

Administrative Services

Issue No. 7 | 2024



Picture of Administrative Staff with Gavilan President, Dr. Pedro Avila

Announcements

- PIPR-RAP Committee Meetings
 - April 8, 2024
 - April 22, 2024
- Upcoming Audit May 2024



Inside This Issue

- Pg. 2**
 - VP Summary
 - Business Office Update
 - Pg. 3**
 - Facilities/Maintenance Update
 - Pg. 4**
 - Security Office Update
 - Pg. 5**
 - Word Search
 - Pg. 6**
 - Terms & Definitions
 - Pg. 7**
 - IT - Information Technology Update
-

Featured updates

VP Summary

In this newsletter we will capture the group efforts of each of our areas - Business Services, Facilities/Maintenance, Security, & Information Technology - highlighting our dedication and continuous growth each month!

A big thank you as well to our Director of Business Services, Michelle Anaya; Director of Facilities & Maintenance, Eddy Medal; Director of Information Technology, Kyle Billups; Supervisor, Safety & Security, David Farmer; & Executive Assistant of Administrative Services, Miressa Lira.



Business Services Office

April will be a busy month for Fiscal Services, as they prepare for the interim audit, which will take place the week of May 6, 2024.



Preparation for the closing process will also begin this month. A Fiscal Memo was sent campus-wide informing the campus community of the fiscal year closing timelines.

Fiscal Services will begin embarking on the initial stages of preparing the tentative budget. As they navigate through this preliminary phase, the Fiscal Services team will lay the groundwork for a comprehensive and transparent budget framework that aligns with Gavilan's objectives and fiscal sustainability principles.

Accounts Payable processed:

- 368 checks
 - Total of \$3,975,646.19
- 1,177 student checks
 - Total of \$1,282,754.27

Facilities/ Maintenance

Facilities/Maintenance

The facilities maintenance department at Gavilan College operates as the heartbeat of the institution, tirelessly working on an array of projects to ensure the smooth functioning of campus facilities. With dedication and expertise, the team undertakes a diverse range of tasks. Their diligent efforts span across the entire campus, ensuring that every corner of Gavilan College maintains a standard of quality conducive to academic success and community engagement.

APE Gym

With the help of Custodial and Security staff, new treadmills were installed in the APE Gym.



Door Replacements

The doors located in the Student Center and Gym buildings are in need of replacement to allow for easy and dependable ADA access. After intensive research and comparison, the Facilities Maintenance Department has identified automatic doors to be installed.

HVAC and Lighting Controls

The Facilities Maintenance Department oversaw the installation of the new Building Management System cabinet and wiring. This is the start of the Alleration integration on campus for HVAC and Lighting controls.



New Waterline Site Investigations

The Facilities Maintenance Department has identified potholing locations on campus for valve locations.



Security Office

Mental Health First Aid Training



The Campus Security Officers took initiative to register for Mental Health First Aid (MHFA) training, which is being offered by Ryan Shook, the Student Health Supervisor, and a certified MHFA trainer on April 19, 2024. This marks a commendable commitment to enhancing campus safety and well-being. By equipping themselves with the knowledge and skills necessary to recognize, support, and appropriately respond to mental health crises, these officers are poised to make a profound difference within the campus community. This proactive approach not only fosters a safer environment but also cultivates empathy, understanding, and inclusivity. Through their dedication to this training, these officers demonstrate a genuine investment in promoting mental health awareness and resilience among students, faculty, and staff, ultimately contributing to a more supportive and compassionate campus culture.



Parking Fees and Fines Survey

The Safety and Security Supervisor, David Farmer, is undertaking a comprehensive parking fees and fines survey across all community colleges in Santa Clara, San Mateo, Alameda, Santa Cruz, and Monterey counties. By meticulously examining parking regulations, fees, and fine structures, the supervisor aims to enhance the overall experience for students, faculty, and visitors while maintaining order and compliance within the campuses' parking facilities. This endeavor not only provides valuable insights into current practices but also lays the groundwork for potential improvements and standardizations across multiple institutions. Through this initiative, the supervisor exemplifies a commitment to efficient resource management and the well-being of the broader community college network.



Incident Reports

The most noteworthy incident reports included:

- Be on the Lookout (BOLO) report for a suspicious individual who was suspected to be loitering close to the GECA campus.
- Three illegal dirt bikes were being driven in campus parking lots.

Word Search - Security Office

T X K P A T R O L W I U M H Z
Y L T F F M I A V Q Y C Y W S
V T A B E B W V U N W A L J L
S E E W S D R Z V H N X W R Q
T J W F P X Y E M Q R P B T U
N B Q Y A J M Z P I B P Y H S
E J H T Z S W Z Q O V Y C G T
D F C I K P Y U E T R R P I G
I H T R S V U J S H G T E L U
C P O U Y N O Y C Z T D R H B
N V Z C E D W A O Z E Z T S C
I M Z E K V W E R J E R R A R
R R N S O W U T T V A A X L A
A A L V L G F N D G Q G S F D
U J B V Z D D Y U W G F U W F

Word Bank:

- | | | | |
|-------------|-----------|---------------|-------------|
| 1. escort | 2. report | 3. patrol | 4. safety |
| 5. security | 6. keys | 7. flashlight | 8. incident |

The first person to submit their completed word search to Marissa Haro will receive a prize.
mharo@gavilan.edu



Security Office Terms & Definitions

Security Escort:

Campus Security Officers accompanying individuals or groups from campus buildings to the parking lots or the bus stop, or between campus buildings to ensure a sense of safety and security. The Gavilan College Security Department will provide security escorts to anyone in the campus community, upon request.

