Students are temporarily printing for free until a new student management system is implemented by Summer 2022.
- IT was invited to work with the Instruction team on technology upgrades for classrooms and labs during the instructional equipment budget ranking meeting held on 10/20/2021. This was a great collaboration between IT and Instruction as the teams worked together to decide how 1.3 million dollars in grant funds would be spent across all academic divisions for critical technology upgrades for students. The technology upgrade orders are scheduled to be placed this month (December).
- The IT department is working on implementing a new helpdesk system called Freshservice. The new system will provide better support request tracking, reporting, customer surveys, asset management, and more. The new helpdesk system will be implemented in 2022.
- Information Security training is being finalized with HR and POD to satisfy cyber-liability insurance requirements. Plans are being made to roll out the training module by Spring 2022, starting with Classified Staff and Management groups.
- On-premise OnBase document storage was migrated to AWS Storage Gateway service.
- The campus-wide wireless assessment is complete. The final report was received from Golden Star Technology. IT is evaluating the results and working with Facilities Planning & Management on options for upgrading and expanding the campus network, including parking lots.

Police and Campus Safety

- During the last quarter of 2021, Police & Campus Safety employees, as well as members of other departments, attended Mental Health Awareness Training, which allowed employees to learn how to better interact with people that are suffering from mental health issues.

Police & Campus Safety Calls October – December* 2021			
	October	November	December
Money Pick-ups (10-17's)	40	39	23
Battery Jumps (10-37's)	9	19	6
Vehicle Unlocks (10-41's)	8	10	2
Building/Door Lock/Unlock	42	39	37
Medical Assistance	9	9	3
Vehicle Checks	0	0	0
Assist/Other	17	27	6
Transports	2	0	0
Postings	0	1	0
Total Common Calls for Service	127	144	77
Total All Dispatched Calls	225	233	124

**Through December 15, 2021*

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

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

Risk Management

- Worker's Compensation results for the fourth quarter:
 - 9 new claims were filed.
 - 14 claims were closed.
- In the fourth quarter, four Property & Liability claims were filed. Approximately \$4,191 has been reimbursed to the College from the insurance carrier.
- Seven Hazard reports were submitted to Risk Management in the fourth quarter. Four have been closed and resolved. Three are pending resolution. All Hazard reports are reviewed and discussed at the monthly Health & Safety Committee meetings.

- Risk Management continues to conduct ergonomic evaluations upon request to assist in preventing worker's compensation injuries and repetitive motion claims.
 - 13 ergonomic evaluations were completed in the fourth quarter.
- 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 fourth quarter of 2021, CSEA 651 and staff have had the following in-person safety trainings:
 - October – Ladder Safety and Gator/ Utility Cart Basic Training.
 - November – Electrical Safety and Stretching (Getting Ready For Your Day).
 - December – Due to attendance and the holiday break we do not schedule training in December.
- The Employee Wellness Program continues to provide resources and wellness challenges to our staff in remote and in-person settings. We are continuing to see an increase in participation from employees:
 - The “Life Long Wellness Journey” challenge started on September 20, 2021, and ended on November 14, 2021. We had 200 staff registered and participating in the challenge. Together, all the participants walked 83,376,222 steps, and burned 3,751,930 calories. Of those participants 48.5% reached their goal of 8,000 steps per day and 65 employees were eligible for the raffle. This is the highest number to date. Keep up the great work campus community.
 - The “Break Your Mental Blocks” Walking Challenge will start on January 3, 2022, and will last for 6 weeks.
 - A variety of virtual nutritional classes & demos were provided to the campus:
 - Wellness Webinar: Food and Cancer (October 26, 2021).
 - Wellness Webinar: Nutrition, Blood Sugar and Diabetes (November 9, 2021).
 - Virtual Cooking Class: Holiday Dishes for Blood Sugar Management (November 18, 2021).
 - Wellness Webinar: Brain Food (December 6, 2021).
 - Other virtual activities that were provided monthly through the Wellness Program were:
 - Breath Work Classes with Robert Van Der Heyden.
 - Yoga.
 - Guided Meditation.
 - Capoeira.

- Maintain Don't Gain started on November 8, 2021, for 8 weeks partnering with Kaiser Permanente in tracking eating healthy and weight loss.
- 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).

Environmental and Emergency Management

- Universal Waste Program - A written Universal Waste Program was developed and implemented to properly handle various universal wastes at Mt. SAC and we have designated an accumulation site on campus.
- Emergency Management 101 training was initiated in the fourth quarter and is offered monthly through POD for all staff on campus to help prepare in case of an emergency event. These trainings are being held both in-person and via zoom.
- Regular routine daily inspections are conducted on campus to identify any and all hazardous situations. As hazards are identified they are addressed with the appropriate division to bring resolution to the hazard.
- Indoor Air Quality (IAQ) - Two issues and concerns were reported regarding the air quality in a building. Both were addressed and resolved.
- In partnership with the Purchasing department we have established a process to track all chemicals purchased and stored on campus.
- On December 11, 2021, a chemical spill was reported to the Environmental Safety and Emergency Services Manager and the area was assessed immediately. The spill was safely and properly cleaned with no injury or damage to the affected area.

Sac Book Rac

- As we end the Fall semester we look back at our accomplishments in the last 3 months.
- We have had our doors open for in person purchases. Traffic was slow at first but as customers found out we were open, we saw more people and sales. We also began to receive new merchandise in clothing, gifts and supplies.
- Our Online ordering system was converted to a new platform. We continue to have a large number of Online orders as many students prefer to have their books shipped to them.

