

FY21 (2020-2021) Action Plans

Username	1. Action Plan Title:	2. Project Manager Name:	3. Department or Committee Name:	4. Org Code
awamsley@jeffco.edu	Implement a new mobile friendly learning management system.	Anastasia Luettecke	Online Office	579
rstephe4@jeffco.edu	Scanners for the Academic Success Center	John Linhorst and staff	Online Learning and Support/Academic Success Center	57402
kschmid3@jeffco.edu	Residential Life Staff Mental Health Training	Keri Schmidt	Residential Life Viking Woods	714
vcritchl@jeffco.edu	Develop an exit survey when IEP/504 students choose to drop classes @ the ATS	Velina Critchlow	DSS/ATS Special Service Rep	DSS
rdeutsc2@jeffco.edu	Intercollegiate Athletics 2021-22 4 year Sport Declaration	Robert Deutschman	Intercollegiate Athletics	7045
tschwart@jeffco.edu	Project SUCCESS Career Counseling	Teresa Schwartz	Student Support Services/Project SUCCESS	713
tschwart@jeffco.edu	Project SUCCESS Community Service and Civic Engagement	Teresa Schwartz	Student Support Services/Project SUCCESS	713
tjames@jeffco.edu	Fiber Project for Fire Alarm and Network	Tracy James	Information Technology	85
tjames@jeffco.edu	Production Cloud Computing	Tracy James	Information Technology	85
tjames@jeffco.edu	SAN Upgrade	Tracy James	Information Technology	85
tjames@jeffco.edu	Credential Security Assessment	Tracy James	Information Technology	85
tjames@jeffco.edu	Remote Management Security tool	Tracy James	Information Technology	85
tjames@jeffco.edu	Employee Cyber Security Program	Tracy James	Information Technology	85
tjames@jeffco.edu	Campus WIFI Upgrade	Tracy James	Information Technology	85
cnash@jeffco.edu	New student scan check in/out process for Testing Services	Connie Nash	Testing Services	57401
cnash@jeffco.edu	Partnership with High School for placement testing	Connie Nash	Testing Services	57401
cnash@jeffco.edu	Nationally certified by the National College Testing Association	Connie Nash	Testing Services	57401

