Administrative Services

Announcements

- Auditors Arrive
  - October 30, 2024

Inside This Issue

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

the Business Office is in the midst of an important financial review and reporting period. The the October 2024 fiscal audit will begin October 30th.

In addition, the Business Office is working on compiling all the date for the annual 311 report which will go to the Board next month.

Go Accounts Payable!

Accounts payable issued a total of 213 payments for a total of $2,245,570.26

Important Dates:

October 30
- Auditors Arrive

WORD SEARCH

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O G I W P G Q J L W N X N Y D G Q S E L N T M T E
X W Y D P D M N Z E N Z C A M W C L A V B R E J J
X M V B N K E K X S W V U U J H F T G H R Y O R R
I W U A K I S O I Z S K I T Z I V H E G H J J O M
B E T H U L G B V A K E C X P V K Z N N J H V I R
I E Y V C K Z J U C M N V G Q H N P C U N M E O M
M C M H K B C K G A V Z U D A C N L Y V S D W Q L
B O D R C A G R E E M E N T V Q K C L Q D H O U L
L N P R O F E S S I O N A L S E R V I C E S Q M L
F T E D U G F O H Q B J L L M P W I U J L Z V A M
T R Z R G G B F I T L I A B I L I T Y S P D L H S
S A S A B Z E L G D T X R O Q Q O J K Q E L S L Q
D C B S L H Z T N W B L U U P A B J V E U M I E S
I T B V F C C U Z I L Y X W A M E N D M E N T Q U
S D G O I B U K C S Q V E Z K N R Q P L R M N Z Q
T G U H M M E R Z H W N G X A Q I H E A J I Z W H
R U F R R E K A E K Q E X X N G A M W P K Y U P H
I I S Z F G N Q U U Z B W A S P Y N V P Y G C H N
C Y S P Y R P G Q S F K R E F B S A F R L H I G O
T J V E I Y O S H P G D G Y Q G K P Q O L L M D Q
I G V A C X R E U E P B N Y U I M P V V V V P A U
D X J K P I P A F K Z I I J W H S O R E H B U N G
Z B F M Y N P K H I T E F V U Q R Z N D G L Y S Z
U C R A N L S K V S H B T H R E S H O L D D E V B
M K L L K H H Y A U H E J P I N D E P E N D E N T
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Professional Services		Independent
Agreement	Threshold	Liability
Amendment	Contract	District
Term	Approved	Agency

The first person to submit their completed word search to Miressa Lira will receive a prize.
mlira@gavilan.edu

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.

Campus Beautification

Security continues to help Facilities with pressure washing areas on campus!

New Equipment

Purchase of new moving equipment to transport containers in-house support the following factors:
- Reduced Outsourcing Costs
- Increased Efficiency
- Long-term Investment
- Customization
- Maintenance and Flexibility

Facilities/Maintenance - continued

Upgrading old equipment with surplus stock of better equipment

Minimizing Capital Expenditure: Rather than purchasing entirely new equipment, using surplus stock can be a cost-effective way to upgrade current spaces without incurring major expenses.

Avoiding Depreciation Costs: Since surplus equipment is already available, the district avoids the steep depreciation that comes with new purchases.

Floor Waxing

Organizing group floor waxing training at the Student Center is a practical way to ensure staff is properly trained to maintain floors efficiently and uniformly.
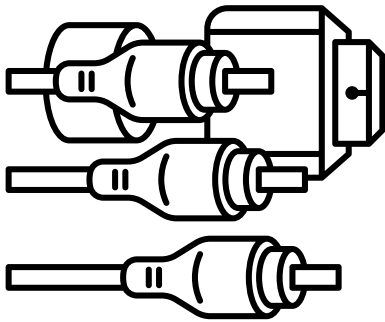
IT - Information Technology

August is the busiest time for the Administrative Services Division and Human Resources Department. IT team conducts major upgrades on student computer labs and student laptops in preparation for Fall term. In addition, there was an influx of new employees hired and 50% of the employees returned from Summer break. As a result, there was an 40% increase of tickets created in August (417) compared to the past 6 months (296/month). With 3 vacancies, IT team continues to provide excellent service.
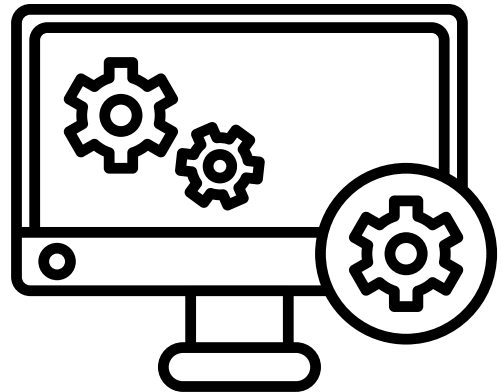
B*elow are a few August highlights:*

- **Media/AV Setups**: Our Media/AV Team has been busy this month. There were 20+ Media/AV setups, but several back-to-back major events. Our Media/AV Team setup for Board of Trustees meetings, Higher Aspirations, STEM, Puente, English 1A Orientation, and Convocation week. For the English 1A orientation, 100 students rsvp'ed but 170 students attended. During Convocation week, Media/AV team did setups for faculty events, main Convocation, and supported the new Distance Learning technologies in MP 114. Special thanks to our Media/AV Team.

- **Student Computer Labs and Student Laptop Upgrades**: The IT Team upgraded all 450 student and instructor computers for the Fall semester. In addition, IT Team configure 100 student labs for various departments allowing them to provide their students with technology resources.

- **Rock-n-Enroll Event at Hollister**:   The Student Services team did another tremendous job hosting Hollister's Rock-n-Enroll event enabling new students to submit college application, receive financial aid assistance, and register for classes. Staff from all departments worked collaboratively to serve and register students. IT Team prepped Hollister computer labs and 40 laptops to ensure new students were able to register for Fall classes.

IT - Information Technology

- **Banner Q2 (Summer) Upgrades**: The IT team collaborated with various departments on rolling out Banner Q2 (Summer) upgrades. Banner quarterly upgrades require cross-departmental collaboration to ensure that Banner upgrades were tested and functioning properly for our students. Thanks to A&R, Business, Curriculum/Scheduling, Financial Aid, Human Resources, and Payroll teams.

- **Summer MIS Submissions**: IT team facilitates the District's MIS submission collaborating with 18 departments on ensuring their data is reported accurately. What is MIS? All California Community Colleges (CCC) submit MIS data to the Chancellor's Office at the end of each term. The data collected by MIS provides accountability for the functioning of the CCCs to governing bodies and drives funding. MIS data is used in the fulfillment of various federal and state government reporting requirements, such as SCFF, IPEDS, Scorecard, Student Success Metrics.

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

Tickets Received	417
Tickets Resolved	427
Avg. Resolution Time	19h 41m
Unresolved Tickets	120

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