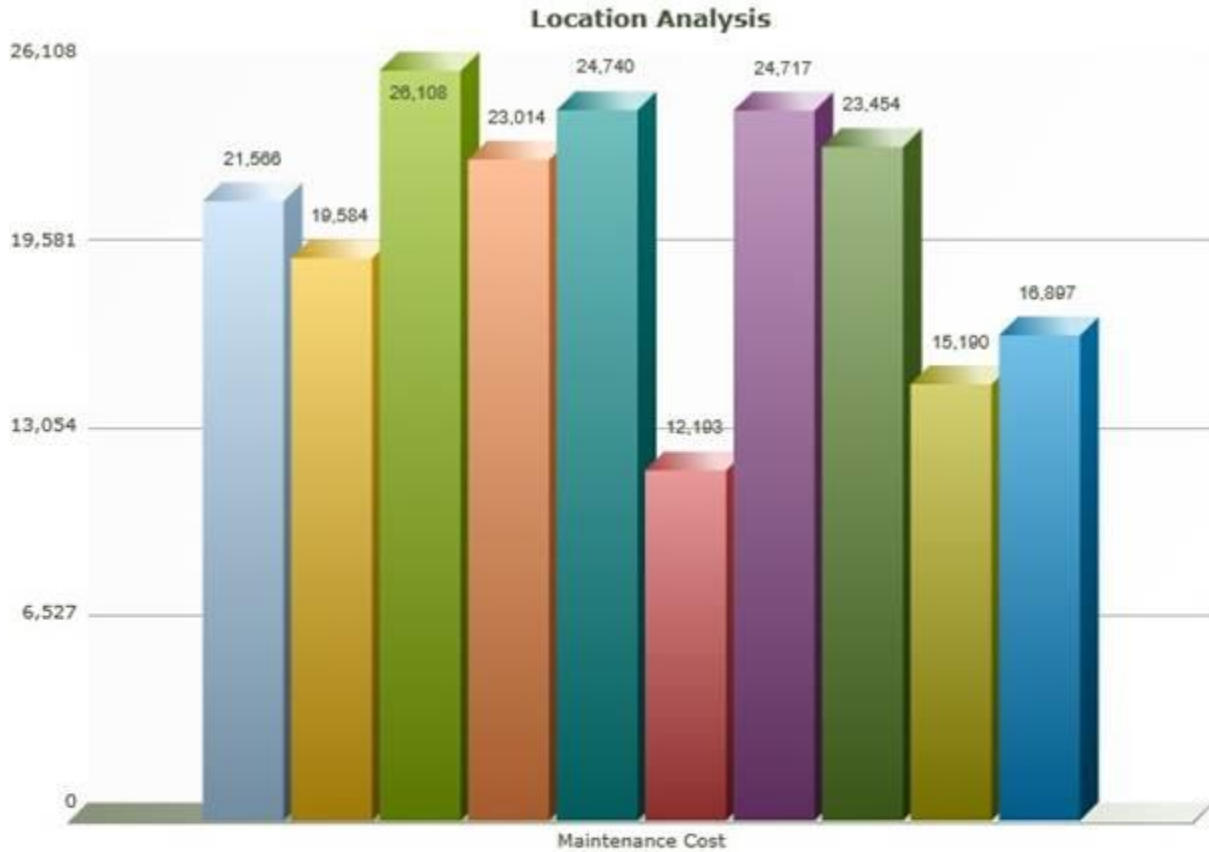


Administrative Services' Quarterly Informational Announcement April – June 2022

Facilities Maintenance & Operations

Maintenance & Operations - 4th Quarter 2021-22 – Status Report
Top 10 work orders by building – 2021-22



- Fiscal Yr Ending 2022 [Bldg 02]
- Fiscal Yr Ending 2022 [Bldg 04-Administration]
- Fiscal Yr Ending 2022 [Bldg 06]
- Fiscal Yr Ending 2022 [Bldg 07]
- Fiscal Yr Ending 2022 [Bldg 09B-Student Services Center]
- Fiscal Yr Ending 2022 [Bldg 26A]
- Fiscal Yr Ending 2022 [Bldg 28B]
- Fiscal Yr Ending 2022 [Bldg 29-Central Plant]
- Fiscal Yr Ending 2022 [Bldg 66]
- Fiscal Yr Ending 2022 [Bldg 78 BCT-B]

