



**Fiscal Advisory Committee
November 2, 2016
Minutes**

Present

Members: Adil Ahmed, Erin Farmer, Neil Glines, Curt Johnston, Jeff Lehfeldt, Terri Pearson-Bloom

Advisory: Gregory Brown, Yulian Ligioso

Guests: Peter Cammish, Laura Convento, Jim Petromilli, Janet Schwartz

Absent:

Members: Matt Foster (ASSC), Zyra Larot, Lavonne Slaton, Vacant-Faculty, Michael Wyly

Advisory: Virginia Guleff

Call to Order

The meeting was called to order at 2:15 p.m. by the Chair, Vice President Yulian Ligioso.

Approval of Agenda

It was moved by Terri Pearson-Bloom and seconded by Jeff Lehfeldt to approve the agenda.

The motion passed unanimously.

Public Comments

None

Strategic Technology Advisory Committee (STAC) – Tech Plan

VP Ligioso introduced Jim Petromilli, Interim Chief Technology Officer, he commented that J. Petromilli started working with the College in February 2016, tasked with helping the development the school's technology plan.

J. Petromilli added that he worked with Peter Cammish on surveys and the results helped identify issues on campus and provided suggestions.

He noted the survey revealed:

- High level satisfaction with IT Staff
- Canvas is favorable with Faculty
- Students place high value on Technology
 1. Better than or equal to technology in high school
 2. E-mail preferred method of communication

Highs and lows of the study

- Lack of communication
- Request for more training
- ERP Systems into the modern age
- Items to address (Starting in page 14)

J. Petromilli discussed budget and the need to place a dollar amount to it. He commented that realistically, the cost to maintain technology is about \$1.217 million a year. A large expense of \$500k is for the license for Banner. He commented that in the Technology plan, there is a need to adopt a regular replacement schedule (approximately ~\$180k a year). He noted that technology is very expensive and has long range implications.

J. Petromilli provided a handout, which is an addendum to the Technology Plan, providing a roadmap with timelines for the software updates.

- Oracle Database and Luminance Upgrades need to occur before we move forward with DegreeWorks Implementation
- The school is well behind in Banner, upgrade to Banner 9.0 will occur mid-2017
 - Banner upgrade will improve:
 1. Shopping Cart
 2. Student Profile
 3. Employee Profile
 4. Improved Class Add, Drop and Search
 5. Improved waitlist
 6. Upgrades automatically

J. Petromilli noted that Faculty and Staff received new computers with bond money (\$180k). Technology foundation was written into the Bond, most technology was built into the projects.

T. Pearson Bloom asked if a list of classrooms and technology can be included in the Technology Plan (i.e. an appendix noting what rooms (name and location), have what technology)

J. Petromilli asked if there were any other questions.

A question was raised about what is keeping us from getting hacked.

J. Petromilli commented that we have firewalls in place to protect us from that. However, there is no disaster recovery center. Recommendation is to place at another center. This is a major oversight. He added that if we had a power outage during registration, we have no provisions for a crash. We have UPS Battery Backups that are good for 2-3 minutes, unlike the new UPS that are good for a couple of hours.

VP Ligioso commented that another college was written up, for their secondary recovery center.

Jeff Lehfeldt asked if it's sustainable to replace computers every four years, and commented that we want to leave a smaller carbon footprint, not a larger. J. Petromilli commented that was not something that was considered.

Maire Morinec was concerned about the length of time it takes to boot up the computers, she commented that is about 10 minutes. She asked how far away we are from Cloud technology.

J. Petromilli commented that there was a CIS meeting about the cloud. He noted that we could access the servers at home. IT is in the process of increasing mailboxes for the managers to 1 GB. Looking into the 365 Cloud, 10TB of storage, and it costs nothing. He also commented that clean access will be going away. Working on an ICE to replace clean access. This will allow you to immediately go onto the network.

