

**PRESENT:** Jennifer Page (Co-chair), Terry Allcorn (Co-chair), Kari Makepeace (OLT Coordinator), Shaun Andrews, Roger Corriveau, Oscar Cristancho, Jim Flanagan, David Gennaro, Leslie Golden, Linda Herlocker, Sonya Joseph, Amy Kleeman, Carmine La Pietra, Tamika Martin, Orin Monrose, Ian O’Toole, Elaina Paige, Patti Riva, Paul Rooney, Jamie Rost, Cynthia Santiago, Michelle Sever, Drew Smith, Patti Smith, Traci Thornton

**ABSENT:** Max Arb, Allen Bottorff, Daniel Charriez, Kris Christian, Mary Beth Clifton, Jasmin Cruz, Daryl Davis, Jonathan Hernandez, Terry Johnston, Alex Larzabal, Jackie Lasch, Mike Lergier, Joe Livingston, Ken Rivera, Todd Treece, Rhonda Ulmer

## **MEETING SUMMARY**

### **I. ANNOUNCEMENTS**

- A. The OLT Charge was reviewed by the team.

### **II. INFORMATION ITEMS**

- A. Patti Smith provided some information on IT security at the college.

Some of the vulnerabilities that IT work to address include:

- Backdoors
- Denial of Service Attacks
- Phishing Attempts
- Social Engineering
- Password Sharing
- Default Passwords
- Generic UserIDs and Passwords
- Weak Passwords/Brute Force Attacks

In order to minimize the risk of a security breach, IT does the following:

- Installs firewalls
- Utilizes Dell Secure Works to monitor activity in and out of our network.
- Has an external company perform quarterly penetration tests on the network
- Performs a variety of audits
- Send out text alerts immediately to IT staff when there are concerns
- Operates on the principle of “least privilege”
- Provides education at meetings and through other forums
- Follows college policies

Moving forward, some of the goals for OIT include:

- Securing network closets.
- Installing a firewall on the data center.

- Putting in a demilitarized zone (DMZ). A DMZ is a physical or logical sub-network that separates an internal local area network (LAN) from other untrusted networks, usually the Internet. External-facing servers, resources and services are located in the DMZ so they are accessible from the Internet but the rest of the internal LAN remains unreachable. This provides an additional layer of security to the LAN as it restricts the ability of hackers to directly access internal servers and data via the Internet.
- Create an analyst position.
- Continue to educate folks across the college.

Things that every employee can do to help support IT in their efforts include:

- Being aware of social engineering.
- Not sharing passwords with anyone.
- Not storing items in network closets.
- Not using 3<sup>rd</sup> party servers.
- Not enabling macros when opening a document unless you know the sender and are able to confirm that the sender indeed needs you to enable the macros. This is a common way that ransomware is installed.
- Notifying IT immediately when you see something suspicious.
- Notifying IT when an employee needs to have accessed removed (i.e. upon termination, job transfer, etc.)

B. Carmine La Pietra & Orin Monroe shared information on the centralized technology purchasing system process which has been simplified. The website is still accessible through Atlas but only has two steps now:

- Step 1: Select your item(s) from the list of approved devices, then email [Quote Request](#) with the items and quantities needed.
- Step 2: Create a requisition, making sure the ship to address is OIT - West Campus 4-12, 1800 S. Kirkman Road. Once the items arrive, OIT will have it tagged, processed and sent to the requestor.

C. Patti Riva & Ian O'Toole shared information on the college's Energy Savings Program and asked for feedback on computer labs and TVs.

The behavioral focus of the Energy Savings Program began in May 2011. In July 2011, an operations manager (Patti Riva) was hired and since that time, there have been continuous energy audits conducted on the buildings and the HVAC system to ensure that the system is off during the late night, early mornings, and each holiday to conserve energy. All utility invoices are input in ECAP software which allows the college to track energy use over time. In addition, classroom scheduling is analyzed so we can strategically schedule classes and conserve energy.

Highlight on the college's energy saving over the past 5 years include:

- There has been a 47% per square foot reduction from baseline since 2008 while increasing the total square footage by 25%. Some of the things that have contributed to this reduction are:
  - Mechanical: retrofits, weatherization, equipment, etc.
  - Behavioral: scheduling, shut downs, etc. Since May 2011, the total behavioral-based savings
- The College won the 2014 National Climate Leadership Award from Second Nature for the college's efforts to cut energy consumption.