5. Action Plan Description	6. Desired Implementation Year	7. Primary Strategic Aim:
Work with students, faculty, staff, and the shared governance process to research, identify, train, integrate, and implement this new service.	AY 2021 (July 1, 2020 - June, 30 2021)	1.) Student Success
Scanners would be a more efficient way to log students in to the ASC. Currently, students have to complete a form and many fail to do that. We are not capturing all visits to the ASC which dampens our numbers on paper. If students can just swipe their ID badge, that will be easier for them and hopefully encourage compliance with logging in to the ASC.	AY 2022	1.) Student Success;3.) Operational Excellence
Mental health training for all residential assistants and staff. Implement a plan to go over different techniques, warning signs, what to watch for, and other helpful tips to help and deal with mental health situations in housing. Have resources readily available for all Viking Woods students and staff.	AY 2022	1.) Student Success;4.) Community Engagement
I would like to create a google doc survey which would be emailed to IEP/504 ATS students/parents upon student or parent request to drop a class. The data would be shared with the ATS recruiter, ATS director and ATS faculty for further considerations.	AY 2022	1.) Student Success
The National Junior College Athletics Association (NJCAA) will require its member institutions to submit their (4) year Sport and Divisional Commitment Form. It is our recommendation that the following adjustments/additions to our current offerings to be implemented in the 2022-23 season. Men's Baseball - Division 1 (No Change) Women's Softball - Division 1 (No Change) Women's Volleyball - Division 2 (currently competing at Division 1 level) Women's Basketball - Division 2 (currently competing at Division 1 level) Men's Soccer - Division 2 (currently competing at Division 1 level) Women's Soccer - Division 2 (currently competing at Division 3 level) Men's and Women's Cross Country - Division 3 (Not currently offered/proposed addition to our sport offerings.	AY 2022	3.) Operational Excellence
Project SUCCESS will enhance persistence, retention and completion goals by adding a more robust career counseling component to our program. Staff will be receive career counseling training to better assist students. In their first year in the SSS program, participants (students) will complete career assessments such as the Career Assessment Inventory, Focus 2, and the more in-depth Virtual Job Shadow program, to assist them to discern a direction for their studies, along with career options. PS students will also complete StrengthQuest, in order to have a more holistic view of their personal strengths and challenges.	AY 2023	1.) Student Success
Our goal is to increase opportunities for our students to be of service by adding an additional day of service in the fall semester, while continuing our traditional day of service that is held during the spring semester. Students will identify potential service partners and determine what services are needed. Students will plan the agenda for the day, gather needed tools, recruit participants from the program, and complete the work. Staff will assist in all of the above.	AY 2023	4.) Community Engagement
Upgrade campus fiber optic plant cabling to support the new campus fire alarm system and data network. This new fiber backbone is required to support campus technologies.	AY 2021 (July 1, 2020 - June, 30 2021)	1.) Student Success;3.) Operational Excellence
Migrate core production systems to AWS Cloud	AY 2022	1.) Student Success;3.) Operational Excellence
Depending on how timely we are able to migrate our core production systems to AWS, We may need to invest some additional resources into our existing Storage Area Network. If we are able to successfully migrate our systems to the cloud within the time-frame of this calendar year we may not need this expenditure.	AY 2022	1.) Student Success;3.) Operational Excellence
To maintain a secure data network, a targeted assessment on user credential security is essential to ensure our production systems are secure in the event a user's login credentials are compromised. This assessment would be performed by a qualified outside third party.	AY 2022	1.) Student Success;3.) Operational Excellence
To enhance mobile user security and experience, we need a tool that allows us to manage remote users/devices. With employees working remotely, a tool like this ensures the user's device is up to date with patches, AV and OS. It minimizes the risk to our network. It would also be very beneficial to our students that use MS Office 365 by allowing single sign on and password resets. Currently students have to have a separate login to 365 and they have no password management within 365. These are just two of the major benefits of utilizing a tool like Azure.	AY 2022	1.) Student Success;3.) Operational Excellence
Develop an employee cyber security program where periodically employees would engage in an online video or read a very short cyber- security article, etc. This would be a tool that would continue to keep employees aware and educated in cyber-security. My team could work with HR on the best way to deploy such a program to employees. The cyber security product we currently use (Knowbe4) has many of these feature available within it.	AY 2022	3.) Operational Excellence
Upgrade the campus WIFI network including end point data switches to utilize the new campus fiber and expand wireless services in all buildings at all campuses. The new WIFI will allow for higher volume of wireless devices at faster speeds with the intent to have complete building coverage and including some outdoor areas and the capability to add hardware as needed to support additional areas.	AY 2022	1.) Student Success;3.) Operational Excellence
This new scan system eliminates paper sign in and is more efficient for reporting.	AY 2021 (July 1, 2020 - June, 30 2021)	3.) Operational Excellence
Collaborate and train high school counselors to administer the Accuplacer at the high schools to students who will be taking dual enrollment courses, Stem program, Early College and future Jefferson College enrollment.	AY 2021 (July 1, 2020 - June, 30 2021)	1.) Student Success
Align the Testing Services Department to the National College Testing Association criteria to become certified.	AY 2021 (July 1, 2020 - June, 30 2021);AY 2022	3.) Operational Excellence;4.) Community Engagement

8. Strategic Goals:	
SP1:G1 Enhance the student experience through quality curricular and co-curricular experiences.;SP2:G5 Utilize emerging technologies to support the curricular and co-curricular experience.	Fall-to-spring persistence
SP1:G1 Enhance the student experience through quality curricular and co-curricular experiences.;SP1:G2 Increase student persistence, retention and completion.;SP3:G2 Develop integrated operational plans to address facilities, maintenance, workforce, and technology needs.	Complete the goals of
SP1:G5 Expand services and programming in collaboration with community partners to support the emotional, psychological, and social well-being of students.;SP2:G3 Expand professional development opportunities that strengthen the ability of faculty and staff to explore new strategies and skills to support	Professional Development
SP1:G2 Increase student persistence, retention and completion.	Enhance the student experience through a supportive environment allowing all students to
SP3:G1 Expand implementation of collaborative and responsive budget practices that fulfill the strategic needs of the College community.;SP3:G5 Implement new branding and marketing strategies to maximize enrollment and increase support from the community.	It is anticipated that the following outcomes will be achieved: (1) Budget Reduction - (2) Improved Competitiveness (3) Increased Revenue needed. Conservative
SP1:G1 Enhance the student experience through quality curricular and co-curricular experiences.	Students are more likely
SP4:G2 Grow opportunities for community service and civic engagement for students, faculty and staff.	Annual service hours.
SP1:G1 Enhance the student experience through quality curricular and co-curricular experiences.;SP3:G2 Develop integrated operational plans to address facilities, maintenance, workforce, and technology needs.	Student Technology A Faculty and Staff Satisfaction
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SP3:G2 Develop integrated operational plans to address facilities, maintenance, workforce, and technology needs.	Will utilize this system
SP4:G5 Enhance partnerships with community and industry to promote career opportunities for students.	Accuplacer reports, in
SP1:G1 Enhance the student experience through quality curricular and co-curricular experiences.;SP1:G2 Increase student persistence, retention and completion.;SP3:G5 Implement new branding and marketing strategies to maximize enrollment and increase support from the community.;SP4:G5 Enhance partnerships with community and industry to promote career opportunities for students.	Monthly/Annual reports