Faculty Productivity software was addressed, like software checking for plagiarism, such as "Turn it in". VP Ligioso looked into the Distance Ed budget, and considered the "Turn it in" software for the college standard. J. Petromilli commented that this subject will be revisited. It was noted that Senate (Faculty) was the holding the priority list.

T. Pearson-Bloom commented that faculty is lacking training in technology. If we moved to the cloud, where could we get training? Who can train on program review, smart classrooms, etc.? She commented that a budget for training needs to be developed for the college, for both administrative staff and faculty. She added that there has been no training or support for training since Jeffrey Lamb left the college. A position that is 100% dedicated for training and helping faculty should be created.

P. Cammish commented we have free access to Lynda.com. J. Petromilli commented that there are a lot of good trainings online for free. A central repository for training is

needed. He added that a college consensus on the needs and desires need to be addressed.

Action Item for Group – Please send Tech Plan comments to J. Petromilli by the 18th of November.

J. Petromilli thanked the group for their input and great conversation.

Enrollment Management (Peter Cammish)

P. Cammish presented basic concepts of Enrollment Managements, such as Sections (adding rooms), Class Max (How many students allowed), and Headcount/Fill rates (Based on class max). He also reviewed FTES, WSCH, FTEF (Full Time Equivalent Faculty – 45 full load), activity points, efficiency and budget. He commented the more student we have, the higher our efficiency is.

T. Pearson commented that workload values has changed a lot from 10 years ago, noting that Curriculum has change significantly in the last five years.

P. Cammish he gave examples of how much a class can earn/lose. For example, a full class of 35 student generates about 3.5 FTES which is about \$15,997.50, versus a full class of 25 student that generates 2.0 FTES which produces a loss of \$3,000, assuming expenditures are \$14,000 per class. Costs are not the same for every class, so a gross average needs to be developed.

P. Cammish noted the “break-even” for holding a class is 26 students. He discussed the two principles of Enrollment Management. He added that the completion courses, which we need to have are usually low filled. However, lecture classes have the opportunity to add more students.

Robert Gabriel noted that there are other factors behind the numbers.

The group noted:

- Reduction – loss of about 2% of our students
- FTES by Campus/Centers
 - Vallejo – Downward trend
- Student taking fewer classes

R. Gabriel also added that there were extensive course cancellations, due to no instructor or resources. Difficulty lies when we can't find an instructor to teach or space to teach in.

P. Cammish reported that the big reduction in FTEF follows the pattern of losses in section count. He noted that in 2011, the college had high demand and high fill rates. In 2016, had a restoration of fill rate and is heading back up.

Sections with 26 students or more increased by about 6%. Cuts were made for low enrolled courses. P. Cammish reported a fall to fall change in efficiency and load, change in headcount by credit load, loss of full time students.

Losing high units due to

- Scheduling
- Availability

Trends in scheduling by ethnicity

- Hispanic students growing
- Asian students growing
- White and Black students declining

P. Cammish will send presentation to L. Convento and she will forward to group.

Other Discussions

2015-16 was a good year, received one-time funds, currently reserve level at about 18%.

The group discussed how do we level out services offered to community when funding gets cut and enrollments go down?

- How do we maintain or grow levels?

VP Ligioso commented that money helps with stability. He commented that the school received large windfalls last year, and other restricted funds (3SP and Equity). He commented that there are limitations to the funding stream (strings attached to the money).

Moving forward, 3SP and Equity, will have more criteria on how to spend the money.

- Promote student access and success

Other comments:

- College should not list a class without an assigned teacher
 - Benefits to putting names to classes
- Review the course discontinuance policy
 - Removing programs are actually hard to do
- Huge movement to clean up the catalog.

Adjournment

It was moved by Curt Johnston and seconded by Terri Pearson-Bloom to adjourn the meeting.

The meeting adjourned at 3:40 p.m.

Respectfully submitted by Laura Convento