- In 2015, the College was selected by Chevy for a pilot program in support of clean energy initiatives. As part of the carbon-reduction initiative, the college will receive \$150,000 over three years from Chevrolet for upgrades that reduce greenhouse gas emissions.
- Energy savings totaling \$5,500,000 (from May 2011 through June 2016).

As part of the energy savings program, a need has been identified for a consistent process/guidelines for turning equipment off college-wide, especially in the computer labs and with large-screen TVs on the weekends/overnight, weekends (when labs not open), and holiday breaks.

Some of the management tools and techniques we currently use to address powering machines on/off include:

- BIOS – local, scheduled
- SchoolVue software – lab, manual
- Deep Freeze – local / lab, manual / scheduled

Things that we can do to help support the energy savings efforts include:

- Notify the room scheduler when a meeting is cancelled.
- Power down computers when they are not in use.
- Continue to communicate college-wide about the importance of energy conservation.

Anyone with questions can contact:

- Patti Riva, [priva@valenciacollege.edu](mailto:priva@valenciacollege.edu) or x5495
- Ian O'Toole [iotoole@valenciacollege.edu](mailto:iotoole@valenciacollege.edu) or x1484

- D. Cynthia Santiago, Director of Compliance/Audit, provided a brief summary overview of the Office of Compliance and Audit.

Cynthia shared that her role reports directly to the Board of Trustees and that she works independently, yet collaboratively with the senior leadership team and all areas of the College. She is currently in the process of completing a college-wide risk assessment so anyone with concerns of risk and control are encouraged to contact Cynthia so she can include it, as necessary, within the risk assessment. In addition, she will be focusing on developing a compliance program in 2017 as a tool for the College. The compliance program will include a matrix of all required compliance components outlining the champions of each area and the required deliverables to assist the College in their processes to adhere to policy, state and federal regulations.

- E. Jennifer Page provided some updates from OD/HR which included:

#### 1. Open Enrollment

- Benefits Tours will be held from October 3-14, 2016 where employees can learn about 2017 benefits selections, what's new for 2017 and what is needed to complete open enrollment. Online webinars will also be available. Open enrollment will take place from October 17-28, 2016.
- More information will be coming out on The Grove and postcards will be mailed to employees homes with complete details of tour dates, times and locations.
- Anyone with questions can contact the Benefits team at [benefits@valenciacollege.edu](mailto:benefits@valenciacollege.edu) or at 8266.

## 2. FRS Planning Workshops

- Valencia will host two Florida Retirement System (FRS) financial planning workshops in September. Held on three campuses on September 13- 15, 2016, the workshops will not only feature information about estate planning and cash and debt management, but also give you the opportunity to connect with an FRS representative in person.
- To register for either or both of these workshops, call 866-446-9377 and select option 2 or [click here](#) to register online.

## 3. Supervisor Summit

- The Supervisor Summit aims to provide an opportunity for supervisors to convene with their colleagues to learn, explore and discuss the latest tools and resources for their own and their teams' development.
- The next Summit will be held at the West Campus on September 9, 2016 and will focus on the Department of Labor (DOL) Fair Labor Standards Act (FLSA).
- For questions, please contact Sally Leslie, Coordinator of Employee Development and Inclusion, at [sleslie3@valenciacollege.edu](mailto:sleslie3@valenciacollege.edu) or extension 3151.

### III. SUMMARY OF MEETING EVALUATION

The OLT utilized the + / Δ method to evaluate the meeting via Qualtrics. Feedback was as follows:

+
Since I am still relatively new to VC, I always enjoy networking opportunities.
Great presentations that pertain to current issues.
Timely information
OIT update and information was great. The sustainability conversation caused me to pause and remember that we can all make a difference.
Very informative
Δ
As the Managing Director of Grounds, I am always up for field trips or behind the scenes tours of departments or areas I don't normally have access to. This may be logistically difficult, but interesting nonetheless.
Nothing at this point.
No change ideas at this time.
Nothing

### IV. NEXT MEETING SCHEDULED

The Operations Leadership Team will meet again on October 4, 2016 at the District Office in Room 252 (or via Lync) from 2:00 - 5:00 p.m.