#	Craft	YTD Count	YTD Cost	Total Count
1	HVAC	975	\$103,262.39	7426
2	Plumbing	785	\$54,287.50	9518
3	Electrical	645	\$37,215.25	5589
4	Energy Management System	638	\$29,394.00	3154
5	Custodial	521	\$29,709.50	6607
6	General Craftsman	458	\$39,867.22	4684
7	Carpentry	283	\$48,276.25	2368
8	Warehouse	227	\$1,437.00	2759
9	Key and Lock	222	\$12,621.25	3722
10	Lighting (Indoor)	205	\$5,902.45	2264
11	Doors and Hardware	135	\$15,701.25	803
12	Pest Control Indoors	94	\$38.75	672
13	Painting	75	\$6,878.75	1194
14	Lighting (Outdoor)	46	\$17,250.25	520
15	Furniture	34	\$670.00	172
16	Landscaping	30	\$1,295.00	207
17	Fire Alarm System	24	\$918.75	312
18	Elevators	20	\$637.50	194
19	Vehicle Maintenance	16	\$120.00	2010
20	Signage	15	\$541.25	554
21	Electronic Door Access	12	\$416.25	230
22	Pest Control Outdoors	12	\$105.00	172
23	Construction	8	\$7,294.00	122
24	ADA Accommodations	5	\$365.00	26
25	Irrigation	4	\$35.00	86
26	Athletic Fields	3	\$275.00	35
27	Trash Removal Outdoors	3	\$70.00	78
28	Graffiti	2	\$62.50	104
29	Grounds Equipment Repair	2	\$70.00	56
	Total Cost	5499	\$414,717.06	55638

Maintenance work orders (Fiscal Year – 4th Qtr)

- 1,047 work orders requested.
- 1,046 work orders completed.
- 395 preventive maintenance work orders completed.
- 142 open work orders remaining.

WAREHOUSE

- 11,255 packages received.
- 11,445 packages processed.
- 12,721 packaged delivered.
- 50 misc. furniture/surplus work orders completed.
- 180 office/classroom supply orders filled.

SMALL PROJECTS COMPLETED

- Installed a new control panel with Variable Frequency Drive (VFD) on chiller #4 – B29.
- Upgraded chiller #2 & #3 controls and reprogrammed.
- Completed chiller #2, #3, #4 preventive maintenance including brushing tubes.
- Completed preventive maintenance on cooling towers 1 & 2 – B29.
- Re-tubed bldg. 7 boiler.
- Received and installed hydraulic goal posts.
- Annual elevator fire shaft fire inspection.
- Renovated A/C in bldg. 23 to include fresh air intake.
- Registered boilers and charbroilers thru AQMD, including upcoming Athletics and Student Services bldgs.
- New elevator floors in bldgs. 26A, 26D, 61, and 78.
- Sherman Park building painted interior and exterior. Also painted Sherman Park sign.
- Clarifiers pumped in bldgs. 1A, 1B, 27B, 28B, 48, and F3.
- Campus-wide refrigeration equipment preventive maintenance.
- Modified ductwork and air balance for improved air distribution in bldg. 16E.
- New boilers installed in bldg. 13.
- Fire alarm upgrades in bldgs. 9C, F6, 35, and Bracket Field for 24/7 monitoring.
- Shipping/receiving successfully closed out 2021-2022.
- Misc. interior and exterior lighting replacements completed.
- Installed new kitchenette sink in Bldg. 10.
- Installed new ice machine in bldg. 60.

STAFFING

- Hired Locksmith.
- Hired Lead Skilled Crafts.
- Hired Skilled Crafts (starts in 2022-23 fiscal year).
- Hired Lead Grounds & Horticultural Technician.