Call (408) 710-7490 to request a security escort.

Incident Report:

A formal, numbered, and detailed security report documenting any significant or serious events occurring on campus, and the security department's response to or investigation of those events, such as crimes, medical emergencies, vehicle collisions etc.

Daily Activity Report:

A Daily Activity Report, Or DAR, is a "log" of all routine activities and minor incidents occurring throughout the course a Campus Security Officer's shift. Each Campus Security Officer completes and submits a DAR for every shift. Further, each Campus Security Officer is expected to read all the previous DARs submitted by other officers.

Be on the Lookout (BOLO) Report:

A BOLO report is a formal, internal security report instructing Campus Security Officers to watch for the presence on campus of particular persons, and issues instruction to officers of what to do if the persons is seen, ranging from "call law enforcement immediately" in the most serious cases, to "contact and question" for less serious issues.

Patrol:

An expedition around and through the campus, by Campus Security Officers, on foot or in a security vehicle, to keep watch over the campus, and monitor for activities that may compromise campus safety and security, as well as to monitor for opportunities to assist any member of the campus community in need.

The Clery Act:

The Clery Act requires colleges and universities, including California community colleges, to record specific campus crime statistics and safety policies for consumer protection. The Clery Act is a federal law that requires colleges' participation as a condition of receiving Title IV student financial assistance programs under the Higher Education Act. The Clery Act is intended to require transparency of campus crimes data and to promote effective crime prevention and safety programs and policies. The Gavilan College Security Department is ever mindful of and operates in compliance with all aspect of The Clery Act.

Campus Security Check/Lockup:

A daily activity at the close of business or when the campus is closed for business in which Campus Security Officers check to ensure that every door is locked, and every alarm is set.

Keys:

a small piece of shaped metal with incisions cut to fit the wards of a particular lock, which is inserted into a lock and turned to open or close it. The key is a fundamental and integral tool of the professional Campus Security Officer.

Flashlight:

A battery-operated portable light. **Fun fact:** Every Gavilan College Campus Security Officer is required by security policy to always carry on their person while on duty a functioning flashlight. Preferably, a very powerful one.

Cellphone:

A phone with access to a cellular radio system so it can be used over a wide area, without a physical connection to a network; a mobile phone. The most important tool of the Gavilan College Campus Security Officer. This is the primary way the campus community reaches out to the security department. This is one phone on campus that is guaranteed to always be answered! Whenever anyone is on campus, a professional Gavilan College Campus Security Officer is only a phone call away, always ready to help with any issue. **(408) 710-7490**

IT - Information Technology

IT - Information Technology

After the beginning of Spring semester rush, IT was able to focus on a few projects and ongoing maintenance tasks during March, such as:

- New iPads for GavConnect
- New Reprographics and Allied Health Copiers
- Self-Service Banner 9 (SSB 9) for Financial Aid
- Self-Service Banner 9 (SSB 9) for Student Accounts/Payments
- 30 Student Laptops serviced
- 24 Media/Audio Visual Setups

New Equipment

New iPads were purchased for GavConnect enabling peer mentors and staff to help students schedule appointments via GavConnect (Starfish). GavConnect is a student success and early alert platform connecting students with faculty, counseling, and other student resources. New Copiers were delivered to Reprographics and Allied Health. A lot of print jobs were processed over the past 7 years increasing wear on the old copiers. As a result, VP, Administrative Services, Facilities, and IT collaborated on the installation of the new copiers.



Self-Service Banner 9 (SSB 9)

IT team partnered with Financial Aid and Business teams on launching the new Self-Service Banner 9 (SSB 9) modules. Districts have been using Self-Service Banner 8 since 2008. Self-Service Banner 9 has a modern interface, is mobile friendly, and is easier to use by our students and staff. SSB9 Financial Aid and SSB9 Student Accounts/Payments were launched in March. **Good job Financial Aid and Business Office!**

IT Maintenance

In January, the IT team focused on upgrading 450 desktop computers. For March, the IT team focused on student laptops from various departments. IT serviced 30 student laptops which will allow 30 students to check out these laptops. Requests for Media/Audio Visual setups have been increasing. There were 24 Media/Audio Visual setups spanning across Gilroy (main campus), Hollister, and San Benito Community Center.

Below is a snapshot of IT Tickets for March 2024. **Thanks IT Team for all of your hard work!**

Tickets Received	274
Tickets Resolved	295
Avg. Resolution Time	21 hours
Unresolved Tickets	126

The IT Department is not simply just support... **the IT Department is a strategic partner.**