10. Additional Resources Needed (if applicable):	11. Estimated Budget Amounts:
No additional resources needed. Plan requires no additional funding or will be funded through existing budgets.	\$76,000 Annual Costs & \$26,000 One-time Costs
One-Time Expenditure required for plan start-up.	One time expenditure of about \$4000
No additional resources needed. Plan requires no additional funding or will be funded through existing budgets.	
No additional resources needed. Plan requires no additional funding or will be funded through existing budgets.	no cost
No additional resources needed. Plan requires no additional funding or will be funded through existing budgets.	Increased operational budgets needed to fund increased scholarships for W. Soccer and staff and operational budget needed for Men's and Women's Cross Country will be offset through housing scholars
No additional resources needed. Plan requires no additional funding or will be funded through existing budgets.	All costs are covered through the SSS grant.
No additional resources needed. Plan requires no additional funding or will be funded through existing budgets.	All costs are covered by SSS grant.
No additional resources needed. Plan requires no additional funding or will be funded through existing budgets.	One-time Expenditure \$465K
No additional resources needed. Plan requires no additional funding or will be funded through existing budgets.	Exact amount is unknown. There will be additional costs initially but those will eventually be offset by the savings of reducing on premise hardware. The monthly cost increases as more service are moved
One-Time Expenditure required for plan start-up.	\$60K
No additional resources needed. Plan requires no additional funding or will be funded through existing budgets.	
One-Time Expenditure required for plan start-up.;New Annual Expenditures required.	\$45K one-time \$5K
No additional resources needed. Plan requires no additional funding or will be funded through existing budgets.	
One-Time Expenditure required for plan start-up.;New Annual Expenditures required.	One-time expenditure estimate \$650K \$25K annually
No additional resources needed. Plan requires no additional funding or will be funded through existing budgets.	
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<u>12. Funding Sources:</u>	<u>13. Project Manager E-mail:</u>	<u>14. Institutional Action Plan--Required Approvals:</u>	<u>15. Additional Approvals (check any or all that apply):</u>
Existing Departmental Funds;CARES Act Funds	aluettecke@jeffco.edu	Dean of Integrated Planning and Academic Services	Information Technology
Existing Departmental Funds	jlinhors@jeffco.edu	Dean of Integrated Planning and Academic Services	Information Technology
No additional financial resources needed.	kschmid3@jeffco.edu	Vice President of Student Services	
No additional financial resources needed.	vcritchl@jeffco.edu	Vice President of Instruction	Disability Support Services
Existing Departmental Funds	rdeutsc2@jeffco.edu	Vice President of Student Services	
Existing Departmental Funds	tschwart@jeffco.edu	Vice President of Student Services	
Existing Departmental Funds	tschwart@jeffco.edu	Vice President of Student Services	
No additional financial resources needed.	tjames@jeffco.edu	Vice President of Finance and Administration	
Existing Departmental Funds	tjames@jeffco.edu	Vice President of Finance and Administration	
Existing Departmental Funds	tjames@jeffco.edu	Vice President of Finance and Administration	
Existing Departmental Funds	tjames@jeffco.edu	Vice President of Finance and Administration	
Existing Departmental Funds;Grants;Cares Act Funding	tjames@jeffco.edu	Vice President of Finance and Administration	
No additional financial resources needed.	tjames@jeffco.edu	Vice President of Finance and Administration	
Existing Departmental Funds;Grants;Cares Funding	tjames@jeffco.edu	Vice President of Finance and Administration	
Existing Departmental Funds	cnash@jeffco.edu	Dean of Integrated Planning and Academic Services	
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16. Please list any questions or suggestions you had while completing this process:

This technology will help us capture the true number of students who visit the ASC at our Hillsboro and Arnold campuses.

N/A

It was difficult to locate the KPIs.