TRANSPORTATION

- Transportation technicians continue to maintain the college fleet, including golf carts, and all campus vehicles.
- On average, seven vehicles are serviced and repaired each day.
- Prepared vehicles for field trips.
- Ran weekly testing for on-campus backup generators.
- Maintained lighting towers at parking lots M, F, and 9.

Student Transportation

- Bus trips:
 - April – 45
 - May – 30
 - June – 14
- Van trips:
 - April – 65
 - May – 46
 - June – 13

Garage:

- Maintain college waste streams of oil, anti-freeze, and waste fuels.
- Manage fleet waste streams of lead acid batteries and tires.
- Continuous ongoing safety and maintenance for fleet and field trip vehicles.
- Begin annual smog paperwork and testing for AQMD/BAR requirements.
- Extensive repair and service of multiple Public Safety vehicles (hybrid vehicles).
- Maintain operation of industrial washer and dryer for custodial Services.
- Maintain and repair various equipment for Ag. Sciences, including carts, bobcats, backhoes and other equipment.
- Forklift repairs for Maintenance Department.
- Extensive repair of numerous rodent-damaged fleet vehicles.

GROUNDS

- Grounds staff participated in "Positively Reducing Conflict" training, which was provided by Newleaf in conjunction with Professional Organizational Development.
- The process of becoming Green Zone Certified by American Green Zone Alliance (AGZA) has commenced. A series of in-person trainings regarding battery electric equipment and extensive online training for the entire team is underway as we enhance our sustainable efforts.
- We want to congratulate Pat Escalera on his promotion to Grounds, Campus Lead.
- Our very own, Guadalupe "Chava" Diaz is the June recipient of the Administrative Services Starfish Award. Congrats, Chava!
- Successfully hosted Commencement plus a series of athletic events which showcased our premier facilities.
 - CCCAA Track State Championship.
 - Mt. SAC Relays.
 - Golden Games.
 - Baseball Playoffs.
 - Softball Playoffs.

CUSTODIAL

- The custodial Department sent Lorenzo Meza to the first in-person training in three years, the OS1 Trainer and Coach Class. Lorenzo traveled to the gorgeous grounds of Michigan State University on May 10-13, 2022. With a completely full class filled with several new groups, teams learned the specifics of cleaning science and what it takes to operate and teach a successful OS1 program! Over the three days of training, participants evaluated new products from our manufacturer representatives, heard instructor-led presentations, and participated in small group activities that served to reinforce key concepts. Stories were shared of how OS1 allowed organizations to scale their cleaning operations during the pandemic, equipping them with the tools and supplies they needed to provide exceptional cleaning service with limited staff. At the conclusion of the course, participants had the opportunity to test and earn their OS1 Trainer's Certificate (OTCH) Exam.
- The Custodial Department has continued with essential certification training for all employees in the Lead Custodian and Custodian II Classification.
- The Custodial Department offered the following trainings:

- Intro to OS1: Light Duty Specialist.
- OS1 Certification.
- Intro to OS1: Vacuum Specialist.
- Baker's Dozen-Light Duty Specialist.

COVID Rooms Addressed / Completed 2nd (Q2) Quarter of 2022

- COVID Rooms Addressed / Completed in the 2nd (Q2) Quarter of 2022: 414 total.
 - April 2021 Total Rooms Addressed: 66
 - May 2021 Total Rooms Addressed: 203.
 - June 2021 Total Rooms Addressed: 145.
- Rooms Cleaned for Health (within 24 hours): 49 total.
- The Custodial Department Completed 201 work orders during the Second Quarter of 2022.

Facilities Planning and Management

Planning

- The Facilities Planning Office has completed and submitted the Five-Year Capital Outlay Plan (5YCP) to the California Community Colleges Chancellor's Office. The 5YCP analyzes the facilities needs of the district over a five-year period.
- In addition to the 5YCP submission, a Final Project Proposal for the New Library was also completed and submitted to the Chancellor's Office for review.
- The Campus Decarbonization Plan remains underway with the focus on Reducing CO2 emissions over time, aiming toward CO2 neutrality in the year 2050.
- A Water Capacity Study is set to begin which will evaluate the current condition of the College's one-million-gallon water tank and associated supply pipe. This study will identify the current water demand and address any potential needs or additions for the College to consider.

