District Technology Committee (DTC)
Thursday, May 10, 2018
2:00 p.m. – 3:00 p.m.
Room: TLC (Library)
Minutes

Committee Members: Kyle Billups (Chair) and Dana Young

Resources: Eric Ramones, Veronica Martinez, Jane Maringer-Cantu, Peter Howell, Eric Dietze, Karl Sachtleben, Erik Green, Saul Salinas, Emma (student), and Debbie Britt-Petty (Recorder)

Absent: Fred Harris, Fran Lozano, Jan Bernstein-Chargin, Shawn Mulcare, Ron Hannon, and Kathleen Moberg

I.   **Call Meeting to Order at 2:07 p.m.**
    A. Additions/Deletions to the Agenda: Dana Young asked to add a Wi-Fi discussion as Item III E, which moves III E to III F.

II. **Approval of April 12, 2018 Minutes:**
    Item tabled due to no quorum.

III. **Information Items**

    A. Technology Master Plan Updates:
    Jane reported that the Technology Master Plan draft is nearly complete. She asked for the committee's input on whether she should send it to the Academic Senate this month, or wait until the first meeting in the fall. The committee agreed that this Technology Committee should approve the draft first. Jane will send the draft plan to the committee before summer to review for approval in September. The goal will be to take it to Academic Senate in September.

    B. Web Accessibility Complaint Process:
    Jane reported that the Web Accessibility Complaint Process was sent to the Academic Senate as information and she has received no comments or changes yet. It will become an action item at the next Academic Senate meeting.

    C. Timeline/Procedures for District Web Pages:
    Kyle asked for input on the draft of an all campus e-mail which addresses updating webpages. Suggestions and edits were given, and Kyle will send them to Jan Bernstein-Chargin.

    D. NIST 800 FSA Cybersecurity Compliance:
    Karl discussed a handout regarding unclassified information (i.e., sensitive information, financial aid data, academic records, etc.). He feels this will be adopted by the Chancellor's Office and become a standard. Karl's goal is to share the information so there are no surprises. Kyle agreed that we need formalized security processes and should look into creating policies. Jane suggested adding it as an initiative in the Technology Plan.

E. <u>Wi-Fi</u>
Dana completed her own informal survey and found 9 out of 10 libraries in respected community colleges have open wi-fi. She feels that we should have open access to encourage community instead of making it difficult by people having to ask for login information. Saul explained that it is a security issue, but also the more people that have access and sign in, the slower our internet will become. This also makes it a financial issue. Kyle suggested reaching out to other schools to get information about how they handle access and security at their sites. After researching, this will be added to a future agenda (September if possible).

F. <u>Sub-Committees/Ad-Hoc Groups:</u>

1. <u>Instructional Users Group</u>: Peter shared that the only continuing concern is the My Gav login issue.

   There was also a question from the Academic Senate about using card readers for copiers to help bypass the constant logging in. Eric Dietze will research, but assumes this is possible. If it is possible, then management of the cards will need to be discussed.

   Eric is hoping to create a web link with helpful copier information.

2. <u>Universal Access Task Force</u>: Accessibility link and page is being worked on.

3. <u>WebHeads</u>: Kyle announced that the next meeting is May 18th.

4. <u>Banner Core Team</u>: Banner 9 upgrade is coming. There will be a big interface change for administrative users, but a very seamless change for students.

IV. <u>Next Meeting</u>: Thursday, September 13, 2018, at 2:00 p.m. in the TLC.

V. <u>Report Out to Constituent Groups</u>: A reminder to report out.

Meeting adjourned at 3:17 p.m.

District Technology Committee (DTC)
Thursday, April 12, 2018
2:00 p.m. – 3:00 p.m.
Room: TLC (Library)
Minutes

Committee Members: Kyle Billups (Chair), Fred Harris, Fran Lozano, Shawn Mulcare, and Dana Young

Resources: Wade Ellis, Sabrina Lawrence, Jane Maringer-Cantu, Peter Howell, Eric Dietze, Karl Sachtleben, Mohua Chatterjee, Emma (student), Alex (faculty), and Debbie Britt-Petty (Recorder)

Absent: Jan Bernstein-Chargin, Ron Hannon, Kathleen Moberg, Eric Ramones, Candice Whitney, and Veronica Martinez

I.   **Call Meeting to Order at 2:07 p.m.**
     A. **Additions/Deletions to the Agenda**: None.

II. **Approval of March 8, 2018 Minutes:**
     MSC (S. Mulcare /D. Young) 5 ayes, 0 nays to **approve**.

III. **Information Items**

     A. Technology Master Plan Updates:
        Jane reported that she, Mohua, and Kyle have been working on the Technology Master Plan and getting close to finishing. Once they finish and it is approved, it will be finalized. Jane shared the plan so far, and showed the changes and edits that have been made, as well as things they are working on adding. The discussion included how to format the software inventory which will be added to the Tech Plan. There was also discussion about how the Technology Committee should be the place where software/purchase requests are approved.

