



Agenda

Committee Name: President's Cabinet

Date: August 21, 2023

Time: 9:00am - 12:00pm

Location: President's Conference Room

1. Finance & Administrative Services – Chad Houck

1.1 Facilities Master Plan

1.1.1 Kickoff team and timeline

1.2 Cerro Coso Recreation and Fitness Program

1.3 Stand up desk program

1.4 Space Allocation progress from Architect and preparing capital outlay funds

2. President's Office – President Sean Hancock

2.1 Suggestion Box Items

2.2

2.3

2.4

2.5

2.6

3. Instruction – Corey Marvin

3.1 Ubi Duo purchase

4. Student Services – Heather Ostash

4.1

4.2

5. Public Information Office – Jeff Lenk

5.1

6. Information Technology – Mike Campbell

6.1 ITV/Zoom room for ESCC

6.2



Agenda

- 7. Human Resources – Laci Beyes**
 - 7.1 Management evaluations

- 8. Equity & Inclusion – Betzabel Martinez**
 - 8.1

- 9. Action Items – President Sean Hancock**

- 10. Future Agenda Items – President Sean Hancock**

- 11. Adjournment**

Meeting Chair: President Sean Hancock

Recorder: Jennifer Curtis

Technology Resource Team

Mission

The Mission of the Technology Resource Team (TRT) is to recommend to the College Council technology practices, procedures, standards, and planning in the areas of instruction and information. TRT's goal is for the advancement of technology in the areas perceived as beneficial by the College departments, faculty, staff, and students.

Composition

- **Membership**
 - **1 Administrator – Serves as the team chair**
 - **4 Faculty Members**
 - **4 Classified Staff Members**
 - **1 Student**
- **Multi- Campus Representation Areas**
 - **Career-technical Instruction**
 - **Transfer Instruction**
 - **Web Services**
 - **Network Administration**
 - **CC Online**
 - **ITV**

Meeting

- **Date & Time – Sept 20, 2023, 2:30PM Zoom**
- **Agenda**
 - **Minutes – first meeting**
 - **Updates – staffing update**
 - **Escc – Staff hired**

- **New Items**
- **EW203 and 206 classroom project**
 - **Project completed over the summer**
 - **Fully Zoom enabled with ceiling mics**
 - **In room voice amplification for the instructor with a clip on mic**
 - **USB lecture capture**
 - **Plan to request 4 additional rooms**
 - **2 small rooms in East Wing**
 - **120 at Bishop**
 - **216 at Mammoth**
- **ESCC ITV End of Life**
 - **HP purchased Polycom**
 - **Legacy Polycom codecs only support till July 2024**
 - **Only two active rooms left in the district Bishop and Mammoth**
 - **Expensive to switch to HP platform and highly unlikely this would be a district wide project and would be a 100% Cerro Coso cost.**
 - **High Annual Cost with ITV**
- **Zoom rooms pilot project**
 - **Last spring the equipment was purchase to build two zoom rooms at Escc**
 - **Zoom room support dual simultaneous cameras**
 - **Sessions can be scheduled and auto start, no user needed to join the meeting will connect even if no body is in the rooms**
 - **We started a pilot class in the fall of 2023 to discover we have a weird issue at Mammoth. The Bishop room has worked great with no issues, however**

the Mammoth room is dropping the call after 45min and very slow to connect to. We have been working on the issue through out the semester and think we may finally have it resolved, as of this morning.

- **Much Cheaper than ITV**
- **Talking with M&O to find possible help to power issues in ESC**
- **Office 2019 End of life**
 - **Microsoft is ending support for Office 2019 on Oct 10 2023**
 - **End of life is Oct 14 2025**
 - **Most users are on office 365**
 - **We have a large number of devices that will need to upgraded to Office 2021**
 - **Places like job spots**
 - **The difference between O365 and 2021 is O365 requires uses to have an account, where office 2019 and 2021 were devices licensed any user can use the application.**
- **Teamviewer remote support**
 - **New version that uses a client instead of sharing a session ID and password. Will allow IT staff to quicky remote in at home or on campus to install updates or resolve issues.**
- **Reports from other areas**
 - **PED Tech**
 - **First meeting will be September 25th**
 - **Distance Education**

- **Intelligence learning platform will be integrated with Canvas in December**
 - **Will allow real time transfer from banner to canvas**



College Council

September 21, 2023



Reporting Committees



Facilities – Cody Pauxtis

❖ 20 September Meeting

- ❑ Facilities Master plan
- ❑ Asset Essentials
- ❑ Bookstore remodel
- ❑ Scheduled Maintenance Scheduled Repair (SMSR)
 - ❑ State took 59% of 22/23 SMSR dollars back from KCCD.
 - ❑ 7 Projects, \$1,959,642.00 / \$1.1 million backfilled from COVID Block Grant.
- ❑ Sports Complex