Major Capital Projects

- The Gymnasium, Wellness, and Aquatics project and the new Student Center are both near 75% completion. Substantial completion is estimated for January 2023, with Furniture, Fixtures, and Equipment installation and commissioning following with an estimated completion of Spring 2023.
- The new Technology and Health building has completed the design phase and was submitted to the Division of the State Architect (DSA) in June 2022. Early construction activities including demolition, grading, and utility infrastructure are scheduled to begin in early 2023. Building construction is estimated to begin in the Fall of 2023.
- Construction documents for the Campus Store and Instruction Offices were approved by DSA in June 2022. Public bidding is scheduled to take place during Summer 2022 with construction starting in the Fall of 2022.
- The Lot W and Sand Volleyball Improvements project bids were approved by the Board of Trustees on June 22, 2022. Construction will begin in coming months during the Summer of 2022.

Scheduled Maintenance

- The State of California has funded Mt. SAC with over \$15 Million dollars for scheduled maintenance repairs, accessibility improvements, and Instructional Equipment for 2021-22 Fiscal Year. These funds will be used for key projects, including an Elevator Tower addition on Building 61, a new Main Water Line along Temple Avenue to Cal Poly Pomona, and a reclaimed water pipeline to service the new athletics facilities.
- In addition to these large projects, State Scheduled Maintenance funding is also being used for many roofing, flooring, fencing, and mechanical system repairs and replacements across the campus.

Minor Capital, Alteration, Furniture and Special Projects

- Several departments around the campus, including Dual Enrollment, El Centro, the Writing Center, and Professional and Organizational Development, are working with Design and Construction on projects focused on new or upgraded facilities for their respective areas.
- The Design and Construction team continues to manage the many dozens of minor capital, alteration, furniture, and special projects across the campus.

Fiscal Services

Accounting

- Effective July 1, 2022, the mileage reimbursement rate for business travel will be 62.5 cents per mile, up from 58.5 cents. Any mileage claims received for miles traveled from January 1, 2022, to June 30, 2022, will be paid at the previous rate of 58.5 cents per mile. Employees are encouraged to submit their mileage reimbursement requests using Chrome River, the system has been updated with the new mileage rate.
- The 2022-23, Tentative Budget was uploaded into the Banner system effective July 1, 2022. Please note that 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 Budgets 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 2022-23 Adopted budget is approved by the Board of Trustees on September 14, 2022. Fiscal Services approval of pending 2022-23 transfers/revisions will resume on September 15, 2022. If you have questions regarding online budget transfers/budget revisions, don't hesitate to contact Melanie Lazo, Fiscal Specialist, ext. 5388, or Yvette Shane, Fiscal Specialist, ext. 5539.

Purchasing

- The Purchasing department is working on several solicitations, including the Request for Qualifications (RFQual) process and evaluation for multidisciplinary professional services. Request for Proposal (RFP) for the Decarbonization Plan and several construction project bids, including the Math and Science Bldg. 61 Roof Replacement, Bldg. 6 Professional and Organizational Development Loft Remodel, and the Health Career Center Food Pantry Remodel projects.

- The Purchasing Department hosted a “How to do Business with Mt. SAC” training class for current and potential vendors on April 27, 2022.
- 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, Purchasing 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-Cards rules. Please Keep in mind that the 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

- Online Appropriation Transfer Training is scheduled for August 16, September 20, and October 18, 2022, at 9:00 a.m. Please visit POD to register.

Information Technology

- IT is working with consultants from BerryDunn to begin the process of developing a new Technology Master Plan. In Fall 2022, there will be a campus-wide survey on technology needs. IT will also seek input from all constituents, including President’s Cabinet, and ITAC.
- IT is collecting and reporting more than 110 data points as monthly statistics for all aspects of IT, including infrastructure, web, administration, project management, enterprise systems, and externally hosted systems. A sample of the infrastructure dashboard is available [here](#).