- Worked with on-campus student programs to get textbooks to students. Bookstore and Dual Enrollment had 20 classes that required textbooks.
- 2000 Textbooks were rented in the Fall Semester.
- Photo ID and Bus Pass business was very busy with students and new staff members.
- The Bookstore had its Annual Holiday Tea and was able to distribute the collectable pins that have been a tradition.

Technical Services

Audio Visual Services

- AV Services would like to welcome David Carr to the team as a new AV Coordinator.
- AV Services provided support for all events at the stadium this semester including the 75th Anniversary, football games, and cross country meets.
- AV Services continues providing more opportunities for much-needed video conferencing capability throughout the campus. Three large conference rooms are next to be updated and include the Administrative Services conference room (4-2460), the Instruction Conference Room (4-2440), and the Ragan Room in Building 9B. These systems are expected to be installed by Summer 2021.
- The AV Services team designed a portable conferencing system with a single camera and up to 24 wireless tabletop microphones. This system can simply connect to any laptop and provide video conferencing capability for large groups. This system will be configured to connect to Bldg. 10 Conference Hall and Bldg. 9C Stage initially. Due to its portability, it has the flexibility to plug into other systems with minimal configuration.
- Work is progressing with the new Gym and Aquatics Center and Heritage Hall. These projects have moved into the phase of coordinating system design with the contractor. This work includes resolving the details of system design to meet the functional needs of each space.
- Work is progressing with the new Student Center. AV Services continues to support the design of back boxes and infrastructure and is working with Facilities to coordinate infrastructure with other trades. The equipment purchase list continues to develop and will be formally bid in early 2022.
- Work is progressing in the new STEM Center in Building 61 as technical equipment continues to arrive. 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.
- AV Services continues to support Zoom Webinars. In the Fall semester, there were 29 webinars that supported up to 700 attendees. These webinars included the Student Services New Student Welcome, four COVID information sessions for faculty teaching face-to-face classes, Fall 2021 Flex Day, six events for Return to Campus Information, Cash for College Fall 2021, and a Vaccine Resolution

Information Session. Work has also started to support seven future webinars including Student Services Career and Technical Education Exploration Day and Flex Day.

- AV Design Review has begun for the new Tech and Health Building. This will be the largest AV install project on campus to date. This building will exceed 300,000 square feet and provide more than 100 presentation systems.
- AV design has begun for the new Continuing Education complex.
- Continuing Education is also leading the way with the first fully comprehensive Hyflex classroom on campus. This room will feature interactive teaching, auto-tracking camera technology, and audio support to seamlessly combine virtual students with in-person students. Due to the nature of funding this kind of project, installation is expected in the middle of the Fall semester.

Broadcast Services

- Broadcast Services would like to give a delayed welcome to new employee Jun Ma, Media Production Specialist, who came on board in July.
- The team provided broadcast support for the 75th Anniversary celebration at Hilmer Lodge Stadium. This included a video memory location, where attendees could record memories and messages about Mt. SAC, live coverage to the scoreboard of a “roving reporter” and live performances, as well as the feature event “The Book of Life” movie for attendees.
- Completed a busy Fall semester supporting the Remote Television Production Classes for live coverage of home football games in the stadium, women’s basketball, theater plays, jazz band performances, music and choral programs and the Holiday Concert.
- Assisted in recording Arts Division guest musical recitals and student performances for reviews.
- The Board of Trustees passed a motion in October to live stream future meetings on YouTube. November was the first meeting streamed to the school YouTube page.
- Continued planning with Facilities for the construction and installation of a new communications tower on campus at the site of the current, shorter tower on Reservoir Hill.
- Began pre-production, including shooting interviews, gathering photos, and writing bios, for the Athletics Hall of Fame program to be presented in February 2022.

Event Services

- This quarter was quite busy for Event Services. The department provided support for several large stadium events including the 75th Anniversary, Mt. SAC Cross Country Invitational, CIF Cross Country Preliminaries and Finals, Eastbay Western Region Cross Country Semifinals, and the CCCAA State Championship Football Game. The department worked to onboard the College’s new COVID-19 testing partner, ShieldT3, to provide saliva testing on campus.

- The team welcomed Jessica Nichols and Lizzy Mendoza this quarter. Jessica is providing Cleared4 and COVID-19 testing support. Lizzy is the department's new Event Coordinator. Both have hit the ground running!
- Lastly, believe it or not, the team has already begun planning for Commencement 2022!

Performing Arts Operations

- The Performing Arts team provided a large amount of support for the 75th Anniversary Celebration in the stadium. Staging, sound, lighting, and overall event logistics were handled by this group.
- With indoor events allowed to return, the team was busy with events and performances in the Performing Arts Center. Most of the regular Theater, Music, and Dance performances returned along with a number of rental groups, and the Fire Technology graduation.
- Provided audio support for all the home football games in the stadium along with the Mt. SAC Cross Country Invitational, CIF Cross Country meet, Eastbay Western Regional Cross Country meet and the CCCAA State Championship Football game.
- The team worked to transform the Gymnasium into a banquet hall for the CCCAA Soccer Championship Banquet and then into an auditorium for the Nursing Pinning Ceremony.
- Additional fine tuning of systems at the stadium is continuing, along with preparation for the installation and commissioning of systems at Heritage Hall.
- Planning is underway to identify and purchase the technical equipment for the new Student Center.