❖ Next Meeting: 11 October



Safety & Security – Kevin King

- Emergency Evacuation Drills Complete (Fall – Announced)
 - Issue with Gym alarms
 - 911 call Notification System Exercised
 - Important not to move the phones

- Upcoming Training
 - 1st Aid/CPR (Security and Rec/Fitness Center Staff)
 - Stretcher training (looking to purchase a Stryker Stair Chair)
 - Personal Security Circuit
 - 2 trainings a semester
 - 1st Session- Base Course (situational Awareness & De-escalation)
 - 2nd Session- (Specialized/Focused)



Technology Resource Team (TRT) – Mike Campbell

- ❖ Classroom Projects
 - ❖ EW203 and 206 finished
 - ❖ Voice amplification
 - ❖ USB lecture recording
 - ❖ Polycom Video Conferencing End of Life
 - ❖ HP purchased Polycom
 - ❖ Polycom codecs no longer supported after July 2024
 - ❖ Zoom room as an alternative
 - ❖ 2 Rooms were setup over the summer Bishop 122 and Mammoth 202
 - ❖ Pilot class scheduled for fall semester
 - ❖ Office 2019 End of Support Oct 2023
 - ❖ Teamviewer Support upgrades
 - ❖ Intelligence Learning Platform integration with Canvas
 - ❖ Coming in December of 2023
 - ❖ Allows for real time transferer from Banner to Canvas



Student Equity and Achievement Committee (SEAC)– Heather Ostash

- ❖ Meeting Yesterday-
 - ❖ CFIT on First Generation Students- Group getting started
 - ❖ CDCP share out at Senate
 - ❖ Update on AB 1705 English and Math in the First Year Data
 - ❖ Credit for Prior Learning Process Development- Report out
 - ❖ Part-time student strategies
 - ❖ Who are our part-time students?
 - ❖ Why are they part-time?



Incarcerated Students Education Program – Corey Marvin

- ❖ Met September 20 (yesterday!)
 - ❖ ISEP Program status update – the roll-out of increased class offerings at CCI A, B, and C yards has occasioned a lot of growing pains for the college and the prison, particularly around classroom availability. We will be very happy to have our own spaces. Modular buildings approved at last week's board meeting.
 - ❖ Enrollment – down 60.8% in FTES and 60.7% in headcount
 - ❖ CSU Pathway – committee green-lit the offering of CSU Breadth as an acceptable GE pathway
 - ❖ History Degree – committee green-lit the ability for students to get this degree
 - ❖ ISEP training day – desperately needed for all new and returning faculty, looking to schedule mid-October
 - ❖ NCHP – limited number of spots available, ISEP staff will work with ISEP faculty leadership to recommend names
 - ❖ COVID quarantine protocols – confirmed the consistency inside and outside prison about how faculty are asked to respond to Covid disruptions/absences
- ❖ Next meeting, October 18 (a week early), 3:00 – 4:30 pm



Constituency Reports



Associated Committees



Budget Development – Chad Houck

- ❖ Has not met yet, due to scheduling conflicts
- ❖ Budget was adopted last week.
 - Cerro Coso is adding to reserve by a little over \$64,000.
- ❖ Budget worksheets for next cycle are being developed for deployment with rating rubric next week



District Wide Budget Development Committee – Chad Houck

❖ Has not met yet.



Institutional Effectiveness Committee (IEC) – Corey Marvin

- ❖ Has not met. Next meeting scheduled for Thursday, September 28.



Professional Development Committee – Corey Marvin

- ❖ Met September 12
 - ❖ Fall Flex Debrief – positive responses on general sessions and breakout sessions
 - ❖ Results of Spring PD Survey – Bryan King presented the results of the all-college professional development survey in the spring. There was a lot of really great information gained. Data can be disaggregated by constituent group, as well as searched and listed by highest response. Jaclyn and Bryan putting the finishing touches on, and the survey will be brought to constituent group meetings soon.
 - ❖ PD and Integrate Planning – based on the reception and action items generated out of the survey, the committee discussed whether or not PD needs to remain a resource request item in the planning process, or whether this become the college's annual comprehensive PD needs analysis (the need for budgeting for PD would of course not go away). If so, some mechanism will be required about how to update topics yearly.
- ❖ Next meeting, October 10 (November 14), 3:00 – 4:30 pm
- ❖ Also, welcome Yvonne Pickerell!



Accreditation – Corey Marvin

- ❖ Has not met. Next meeting mid semester?



The End