



Administrative Services - Area Council
April 28, 2020

PRESENT:

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

Minutes from February 25th was approved.

❖ Iris Ingram

1. Just finished out management meeting with the President and here are the highlights.

- a. Three reasons that student withdrawal/dropped from their class as we moved a 100% to online classes:
 - i. Student are not comfortable with online classes.
 - ii. Student in this group indicated that even though they did not sign up for online courses, the issues was that could not deal with the technology challenges. They either didn't have computer that had the specifications that would allow them to access the materials that the professor was sharing with them or there was special software required that their computers could not accommodate; just had trouble navigating the system; did not understand how to use CANVAS.
 - iii. The third group of students were older aged 24-35, because of their job and family responsibility, this additional effort to covert to online classes was a tipping point. They could not juggle all three, increase in work responsibility or their schedule changed.
- b. Whether or not we get these students back, we just don't know. We suspect that number is going get higher, because of the time this survey was taken, it was not made clear to the student of the drop process or the pass/no pass option hand not been released yet. Therefore, since this survey was taken we have the pass/no pass option available to students and we have clarified the emergency withdrawal process.
- c. In addition, we do not know how long this stay at home order is going to go.
- d. We are state college and it is a state order, we are anticipating that we will be online through the summer and well into fall.
- e. We may see the numbers go up again or stay flat. We discussed the implication and the adjustment to the "new normal" with all classes being online.
- f. What does that mean for us...for Administrative Services, it is going to have a significant impact, because we were not prepared to support student technology? There is instructional technology that is run out of Academic Affairs area. They have a small staff and their role is to support faculty. If we're going to be called upon to provide computers or laptops to students that would be a whole new procurement process we need to prepare for. If we are, we are also going to have to provide technical support, and that is beyond telling people how to get their

password, it would mean installing software, troubleshooting software issues and other glitches on computers for students that is not something we typically do. Our role has been administrative (we do it for staff and faculty and no one else), I did point out that it will require a whole re-shifting and addition of resources to our existing recourse base.

- g. This is all happening in middle of a serious budget crunch this year and will go into next fiscal year. I did give a brief presentation on the outlook of fiscal 2020-21 budget year that is not looking that great,
 - i. State has told Community College to plan for a workload budget, which is a flat budget with no anticipated increases beyond the COLA and given cost increase every year, which has nothing to do with raises, just your step and column increase and cost for electric, water, supplies etc. Therefore, this is a budget cut and have been working with fiscal services to create baseline budget and a baseline budget minus a certain percentages to model what that might look like.
 - ii. There has been some monies that has come from the federal government in the form of CARES act, this money is directed primarily to students in form of cash grants, to help them get through this process, recession, etc. Formula applied limits CAREES act funds to those students currently eligible for Financial Aid. The most cash students can get outright is \$300, which does not include the other resources that are available to them. It also require we hand them actual cash for them to get whatever resources they need.
 - iii. Portion of the CARES act reimbursement to College is aimed toward instruction. Most of the reimbursement will be taking up for moving classes online. We are getting about \$11million, if we look at what we have spent and continue to spend through fall, this money is to last a year.
 - iv. We are also submitting expenses to FEMA to be reimburse ECC for our equipment, PPE, OT etc. FEMA only reimburses up to 75%.
 - v. We are also looking at our cash flow projection to make sure in light of our revenue reduction that we will have enough cash to get through the end of this FY, which we will, but also next FY.
2. Question: we are still doing the tentative budget in June.
 - a. There will be a tentative budget presented in June. The board will adopt a tentative budget, but there will be yet another tentative budget from the state in August. The Federal government have pushed back income tax return until July and the State has pushed back property tax until July. They are not going to know how much revenue is coming in until late July or August. They are projecting the deficit for the coming year is going to be three times what is in the current rainy day fund.
 - b. ECC will be relatively ok compared to others; we have a healthy year-end reserve. However, there will be no spending spree or splurges. Making sure we can pay our bill.
3. Question: are we freezing positions?
 - a. We are looking at them on a case by case basis. Certainly, we are not entertaining any new positions.. All the Vice President and the President agree that unless

- something was critical, we are either postponing or putting the position on hold for now.
- b. In the case for the interim supervisors position in ITS – that is a separate situation, and I will be talking with Dave Fuhrmann later today. The permanent job will be given to the CTO to fill.
4. Question: do we know when we are going back to work?
 - a. Iris said that is really up to the Governor, we are starting to make plans for the return to work process. Each of VP is sitting down with staff, on the process of how we would return staff with the appropriate social distancing and scheduling. This is also in the midst of Shobhana and I moving the new Administration Building, which has not been scheduled yet.
 5. Valerie – I am working closely with John Tamura on PPE's for Facilities, Campus Police and ITS, so that is quite a chore.
 - a. We are having to reserve it with an intent to purchase order and delivery won't be for one or two months. They are doing it by pallet of PPE's.
 - b. We are getting one gallon of liquid hand sanitizer, (ordered spray bottle, since we can only order gallon containers). We cannot order dispensers of any kind. John found a beauty store for spray bottles. We are also getting additional Clorox disinfecting wipes, the warehouse received 150 of the six per pack and we ordered 450, another 95 packs will be coming within the next couple of weeks. We need to be creative and get the stuff we need and store it because we don't know when this is going to be over. They are talking about a second wave in the Fall. We are using the N95 masks and gloves that have been stockpiled over the last 3 years in the emergency preparedness.
 - c. We cannot get the coveralls that the groundkeepers use when they spray pesticide, because those are going to the first responders and healthcare workers. We will have to look at alternative way to protect them. They might have to use plastic ponchos for rain gear. Need to order it quickly.

Meeting adjourned at 9:36 a.m.