Enterprise Application Systems / Web Team / Project Management

- The [Change Management Approval Panel](#) meets every other week to review all requests for changes to IT systems, including hardware and software. Changes are recorded, assessed, approved, prioritized, and then deployed. Examples of changes are an upgrade to Banner, modification to a firewall rule, or swapping out network equipment. Changes are documented and submitted on [this form](#).
- A total of twenty-five (25) Banner-module upgrades were applied in production on June 19, 2022. This includes modules like Student, Financial Aid, Accounts Receivable, Finance, and Human Resources. These upgrades were important to resolve FTE calculation issues, apply defect corrections, and apply technical updates.
- In partnership with Dual Enrollment, IT went live with the new Dual Enrollment application process in May 2022. This process includes new supplemental data questions on the CCCApply application. These additional questions determine whether a student is applying as a special admit and, if so, whether the student is a non-CCAP, CCAP, or regular special admit. Depending on the type of student, an appropriate cohort and a hold code are assigned in Banner. The Dual Enrollment team then runs a process to clear the student’s hold when all the requirements are met and assign CRNs for which the student can register.
- In July 2022, IT went live with displaying Chosen Name in SARS. If a Chosen Name is entered in Banner, it will appear wherever first names are displayed in SARS.
- The upgrade of Degree Works to version 5.0.6 was completed in the Production environment in June 2022. Counseling is now using this version of Degree Works, which provides a new interface with a responsive dashboard of students’ educational goals, degree progress, and educational plans.

Infrastructure & Data Security

- IT migrated additional data backups from legacy systems to AWS (Amazon Web Services) Backup for Virtual Machines.
- Approximately 60% of managers, classified, and confidential employees completed Information Security training.
- IT deployed Microsoft Defender and Endpoint Detection and Response bundle to College-owned Windows and MacOS computers to further protect the network.
- FCLT, Presentation Services, and IT went live with the [new helpdesk system, Freshservice](#), in March 2022.

Academic Technology

- IT is implementing a new student print management system (SPMS) called Wepa for Fall 2022. The Wepa system was selected by members of a workgroup that consisted of faculty, staff, deans where the old printers were located, members of the ITAC Committee, and other College stakeholders. Wepa is a cloud-based printing solution that will be available in the following locations:
 - Library, bldg. 6-200 (2nd Floor).
 - ASAC Lab, bldg. 6-120 (1st Floor).
 - Access Technology Center, bldg. 9E-1100 (1st Floor).
 - Writing Center, bldg. 26B-1561A (1st Floor).
 - Honors Center, bldg. 26A-1680 (1st Floor).
 - Math & Science study area, bldg. 61-2209 (2nd Floor).
 - Agricultural Sciences lobby area, bldg. 80 (1st Floor).
- The projected Wepa printer implementation dates are August 2nd and 3rd, just before the start of the Fall 2022 semester. Below are the Wepa student printing costs:
 - 12 cents for Single-Sided Black and White / 19 cents for Double-Sided Black and White.
 - 35 cents for Single-Sided Color and 68 cents for Double-Sided Color.
- Wepa provides end-to-end student support for the Wepa website, Wepa mobile app, and on-site (College) Wepa Print Station hardware. IT and College staff will be trained on how the Wepa SPMS works and will also support students. IT will continue to schedule meetings with Academic and Department staff to answer questions about the Wepa system before the College goes live with the system starting Fall 2022. IT, in coordination with Marketing, is working on a communication plan. Please watch for additional information.

Police and Campus Safety

- Police & Campus Safety officers attended the following training during the period of April – June 2022:
 - Fentanyl Safety & Awareness.
 - Behavioral Threat Assessment - Preventing the Active Shooter.
 - Sexual Harassment.
 - Emergency Response 101.
 - POST Re-qualification Course.
 - NaBITa Mental Health.
 - Use of Force Update.
- P&CS Officers provided security and parking assistance for several Mt. SAC Commencement celebrations.

