Santa Fe College
Resource & Planning Council
March 30, 2017
Northwest Campus, Room F-258

Minutes

1.0 Welcome and Call to Order

Ginger Gibson called the meeting to order at 2:04 p.m.

The following members of the Council were present:

Ed Bonahue	Patti Locascio
Jessica Brown	Rhonda Morris
Cheryl Calhoun	Bill Penney
Kim Fugate-Roberts	David Price
Ginger Gibson	Jake Searcy
Beatriz Gonzalez	David Shlafer
Gary Hartge	Courtney Taylor
Mike Hutley	David Tegeder
Kathryn Lehman	Jessica Vander Biezen

The following members were not present:

Carlos Alfonzo	Naima Brown
Lisa Armour	Jodi Long

Recorders: Cheryl Farrell, Amy Nichols
Guests: John Chapman, Stefanie Waschull

2.0 Approval of January 19, and February 9, 2017, Meeting Minutes – Ginger Gibson

Action Taken: January and February minutes were approved.

3.0 Navigating the College Experience QEP Budget Recommendations – Rhonda Morris

Dr. Rhonda Morris, QEP Director, presented the council with NCE's 2017-2018 proposed budget for personnel and project costs. A new personnel line proposed for this year to oversee the student experience is an Instructional Designer/Media Specialist to create and maintain cohesive online learning experiences in response to college initiatives, develop new media and educational resources, coordinate instruction in online environments, and provide development in best practices.

Dr. Morris discussed QEP's professional development and training budget, requesting funds for campus-wide speakers and workshops, professional meetings, webinars, face-to-face training, and GradesFirst Retention Software training. Additional project costs include annual software contract, administering the SENSE in the fall, furnishing and equipment for new position, marketing and development, travel to the centers, and other administrative costs.

4.0 Information Technology Services Budget Recommendations – Bill Penney

Bill Penney, Chief Information Officer, presented the proposed ITS planning and budgeting recommendations for 2017-2018. The following five goals devised from the college's Strategic Plan and the Information Technology Plan were discussed: Improve Institutional Performance; Transform College Services and Work Environments; Strengthen Campus Safety and Security; Build and Maintain the IT infrastructure; Drive Innovation in Teaching and Learning.

Penney stated that considerable progress has been made with SF's virtual campus 2.0, which was built to give online students the same experience as the typical face-to-face students. IT also purchased content management "Percussions" for SF webpages and is currently working to make it accessible to staff. Additionally, the messaging platform for students, which consisted of three platforms, has been incorporated into one platform.   He also reported the virtual desktop, which takes the computing power from the desktop to a virtual server, would allow SF's PC replacement to move from every 3-5 years to approximately every 7-10 years with an approximate savings of $600,000 over a 5-year period.

In an effort to strengthen campus safety and security, IT implemented a new emergency notification system and developed a 1-button structure that will transmit five preset emergency notifications embedded in the system, and three sirens integrated in the system. They have also added surveillance cameras to the campus bus loop and bookstore, and proximity cards to Building-W, and continue to add cameras and proximity cards to other campus buildings. IT's goal next year is to require cyber security awareness training for all employees. They are also implementing a sandboxing tool to prevent piggybacking on data; writing and rewriting all policies and procedures for security; bringing Wi-Fi back in-house; and requiring students to use unique user names and passwords.

In building and maintaining the IT infrastructure, Penney reported major changes, which included replacing equipment and hundreds of switches across campus, replacing and repairing fiber optic cables, and upgrading the phone system. IT has replaced both UPS' and may replace the diesel generator. Furthermore, each year 20% of classroom technology is refreshed while also investing in new technology. In addition, IT will have students migrated to Office 365 by August 2017.

In closing, Penney mentioned SF's ERP is evolving through cloud-based products; Document Locater has been implemented in Financial Aid with plans to complete implementation in all departments within the next year, and integrate Perfect Forms with Document Locator. He also invited feedback from council members regarding their goals and initiatives.

5.0 Adjournment

The meeting was adjourned at 4:01 p.m.