        Emma, a Gavilan student, shared her concern that Grad Guru is something that she does not use, and feels the college should consult students when spending money on software. She feels that it is important for the college not to spend money if the tools are not being utilized by students. Sabrina agreed that there should be a process when considering new software. Fred stated that software requests should come through the Technology Committee first, and there should be discussion about how it will benefit a program, as well as the campus as a whole.

        Kyle stated that ideally, we should check our software portfolio annually and update it.

        Jane will bring more updates of the Technology Master Plan to our next meeting.

     B. Web Accessibility Complaint Process:
        Jane reviewed a handout and reminded the committee that we need to make our website accessible. There are lawyers searching sites and suing districts that do not have accessible sites, so we need to get ahead and make sure it does not

happen to us. Jane and Karl have come up with a web accessibility complaint process. There will be a link where a complaint can be made, and we will have documentation to cover ourselves. IT is also looking into software to help make PDFs accessible. Fred suggested that this information should be shared with the Academic Senate, Department Chairs, Student Services, and ASGC before going to the President's Council.

C. Section 508 Update:
Jane stated that this item is being addressed.

D. Timeline/Procedures For Updating District Web Pages:
Karl explained that we have two websites running at this time. The old and new sites are coexisting, and we need to remove the old site. The issue is that some links in the new site, link to the old site. IT will be communicating a deadline and offering training to those areas that need to remove old website content. Kyle reported that the goal is to have this completed by fall.

E. Sub-Committees/Ad-Hoc Groups:

1. Instructional Users Group: Sabrina said there has been no meeting yet. The outstanding issue is still with the My Gav portal login. Emma also stated that this is a very frustrating and time consuming issue. Kyle explained that Ellucian suggested the upgrade would solve the issue. Since it has not, it is now being escalated to Tier II support.

   Alex, a faculty member, had a concern regarding the census system. He feels he can help simplify the process. He stated that he did turn in his census; however, he received an e-mail stating that he did not turn it in. Kyle said that we are using Banner to track them right now. Alex volunteered to send a screenshot and demo of the media he said will help simplify the process.

   There has been increased traffic on Canvas.

2. Universal Access Task Force: Jane stated that the group is building an accessibility plan.

3. WebHeads: Kyle announced that the next meeting is April 20th.

4. Banner Core Team: This team has not met yet. Kyle reported that he just came back from the Banner conference. The Banner 9 update is coming. It has been out for a couple of years, and we just have not updated yet. However, Banner 8 will be shut down in the near future. IT is strategizing at this time.

IV. Next Meeting: Thursday, May 10, 2018 in the TLC.

V. Report Out to Constituent Groups: A reminder to report out.

Meeting adjourned at 3:30 p.m.

District Technology Committee (DTC)
Thursday, March 8, 2018
2:00 p.m. – 3:00 p.m.
Room: TLC (Library)
Minutes

Committee Members: Kyle Billups (Chair), Jan Bernstein-Chargin, Fran Lozano, Shawn Mulcare, and Dana Young

Resources: Wade Ellis, Sabrina Lawrence, Jane Maringer-Cantu, Peter Howell, Eric Dietze, Saul Salinas, Ericson Estamo, Ryan?, and Debbie Britt-Petty (Recorder)

Absent: Fred Harris, Ron Hannon, Kathleen Moberg, Eric Ramones, Candice Whitney, and Veronica Martinez

I. **Call Meeting to Order at 2:09 p.m.**
   A. **Additions/Deletions to the Agenda**: None.

II. **Approval of February 8, 2018 Minutes:**
   MSC (D. Young/P. Howell) 5 ayes, 0 nays to **approve**.

III. **Information Items**

   A. Technology Master Plan Updates:
      1. Updated Computer Replacement Plan: Kyle reviewed a handout and reported that IT is working on updating the plan because it is very outdated. Wade suggested creating a 5 year plan that is regularly updated so that we can be prepared to budget for upcoming needs. Another consideration in these plans is continuing software fees. Sometimes money is received through a grant, or other means, to purchase software, and any recurring annual charges need to be reflected in the plans. Shawn suggested that projectors need to be updated. Kyle stated that there will be a virtual desktop preview at the Dell Technology Center. They predict this will be the way of the future and is something to think about. Dana asked about something more efficient for the timekeepers. Sabrina stated that the nursing program uses a web-based program and suggested that they come to a Technology Committee Meeting to talk about it.
      2. Updated Technology Initiatives: It is time to update our Technology Plan. It needs to be written with new plans and updated with things such as purchasing mobile devices. The first draft is done, and the goal is to finalize the plan by the end of the semester.

   B. Software Technologies:
      1. ARCMedia: Sabrina reported that ARCMedia works with Canvas. It is a tool that will bring in video media so the teachers and students can engage better online. It has the capability of creating quizzes on the spot as well. It is accessible. Surveys have been completed, and the students agree that it makes online learning

more engaging. The trial is $2,500, and the hope is to implement the trial in the fall semester.
   2. 25Live: Jan explained that 25Live is something that we already own, but there are many powerful components that we are not using. There is interest in integrating all other programs into it and using it to create one institutional calendar. It will be very helpful and more accurate for faculty and staff to have one place to search for events and room availability.
   3. BoardDocs: Jan announced that BoardDocs will be going live for the March 13th Board Meeting.
   4. CurricUNET: Jan stated that we need to make sure this is up to date. Each department should scan their programs and make them current. Leslie will be giving more information during the Curriculum Committee Meeting.

