

Administrative Services' Quarterly Informational Announcement January – March 2016

Information Technology

Academic Technology & Infrastructure / Security:

- Approximately 200 new computers will be installed between now and August in various classrooms and labs.
- IT completed exterior wireless installations to provide coverage for the outside areas south of Bldg. 6, east of Bldg. 4, and west of 60 - the rose garden, grass area near the Library and walkway corridor.
- Apple mobile device manager (MDM) is being installed and configured.
- A new printer naming convention has been established.
- The College's BGP routers were upgraded.
- IT upgraded and redeployed the network monitoring systems.
- [Click here to view the Project List](#)

Enterprise Application Systems / Web Team:

- IT and Admissions & Records completed the implementation of electronic transcript processing via the document management system OnBase. The College is sending and receiving electronic transcripts for the top 10 feeder schools. Transcript details for both paper and electronic transcripts are also being loaded as data feeds into Banner.
- IT collaborated with Fiscal Services to implement the Touchnet payment processing system, which improves the collection and reconciliation of on-line payments.
- A database has been created for the Bridge Program. Students can now apply for the Bridge Program on-line: <http://www.mtsac.edu/bridge/accessSummerBridgeapplication.html>
- A database has been created for the EOPS Program to improve the process and streamline communication with students.
- An on-line application form and workflow has been created for the Honors program, creating a paperless process.
- IT recently sponsored a 3-day advanced Argos reporting training session for Institutional Researchers.
- The Early Alert system has been enhanced to allow counselors and faculty to view early progress reports and lab attendance and log students who have viewed their progress report for the term.
- A process has been created to automatically post student cohorts on students enrolled in specific CRNs for use in Pathways courses.
- The Web and Portal team collaborated with Marketing to host an all day Web Workshop attended by over 40 people. This workshop included an overview of the new site and new features, along with several hands-on

training sessions.

- [Click here to view Projects in Progress](#)

Project Management:

- IT is collaborating with Financial Aid and Marketing on a pilot project to text message students.
- IT is investigating alternate Help Desk system applications.
- [Click here to view the Project List](#)

Public Safety

Public Safety Calls			
	January 2016	February 2016	March 2016
Money Pick-ups (10-17's)	62	50	72
Battery Jumps (10-37's)	75	57	113
Vehicle Unlocks (10-41's)	23	25	41
Building/Door Lock/Unlock	92	116	137
Medical Assistance	9	11	29
Vehicle Checks	9	6	5
Assist/Other	62	79	118
Transports	3	43	12
Postings	0	7	2
Total Common Calls for Service	333	394	529
Total All Dispatched Calls	502	555	759

March 9, 2016 10:07 p.m.

Personnel responded to a head-on collision on Bonita Drive south of Stadium Way. Both drivers were transported to a local hospital. One driver was subsequently arrested by LASD for suspected DUI.

March 17, 2016 10:30 a.m.

Department of Public Safety personnel participated in a large-scale evacuation drill of the southwest quadrant of the campus. All people were safely evacuated from several buildings.

March 24, 2016 10:30 a.m.

Department of Public Safety was notified by the Los Angeles Sheriff's Department of a bomb threat at Walnut High School and Mt. SAC. The decision was made to evacuate

the campus and an emergency notification was distributed at 11:33 a.m. Approximately 12,000 people were safely evacuated from the campus. The entire campus, including every building, was searched and determined to be safe. A message was distributed at 3:13 p.m. that announced campus was reopening and that classes would resume at 4:30 p.m.

Sac Book Rac

It's a New Year and as we go forward it is a good time to look back at the Fall Semester successes and build upon those for the Winter and Spring. I know it seems like a long time ago that we completed the Fall Semester, but for the Sac Book Rac we are still wrapping up our Fall Textbook Rentals.

The Textbook Rental program first began when Sac Book Rac was awarded a grant from the Federal Government that only 10 colleges in the nation received. Our program has been in effect for 5 years and in those five years we have saved students over \$500,000 by offering textbooks for rent. In Fall 2015, the Sac Book Rac had 102 textbook titles available to rent for the students of Mt. SAC, and a total of 2,200 books were rented. The Textbook Rental program is meant to save students money on textbooks, but that means we need to have textbooks returned to keep the program self sustaining. Our staff and students work very hard to help students avoid late fees. To this extent, our staff made 1,600 courtesy calls to students the week of finals to remind them they had an outstanding textbook rental. This first round of courtesy calls were made before the due date and gave the student ample time to return their textbook without any penalty. Now that we are back from the holiday break, we have only 250 outstanding Fall Textbooks Rentals, from the original 2,200 textbooks that were rented. All 250 of those students who still have an outstanding textbook were called as a last reminder that they need to return their textbook, albeit with penalties at this point. By the time we begin the Spring 2016 Semester our textbook Rental program for Fall 2015 will only have an estimated 3% default rate. This is an amazing percentage, due to the diligence of the Sac Book Rac staff and students who are dedicated to the success of the Textbook Rental program for future students. I applaud their efforts and commitment.

