



Administrative Services - Area Council
July 28, 2020

PRESENT:

Luis Bonilla	√ Iris Ingram	√ Sophie Dao	Patrick Papetti
√ Francis Baylen	Dan Cahill	Michael Good	Valerie Wagner
Michael Dalton			

Minutes from June 30th was postponed.

❖ Cabinet Meeting Discussion Items

1. Enrollment is down for fall semester by about 800 FTES. Our budget is highly dependent on enrollment. It is down throughout the community college system as well as the four-year colleges.
2. South Bay Promise enrollment is up.
3. Send Iris any ideas you or other members in Administrative Services might have on how to we could help with enrollment issues.
4. Shobhana please send a note out to Administrative Services staff, for them to turn off the office assistance because unless you are on vacation, sick leave or on leave they do not need one. If they put clearly, put in that office assistant how people can reach them. Everyone needs to check the messages on the office extension daily.
5. CTE courses are being taught on campus for fall semester.
6. Professional Development day is scheduled for some time in August, there will be activities for classified staff and faculty. Schedule is not out yet.
7. Planning for an advisory committee on race and equity for the campus, because of the Black Lives Matter.
8. Lisa Mednick has resigned; they are looking to reorganize how Professional Development does the training for both faculty and classified staff. Looking to revamp the training done in Cornerstone, form stack, etc.
9. Return to work plan, we have no immediate plans to have people coming back to campus because the county is still on an orange level. In the event that we do open the campus up 100% again, we are putting those plans together, but in the meantime, we are still cleaning buildings.
 - a. Schedule will be posted on the COVID-19 webpage about how often certain buildings are cleaned based on occupancy and activity.
 - b. There is going to be an instruction manual about the distribution of PPE, which will be handled centrally through the Risk Management office.
 - c. There is also instructions on the COVID-19 webpage on the types of chemicals that are used to clean various surfaces and areas in case there are any staff that have allergies.
10. Putting together the final adoption budget.
11. The board planning retreat last Friday went well, they have a very clear understanding of what our issues are with respect to the budget.
12. There will be another Town Hall meeting on the budget sometime in August.
13. We still have a \$14 million gap, so we still have to tighten our belts. In order to present a balanced budget to the board by September 1, we are working with PBC and cabinet to develop a list of significant cuts and reductions to our operations in order to meet that budget

gap. Part of the savings, we are looking at shutting down certain buildings. The building closure would go into effect September 1st, so we can give faculty time to move their belongings.

14. With Loic as a new CTO, he was asking about the process for rolling out computers to students in the fall, the spring roll out was chaotic, so he is developing a survey to all the areas that we are loaning out computers to students to find out what they did. We have bought at least two or 300 computers.

Question: Staff that concerns about not having ergonomic workstation setup properly at home. Are there any plan to help them out?

Answer: It is just not practical to replicate staff's office space at their home office. We do not have the money and we do not have the staff. Now, there are certain things that we can do and are willing to do if you have an ergonomic issue. You can take your chair home, we can get you a wireless mouse, and flexible keyboards, but we cannot install it for you. Nevertheless, if people are that uncomfortable at home, then they need to come back into the office and work. We are already looking at how we socially distance and reconfigure cubicles if we need to for those people to be working back on campus. The staff can contact Valerie in Risk Management about the ergonomic equipment that is available.

Question: Accounts Payable needs a new printer. We can use the printer that at the reception desk that is not being used currently.

Answer: Shobhana will do the work order to get the printer moved. Sophie will provide the ECC tag number.

If you have any questions, please email me directly or you can contact Shobhana and she will let me know.

Meeting adjourned at 9:34 a.m.