Santa Fe College
Resource & Planning Council
March 22, 2018
Northwest Campus, Room F-258

Minutes

1.0 Welcome and Call to Order – Lisa Armour

Lisa Armour called the meeting to order at 2:05 p.m. and introduced new member Margaret Howell to the council.

The following members of the Council were present:

Lisa Armour	Jodi Long
Naima Brown	Adam Maxwell
Ginger Gibson	Rhonda Morris
Gary Hartge	Matthew Newell
Margaret Howell	Bill Penney
Mike Hutley	David Price
Derrick Jones	David Shlafer
Kathryn Lehman	David Tegeder
Patti Locascio	

The following member(s) were not present:

Ed Bonahue	Kim Fugate-Roberts
Jessica Brown	Jessica Vander Biezen
Cheryl Calhoun	

Guests: Jasmine Gibbs, Dan Rodkin, and Stefanie Waschull
Recorders: Cheryl Farrell and Amy Nichols

2.0 Minutes – Lisa Armour

Action Taken: January 18 minutes approved with corrections.
Action Item: Email council members asking for review, edits, and/or approval of March 1 minutes.

3.0 Budget Assumptions and Timeline – Ginger Gibson

Ginger Gibson distributed an updated copy of the Assumptions and Projections for the upcoming fiscal year, and invited members to email any suggested changes to her.

Since the closing of the legislative session, Gibson reported that state appropriations for the coming year have slightly increased over last year. The slight increase in funding will be

earmarked for FRS's rate increase to employers. In addition, Gibson noted that the health premium benefit would increase. Her plan is to revise these items before the next RPC meeting.

A small amount of predominately nonrecurring funds was allocated ($60K). Gibson stated that non-recurring funds would be used to offset the budget impact of decreases in enrollment.

Gibson concluded with three additional points.
- The college received an additional $5M in PICO funds for the Blount Center Expansion.
- The college will no longer be able to charge the homeschooled/private school students a fee to dual enroll.
- Performance-based funding should be similar to the past.

4.0 Budget Presentations

a) Information Technology Services – Bill Penney

Bill Penney, AVP Information Technology Services, presented ITS's planning and budgeting recommendations for 2018-2019. The five goals discussed included: Improve Institutional Performance; Information Security; Strengthen Campus Safety and Security; Build and Maintain the IT Infrastructure; and, Drive Innovation in Teaching and Learning. The goals and accompanying objectives follow.

1. Improve Institutional Performance
   - Document Locator
   - Automate midyear packaging for Financial Aid
   - Rewrite prerequisite checking
   - SAS
   - ERP-Salesforce-Telax data integration

   Penney reported that Document Locator is now operational in two departments, including Financial Aid, and will be rolled out to other departments througho the coming year.

2. Information Security
   - AppLocker
   - SSL Inspection
   - Student logins
   - No generic accounts
   - eSantaFe/Office 365

   Penney mentioned that the cure cannot be created until the virus or intrusion occurs. With that in mind, the IT Department is making every effort to stay one <u>short</u> step behind the occurrence. The above items support that effort.

3. Strengthen Campus Safety and Security
   - Emergency notifications
     - One button
     - Added cameras in bus loop/bookstore area
   - Surveillance and intrusion detection

- Building access controls
- Cyber Security Awareness

The 1-button system continues to transmit emergency notifications to the security app, text, voice mail, email, Web, Canvas, and all computers, including classrooms. Three outdoor speakers transmit a loud siren, and cameras continue to be added around campus.

ITS is working with Facilities on building access controls and currently has a roster of buildings including A , B, K , and the Administration Building that will use swipe cards for entrance. This will propagate through campus until all designated doors have access controls. Currently, the Police Department and ITS are using swipe cards successfully for access to their facilities.

In partnership with HR, a cyber security awareness program will be launched before the end of the fiscal year with an online webinar and classes for staff to complete on an annual basis.

4. Build and Maintain the IT Infrastructure
   - Redundant Fiber loop
   - Information security – Next Gen Firewall
   - New phone system
     - VOIP
     - SIP trunks with long distance
   - Disaster recovery – Failover

A second fiber loop has been installed on the NW campus. This excludes Library, FAH, Gym, Facilities, and O building. ITS will be working on HR and the Learning Commons (Library) in the coming months. The second loop provides access if the original loop fails. Other buildings will be included in the future.

The Next Gen Firewall is installed and significantly improves information security.

Penney reported that the new phone system will pay for itself. The college will be getting access plus long distance for 70% of what it was paying for access only. International PIN codes will be provided as needed.

The disaster recovery failover is almost completed. This provides redundancy if a building goes offline.

