

**Management Council**

10.28.2021  
10:00-11:00am  
Zoom

**Meeting Notes**

**Attendance: Alia Dunphy, Pru Rattliff, Erik Sorensen, Colin Trujillo, Morgan Solem, Montel Vander Horck, Tiffany Schmitcke, Katy Keyser, Jordan Walsh, Rory Johnson, Molly Blakemore, Paul Chown, Nate Kees, Anthony Finck, Roberta Farrar, Silas Sarvinski, Michelle Schneider, Ericka Barber, Bob Brown**

**Approval of Minutes:**

The minutes for the September meeting were approved with one edit adding Molly Blakemore to the list of attendees. Montel moved to approve, Jordan seconded.

**Document Accessibility**

* Meeting minutes and agendas are now posted to the Management Council internal webpage.

**Update from IT Manager, Erik Sorensen**

* Erik gave a detailed update regarding IT projects.
  + Office 365 - Migration of our email from on-premises to the cloud. This is in progress, new security features were deployed. The spam filter was updated, notification messages may have changed. Be cautious of phishing and send anything questionable to IT. Some individuals have been issued identity protection for instances where someone may be trying to imitate a redwoods account. This stops impersonation from similar emails. If you have a similar personal email and use that often, let IT know and they will white list the email address.
  + Migrating Exchange - This will happen in a couple of weeks, after that there will be a move to a single sign-on. As part of this, we have migrated to a new phone company called NuWave. Once Microsoft Teams is integrated we will have the ability to move phone numbers over to Teams. Erik may check if there are people who want to be included in a pilot group. This change is saving money and allowing more online accessibility without the need for VPN access.
  + Contact Tracing App – This is rolling along, phase 2 goes along with the MFA rollout for students.
  + 9400 Install – This is the second device anything coming into the college hits. Everything hits the firewall first, then the 9400. We have an old outdated one and are working to get the new device installed by December.  When the changeover happens this will cause an outage on campus, hopefully, this will occur during winter break.
  + VDI/VM/Disaster Recovery – (Virtual Desktop Interface) cloud accessible computers for students that can handle up to 75 concurrent users. VM – Virtual Machine, takes all the server boxes and combines them into one box. This will help with accounting and security. Disaster recovery – takes snapshots of the server and stores it in the cloud. This helps in the event of a natural disaster and also helps in the event of ransomware.
  + Improve Wi-Fi – Received funding to improve the Wi-Fi on campus starting next year. Now deciding if we should stick with what we have or start over.
  + Switch Replacement – There hasn’t been a switch replacement policy on campus, Erik has developed one and received funding to get through the first portion. Erik is working on a longer-term strategy.
  + Board Room Equipment – IT is working on updating the equipment in the board room. Erik has quotes he needs to review and is not certain if it will be done by the December Board meeting.
  + UIR Project – Erik is working on additional parts with Pru and the Job Market downtown, the plan is to start work in a couple of weeks.
  + Working on telepresence update in DN, this should take a couple of days.
  + Eliminate Suddenlink communication on campus. Working on a switch over to Cenic connection. In the past, Suddenlink provided service to the dorms and we will be moving over to Cenic.
    - Rory had a question regarding converting DN off of Charter to Cenic. Erik stated he would look into that, but at times it might be the only redundant connection.
  + PaperCut – We currently use Docuprint for printing and will move to PaperCut. This will allow you to walk up to any Xerox device and print wirelessly. The student system will move first, then the employee system. This should not have any effect on the print shop.

**Retroactive COLA Payments for Staff**

* Kristy explained the original topic was to discuss when we want to implement the retroactive 5.07% COLA increase. At this point, the topic should be paused. There are two other units in negotiations for their salary schedules. We should hold tight on this topic for the moment. Be aware from a budget perspective, CSEA employees are getting one day of pay paid to them for the Juneteenth holiday that occurred last year.
* Rory added that as far as Juneteeth we do have a tentative agreement on the entire contract and we have wrapped up negotiations. One article that was negotiated addresses Cesar Chavez Day and Juneteenth. The holidays have been added to the holiday schedule on the required dates for next year as the academic calendar for this year is already in place.
  + Kristy expressed that payroll will be very busy in the next couple of months as they are short-handed and it is just Kristy and Jose right now.

**Meeting with the President**

* Alia had a meeting with the president and they discussed the email he sent on October 6th regarding the obligations to engage the academic senate, CRFO, CSEA, and Management Council on ways we can better support our colleagues and reinforce our mutual interconnectedness. In addition to the survey that we are going to send out regarding potential training items, we want to add this topic as well. Alia opened the floor to discussion about this topic.
* Kristy commented regarding pre-pandemic, when there was the opportunity to come together to do things that weren’t necessarily work-related such as the CSEA BBQ and holiday ornament exchange.
* Paul agreed with Kristy’s comment. It helps create an atmosphere between the different groups and encourages a spirit of unity. Paul also noted he has noticed committees having a hard time getting an equal balance of representatives from the varying groups on campus and it can cause a silo effect.
* Bob agreed with Paul’s statement. Bob expressed how this might scare people to take on additional roles on a committee but we should market it as a way to help break the monotony of a normal day. We can work to make it an engaging way to learn about the district and provide feedback. Bob also mentioned the idea of a faculty & staff softball game in spring for community building.
* Molly agreed with Kristy regarding holding more events for people on campus. Molly spoke to Paul’s point stating that she doesn’t receive a lot of opportunities to serve on committees.
* Alia commented that she sends out opportunities to the management group as soon as they are received.
* Rory commented that people tend to stick on committees.
* Montel remarked that the central community has been a challenge, we are the school on the hill and separate from many places physically. Maybe we can find a way to have CR as a location for more community events.
* Alia reminded the group a survey will be sent out so you can ponder this question and submit your feedback as we want to hear your voice in this area.

**Committee/Department Reports:**

Payroll

* Kristy asked for everyone to be patient with payroll and send temp timesheets as close to 20th as possible.

Athletics

* Bob mentioned all sports schedules are on the athletics website.

Multicultural /Student Equity

* Alia gave an overview of upcoming events. On Nov 1st is Dia Day Los Muertos, they will be examining how it is celebrated across the world and the event will take place at 11 am. On Nov 8th 1st generation students will be celebrated, first-generation alumni will be coming to speak. On Nov 18th. There will be an LGBTQ celebration and HSU Professor Loren Cannon will speak on trans non-binary visionaries. On Nov 10th there is a Veterans Celebration and Chag Lowry will be talking about his book *Soldiers Unknown*.

Other

* There was a discussion regarding students who have filed for a vaccine exemption. There is a list of exemptions and a list of those who have been vaccinated. Those not on the list will not be able to register for face-to-face classes.
* Paul offered clarification, stating that it is his understanding that an exemption will not allow a student to register via web advisor. Admission will manually remove the block so that students can register for the class. Exemptions are being handled differently than vaccination, as an exemption has to go through weekly testing.
* Tiffany commented that the process needs some fine-tuning still. Tiffany stated that she and Rory should speak regarding who at DN should have access to the specific screens.

**Future Agenda Items:**

* Students with vaccine exemptions in spring.
* Next meeting is on Thanksgiving eve, a new meeting date will be sent out.

**Closing Comments:**

* Meeting ended at 10:59 am.