Police & Campus Safety Calls

April – June 2022

	April	May	June
Money Pick-ups (10-17's)	54	45	40
Battery Jumps (10-37's)	14	25	3
Vehicle Unlocks (10-41's)	13	13	4
Building/Door Lock/Unlock	55	66	57
Medical Assistance	11	4	4
Vehicle Checks	0	0	0
Assist/Other	16	13	16
Transports	0	0	2
Postings	0	1	0
Total Common Calls for Service	163	167	126
Total All Dispatched Calls	270	295	244

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

- Renewal of Property and Casualty Programs took place for July 1, 2022, to July 1, 2023.
 - SWACC - Property and Liability program – includes Cyber, Co-Gen, and Underground Storage Tank coverages.
 - PIPS – Workers compensation program.
 - Falcon Insurance – Avionics program.
 - Student Insurance – Public Safety program, athletics, and general student population insurance.
 - Huntington T Block – Fine Arts coverage.
- Worker's Compensation results for the second quarter:
 - Ten new claims were filed.
 - Fourteen claims were closed.
- In the second quarter, two Property & Liability claims were filed. To date, for the second quarter, \$8,030 has been reimbursed to the College from the insurance carrier.
- Ten Hazard reports were submitted to Risk Management in the second quarter. All have been resolved or are pending the completion of a work order. 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.

- Twelve ergonomic evaluations were completed in the second quarter. Risk Management continues to partner with HR regarding accommodation requests and needs.
- 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. We continue to conduct monthly trainings with Grounds, Maintenance, and the Custodial group. In the second quarter of 2022, CSEA 651 and staff have had the following in-person trainings:
 - April – Canceled due to scheduling.
 - May – Heat Illness Prevention.
 - June – Emergency Response 101 facilitated by Sayeed Wadud.
- 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 "Food for Thought" challenge started on April 11, 2022, and ended on May 22, 2022. We had 189 staff registered and participating in the challenge. Together, all the participants walked 52,363,033 steps, and burned 2,356,336 calories which is the equivalent of 673 pounds of fat. Participants who reached their goal of 8,000 steps per day were eligible for the raffle of one of twenty-five \$100 Amazon gift cards with this challenge. Keep up the great work campus community!
 - A variety of virtual nutritional classes & demos were provided to the campus:
 - Wellness Webinar: Eating for Energy and Insulin Sensitivity (April 13, 2022).
 - Wellness Webinar: Nutrition and its Role in Estrogen – Dominant Cancers (May 18, 2022).
 - Virtual Cooking Class: Cooking for Hormone Balance (May 25, 2022).
 - Wellness Webinar: Food and your Mind (June 15, 2022).
 - Other virtual activities that were provided monthly through the Wellness Program were:
 - Breath Work Classes with Robert Van Der Heyden (now available in person and online).
 - Yoga.
 - Guided Meditation.
 - Capoeira.
 - 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

- The Mt. SAC Chemical Hygiene Plan has been approved and is ready to be posted to the Risk website.
- The Mt. SAC Fire Protection and Prevention Plan has been approved and is ready to be posted to the Risk website.
- A Building Safety Inspection Checklist was developed to mitigate probable hazards.
- Developed a Compliance Checklist for Maintenance & Operations, Design & Construction, Safety and Risk Management to avoid violations and/or citations to the district.
- Partnering with Mt. SAC Design & Construction team on the Fire and ADA compliance code.
- Emergency Management 101 training continues to be offered monthly through POD to help prepare staff in case of an on campus emergency event. These trainings are held both in-person and via zoom.
- The Emergency Management Policy sub-group continues to meet monthly to update current policies and documents for our Emergency Action Plan, Emergency Operations Plan, Emergency Response Team, and Crisis Management Team.
- In-person Building Evacuation Training for the Building Marshals and Floor Captains started on May 12, 2022, and will be available through August 2022. There are currently four training sessions a month through POD.
- An Emergency Reference Guide was created to provide guidance with various emergency incidents that could take place on campus. Once approved, the guide will be distributed to designated areas and staff on campus.
- Together with Police & Campus Safety, a Security and Vulnerability Self-Assessment training was completed in May 2022.
- Completed a three-day campus inspection with SWACC, our Property & Liability Insurance carrier.
- Attended the FEMA Emergency Management Higher Education Symposium in June 2022.
- Continue to conduct regular daily inspections on campus to identify hazards and safety concerns, which are addressed and resolved in a timely manner.
- Mt SAC has partnered with IM Ready to provide Active Assailant training for the campus. These in-person trainings will start in late September 2022.
- The department continues to provide PPE supplies for the campus as requests are submitted.

