**Management Council**

**01.27.2022**

**10:00am - 11:00am, Zoom**

**Meeting Notes**

**Attendance:**

Jordan Walsh, Katy Keyser, Prudence Ratliff, Colin Trujillo, Mike Perkins, Montel Vander Horck, Paul Chown, Ashley Mitchell, Silas Sarvinski, Ericka Barber, Michele Schneider, Erik Sorensen, and Morgan Solem.

**Approval of Minutes:**

Montel Vander Horck moved to approve the minutes, Mike Perkins seconded.

**Accident Investigation Process**

Item moved to February meeting.

**Update from the President, Vaccination Policy Clarification**

* + Questions arose regarding the process for community members coming on campus to receive exemptions.
	+ Questions arose regarding if screeners are asking for proof of vaccination when individuals are entering the facilities.
		- Katy Keyser offered insight regarding the LRC and how their screeners are asking for a picture of the vaccination card.
		- Pru offered insight into how the downtown site is operating. Individuals must be vaccinated to enter. If they are not vaccinated, an employee will meet with them in the parking lot. Individuals must bring proof of vaccination to attend meetings.
	+ Jordan Walsh mentioned she spoke with AVPSS Crystal Morse on this, covid screeners were asking for the pass and if they don’t have the pass they would go through the regular screening questions.

**CSEA Appreciation BBQ**

CSEA appreciation week is May 15th - 21st. This agenda item will be revisited in March for planning.

**Officer Positions**

With the previous president, Alia Dunphy, moving into an administration role Erik Sorensen will assume the role of president. Nominations for a new vice president are open, email Erik if you are interested or have a nomination.

**Committee/Area Reports**

* Ashley Mitchell, Bookstore & Cafe
	+ The bookstore is open Monday through Friday from 9 am - 1 pm as a pick-up location, all orders are still online. Campus swag and clothing are for sale. The Cafe is hiring if anyone knows of individuals who may be interested. Ashley had a question regarding commencement whether it will be online or in person. Jordan mentioned remembering an email stating it was planning on being in person.
* Colin Trujillo, LRC
	+ The LRC is resuming the student help desk as well as tutoring in ASC and special programs. The EOPS application is still open.
		- Tech support contact information can be found at redwoods.edu/sts.
		- Colin asked where the evacuation location is for the LRC with the construction of the new Creative Arts Building.
* Erik Sorensen, Tech Planning Committee
	+ TPC is working on the annual plan. The last meeting discussed the IREPO grant which will be used to build out remote work stations on the back end and to build out 400 simultaneous connections.
	+ Erik spoke about campus Wi-Fi, many people don't understand Wi-Fi is purchased with student tech fees but the president gave the go-ahead to increase Wi-Fi access on campus. The access point will increase from 70 to 305. This works to serve our needs today and 10 years from now.
	+ Email migration - most faculty and staff have been moved over. Around 140 individuals are left to move over but licensing is needed to move these over, IT is working on this. Let IT know who needs access to shared email accounts. The next step is to move over student emails. As soon as that is done we will move over to one drive, this will mirror your ‘my documents’ folder.
	+ IT is looking at depreciating the Chromebooks in order to get some use out of them. One possible option is to donate them to students or to schools that need Chromebooks. IT is working to get more laptops into the hands of employees, this would be as a desktop replacement. Erik identified 52 places where laptop replacements could be utilized.
	+ There have been recent issues with our server room based on heat. The Pcounter server was lost due to heat. Printing will be free for students for the rest of the year. Papercut may be the new program used for student printing.
	+ IT will be hiring a new TSS 1.
* Pru Ratliff, Adult and Community Education
	+ Truck driving February 23rd, 28th, and March 2nd. Only 20 students are allowed.
	+ Info meeting for medical billing, coding, and pharmacy tech, is in March.
	+ The stained-glass class starts on March 12th.
	+ A wildland fire class will be held in Del Norte during spring break.
	+ There is a newly created cannabis businesses training program, focusing on marketing, business plans, and grant writing.
	+ Serve safe, manager certificate course is coming up as well in March.
	+ The notary and loan signing course will occur again on April 13th.

**Future Agenda Items**

* + CSEA BBQ - March
	+ Julia Morrison, Accident Investigation Process.

**Follow up Questions:**

What is the process for community members to obtain an exemption?

Are screeners asking individuals for proof of their vaccination?

Is commencement in person or online?

Where is the evacuation location for LRC with the new CA build construction?