5. Driving Innovation in Teaching and Learning
   - 276 classrooms with AV equipment
   - Integrate Canvas final grades with ERP grade posting
   - Campus wireless
   - 10 LifeSize video conference classrooms – (5) 2-camera systems

Ten classrooms have been equipped with LifeSize technology. This platform provides an interactive environment for remote teaching from either the NW campus to other centers or centers to the NW campus.

The campus wireless project will kick off in the next few weeks. The new network provides faculty/staff access (replacing AirWave), provides guest accessibility with limited bandwidth, and provides ITS with data enabling better service to faculty/staff/students.

b) Enrollment Management – Dan Rodkin

Dan Rodkin, AVP for Student Affairs, reported on behalf of the Enrollment Management Task Force (EMTF). He provided the council with an overview of enrollment over the past year, as well as a brief look at projections for the coming year, and described EMTF priorities intended to increase enrollment.

Rodkin presented a snapshot of 2017 FTE enrollment by semester. It was noted that even though fall 2017 enrollment declined, it was higher than the 2015-16 semester. Spring 2017 had a small rebound. Numbers for the current semester are not available yet, but a 1% decline is predicted. Summer 2017 also declined less than half a percent. Rodkin noted that even though it was too soon to forecast summer, enrollment for new students was up.

When reviewing the FTE by fall semester and location, the NW Campus remained the same over the previous year (FTE 4,014). Online enrollment (20%) increased by .5%, and the Blount Center remains the site with highest enrollment growth (currently at 91 FTE). Andrews and Watson centers have 67 FTE, Davis Center has 64 FTE. The Kirkpatrick and Davis centers increased FTE by 5 and 6 percent. The Perry Center remains the lowest enrolled center.

Rodkin provided a slide on the F-1 International Student Enrollment, showing a steady increase from 2014. He reported that last fall was the first time enrollment surpassed 300 for F-1 students. The figures for fall 2016-17 reveal a 26% increase and spring 2017-18 confirms a 10% increase for F-1 students. Rodkin made a pitch for the value of traveling to recruit international students on the basis of ROI.

Another special group Rodkin reported on was the two UF @ SF programs – Gator Engineering and Gator Design and Construction. The programs represent a high retention and graduation rate. To date 177 of these students have graduated from Santa Fe College.

The priorities the EMTF has tasked Rodkin to share with the RPC council include:
1. Faculty lines and salaries
2. Support initiatives that work
   a. International Student Recruitment
   b. G_@SF programs
3. Institutional support of Salesforce CRM:
   a. Grow license count from 28 to 45
   b. Digital Recruitment Mgr to support CTE/Center Advisors
   c. Salesforce/ERP/Telax integration – Version 2.0
4. IT projects
   a. Online applications for CTE programs
   b. HSDE -> College Transition
5. Close the Achievement Gap

a. Retention/Support Specialists for African-American, in-district Hispanic, part-time, and nontraditional-aged students
b. Academic Advisor ratios

c) Website Accessibility – Jasmine Gibbs

Jasmine Gibbs, Equity Officer and Title IX Coordinator, presented information on Web Accessibility efforts and their strategic importance to the college. Gibbs stated that the college's goal is to create accessibility and opportunity for those with disabilities to experience the same level and quality of services as those without disabilities. Currently, the institution is under a volunteer resolution agreement to resolve concerns that publicly available SF websites were not accessible to those with visual impairments.

Gibbs stressed that digital accessibility not only impacts current and future litigations, but also supports the college's commitment to be open and accessible to all students. Gibbs played a short video for council members, illustrating common accessibility challenges.

According to Gibbs, common accessibility challenges include:
- Videos without accurate captioning
- Accessibility of images and text to persons with visual impairments
- Scanned text not readable by screen readers
- Canvas usability
- Selection, Procurement of Creation of Accessible Software and Materials
- Accessibility of PDFs and forms

Currently, the Office for Civil Rights (OCR) Resolution Agreement covers planning for new content, an audit and corrective action plan, and training for staff responsible for developing, loading, maintaining, or auditing web content and functionality.

The biggest change ahead, Gibbs stated, is that departments will have to be more responsible for individual sites. An internal document will be created by HR specifying who is responsible for digital accessibility around campus. Gibbs made a case for adding a full time employee, a digital accessibility specialist, to train staff and faculty, work on special projects, and update old materials. Other funds will be needed for captioning and expanding the contract with SiteImprove.

Action Item: Discuss recommendations of presenters at the next RPC meeting.

5.0 Adjourned

The meeting was adjourned at 4:00 p.m.