Sac Book Rac

- We continue to process orders daily and offer in-store pick-up as an option.
- 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
- Over 1,400 textbooks were rented for the Spring semester.
- 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.

- Spring textbooks were shipped back to the publishers to make room for the Fall textbooks.
- We are continuing to reach out to faculty to submit their textbook orders to the bookstore.
- 80% of the departments have submitted their textbook requests to the bookstore. We would like to be at 100% before the Fall semester begins.
- We are currently working on getting Fall textbooks ordered and in the bookstore.
- Photo ID continues to be open Monday - Wednesday 10 AM - 2 PM.

Technical Services

Audio Visual Services

- AV Services has begun the first round of purchasing for the Gymnasium/Aquatics Center and Student Center projects. Equipment has started arriving, and the team is coordinating inventory for the installation contactors. AV System installation will begin soon for both projects.
- AV Services provided support to commencement week activities at the stadium.
- Recruitment is underway for several positions, including a temporary Special Projects Director, Program/Project Specialist, and Audio Visual Technician. The Special Projects Director and Program/Project Specialist are key roles in supporting the upcoming scheduled maintenance replacement of systems.
- The AV team is preparing to start the planning work for scheduled maintenance upgrades of multiple AV systems on campus. These systems are over seven years old and many components have reached end-of-life. This is the beginning of an ongoing cycle of scheduled maintenance replacements.

Broadcast Services

- The Broadcast team completed a successful recruitment for a new Lead Broadcast Engineer. The position has been vacant since the retirement of Thom Babich over three years ago and was delayed by failed recruitments and hiring delays due to COVID. Paul Walker will join the team in July. Paul comes to Mt. SAC from Disney, where he worked on numerous entertainment projects for parks worldwide. Broadcast Services is happy to have him join the team!
- Broadcast has captioned 98 videos this quarter, handled 60 video projects, 14 of which were live streams to the Mt. SAC YouTube page, and completed new campus "on-hold" messaging as well as continued to update the two-way radio inventory for various departments.
- Broadcast assisted the Child Development Center (CDC) in creating two video and audio setups that allowed the CDC students to record their interactions with the children for an ECE CAL TPA Pilot program. The setups were successful and we will work with the CDC to form a purchase plan for equipment they can permanently install.

Event Services

- Event Services had a full second quarter supporting all of the end of spring semester events. Over 1700 hours of overtime was required to support events from April to June. The semester culminated in four events at the stadium, including the Early College Academy graduation, the Transfer Celebration,

Commencement, and the Nursing Pinning Ceremony. These four events alone required over 370 hours of overtime and 350 hours from hourly employees.

- Recruitment was underway for a Systems Analyst. This new position will provide support for 25Live, WorkForce, and other Technical Services systems. The new candidate is set to begin August 1st.
- The Box Office closed the fiscal year with the most transactions to date, processing over 13,500 payments totaling over \$540,000. The Board of Trustees approved a contract for the Box Office to transition to a new credit card payment processor. This move will improve reporting for Fiscal Services, provide more secure transactions, and allow the Box Office to accept mobile wallet payments, including Google Pay and Apple Pay.
- Congratulations to Teresa Bunds for winning the Administrative Services Starfish Award in May!

Performing Arts Operations

- The Performing Arts Team was busy supporting end-of-semester performances and events this quarter, especially in May and June. Events included the Spring Dance Concert, Vocal Jazz Concert, Early College Academy Graduation, Transfer Ceremony, Mt. SAC Commencement, Nursing Pinning Ceremony, and the Fire Technology Graduation.
- The Performing Arts Team has been working on developing the event support equipment list for the new Student Center. This includes all the miscellaneous sound, lighting, staging, and event support equipment and materials needed to support this new space.
- Several maintenance projects are underway in the Performing Arts Center. Annual motorized rigging system inspection, theatrical lighting cleaning, and stage floor maintenance were completed in June 2022.