Suzanne Luetjen
Sac Book Rac Director

Facilities Planning and Management

Facilities Planning and Management is not reporting this quarter.

Fiscal Services

- Requisition deadline for the Unrestricted General Fund has passed. The deadline to submit requisitions for all other funds is **April 22, 2016**.
- For Conference and Travel processing, please thoroughly complete the [Conference and Travel Form](#) and refer to [AP 7400 Conference and Travel](#). This administrative procedure requires prior approval of at least (10) working days by the appropriate Vice President or Manager. For timely processing, submit immediately to

Fiscal Services after obtaining approval. For further information, call Brigitte Hebert at 5515 or bhebert@mtsac.edu.

- For mileage reimbursement, please complete [Mileage Record Claim Form](#) and refer to [AP 6920 Mileage Allowance](#).
- The Los Angeles County Office of Education (LACOE) conducted an on-site visit to review Mt. SAC's internal controls last March 24, 2016. Fiscal Services and Information Technology staff were interviewed. The outcome is expected to be very positive.
- Forms 1095-C for 2015 were mailed on March 30, 2016. Forms were mailed to employees who were enrolled in one of Mt. SAC's medical plans in 2015 and any full-time equivalent employees averaging 130 hours or more per month. This is a brand new IRS form that is used to determine whether an employer owes a payment under the employer shared responsibility provisions of the Patient Protection and Affordable Care Act (commonly referred to as Obama Care). This form is also used to determine the eligibility of employees for the premium tax credit.
- A SchoolsFirst Federal Credit Union representative will be on campus Wednesday, April 20th from 9 AM to 2 PM in Building 4, Room 1380. College employees who are interested in signing up for or learning more about 403(b) and 457(b) retirement accounts may contact Zandra Pirozko at (714) 914-7464 or zpirozko@schoolsfirstfcu.org to set up an appointment.
- The initial P-Card pilot program was implemented in April 2015 with cards issued to approximately 15 Mt. SAC employees. More than 50 P-Cards have now been issued as the program continues to grow. The next round of training will be scheduled in July 2016. Employees that can benefit from the use of a P-Card should discuss it with their manager. For further information on obtaining a P-Card, please contact Teresa Patterson at (909) 274-5512, or tpatterson@mtsac.edu.
- Summer School registration for classes begins Wednesday, May 11, 2016. Classes will begin June 22, 2016. An announcement with extended hours of operation will follow.
- Higher One will be acquired by Customers Bank and BankMobile. The closing date of the transaction is scheduled for May 4, 2016. The continuation of the student refund management services will be through BankMobile. Fiscal Services Staff, Marketing, Student Services, and Informational Technology are working on a marketing plan to inform students of the new bank name, changes in services, and ATM locations.
- The College has contracted their audit services with a new firm; Vavrinek, Trine, Day, & Co., LLP. Audit work is scheduled for the weeks of April 29th, July 25th, and September 12th and 19th.
- Fiscal Services' year-end deadlines are to be announced the first week of May.

Technical Services

Technical Services is not reporting this quarter.

Risk Management, Environmental Safety and Emergency Services

Risk Management has continued working diligently on emergency preparedness. West Coast Consulting has been hired to work in conjunction with Risk Management to complete Mt. SAC's Emergency Operations Plan. Additionally, Melonee Cruse held several Disaster Service Worker trainings through POD. On March 17, 2016, an

evacuation drill was held on campus. The drill assessed building evacuation team performances, emergency radio communications, EOC activation, and campus recovery. A morning drill was held at 10:50 AM and an evening drill was held at 7:35 PM. Each drill lasted approximately twenty minutes. Post-drill discussion focused on identifying gaps, threats, issues, and concerns related to campus emergency preparedness. The evacuation of campus on March 24, 2016, due to a bomb hoax helped identify several areas of improvement. Risk Management is working collegially with campus personnel to solidify department and emergency protocols in the event of another incident.

The Office of Risk Management has also begun to roll out an ergonomic program. Employees are encouraged to complete an ergonomic self-evaluation which assists employees in familiarizing themselves with appropriate desk ergonomics. If employees need additional assistance, they may request an ergonomic evaluation to be conducted by Risk Management. To date, seven ergonomic evaluations have been conducted. For further information on ergonomics, please visit the Risk Management website.

Risk Management has also started sending out a monthly newsletter called RM Connect. The monthly newsletter includes information regarding important events on campus and relevant safety information and updates. You can view the previous newsletters [here](#).