   C. Sub-Committees/Ad-Hoc Groups:
      1. Instructional Users Group: Peter stated that there has not been a meeting. Sabrina reported that they have submitted the OEI application.
      2. Universal Access Task Force: Jane stated that they are working on the Accessible Compliance Plan. They are also working on the accessibility complaint and resolution process. More information to come.
      3. WebHeads: Jan informed the committee that WebHeads meets every third Friday at 9:00 a.m. They are working on updating the website for accreditation. If anyone has updates, they can flag them and send them to WebHeads, or use the form on the website. It was mentioned that technology related surveys would be great to have as evidence for accreditation. Shawn has logs.
      4. Banner Core Team: This team has not met yet. Banner 9 is being looked at, and California is being forced to upgrade to it soon. It will mostly just impact administration. IT hopes to have Banner 9 in production in August.

IV. **Next Meeting:** Thursday, April 12, 2018 in the TLC.

V. **Report Out to Constituent Groups**: A reminder to report out.

Meeting adjourned at 3:09 p.m.

District Technology Committee (DTC)
Thursday, February 8, 2018
2:00 p.m. – 3:00 p.m.
Room: TLC (Library)
Minutes

Committee Members: Kyle Billups (Chair), Fred Harris, Jan Bernstein-Chargin, Fran Lozano, Shawn Mulcare, and Dana Young

Resources: Sabrina Lawrence, Eric Dietze, Saul Salinas, Karl Sachtleben, and Debbie Britt-Petty (Recorder)

Absent: Ron Hannon, Rebecca Kinman, Kathleen Moberg, Wade Ellis, Jane Maringer-Cantu, Eric Ramones, Candice Whitney, and Veronica Martinez

I.   **Call Meeting to Order at 2:10 p.m.**
   A. **Additions/Deletions to the Agenda**: Sabrina would like to talk about the OEI Application.

II. **Approval of December 14, 2017 Minutes:**
   Pending a change by Sabrina (Item C. a.)
   MSC (F. Lozano/K. Billups) 5 ayes, 0 nays, 1 abstain to **approve**.

III. **Information Items**

   A. Technology Master Plan Initiatives: Now that the Educational Master Plan is in place and the Facilities Master Plan is on schedule to be approved in the near future, it is time to start considering the Technology Master Plan. To start the planning process, Kyle will be sending out Initiatives to different areas and would appreciate receiving them back as soon as possible. Kyle stated that the vision is to have a 5-year plan that will be updated annually with a budget included. It will help us look ahead so we have everything we need, instead of constantly upgrading after the fact and being behind on our technology. Sabrina suggested a student survey to understand what students' technology expectations are. This can help steer us as well.

   B. Status on Printer Upgrade and consolidation Project: Eric stated that "anywhere printing" now works. IT is looking at removing the old desktop printers this summer. Kyle will communicate this to staff and faculty ahead of time. Those who have brought printers from home will be encouraged to remove them because everything will be picked up. The outstanding printing issue at this time is Banner printing.

   C. IT Security Workshop: The Chancellor's Office provided training on security. Saul attended this workshop and stated that new and very rigid regulations are coming out, and there will be high expectations regarding formalizing security measures. They are taking this very seriously. For example, if a breach is suspected, an e-mail needs to be sent to the Department of Education immediately or schools can face a major monetary penalty. It is possible that an IT Security person who reports directly to the President will be necessary to formalize a security plan and manage IT security under these new regulations.

D. <u>Web Accessibility:</u> Karl attended a Web Accessibility Workshop. This is another important area that will need a thorough update on Gavilan's website. It was reported that people are finding websites that are not accessible and suing. Karl looked at a demo for "Site Improve." It finds accessibility errors on websites. He said the demo was good, and Kyle suggested that WebHeads take a look at it and provide a recommendation to the committee.

Sabrina stated that the Universal Access Task Force is working on this as well. She noted that a big issue is that all videos have to be captioned "exactly."

E. <u>BoardDocs:</u> Jan informed the committee that we have purchased BoardDocs. Cabinet and the Board have already been trained on using it. It is a web-based software that automates board memos, agendas, and minutes. It contains a library and everything is accessible and searchable. We are looking to start using BoardDocs for the March 13th Board Meeting.

F. <u>All Campus E-mail:</u> Jan reported that e-mails to "all Gavilan" are starting to get watered down because it is being used for so many different things. People are starting to ignore them. She said that we need to come up with some guidelines and standards, as well as what kinds of messages are appropriate for using e-mail to "all." She asked for input. Sabrina suggested a form, so that people will have guidelines to give all the information that is necessary. A digest for other things, such as baby announcements, etc. was suggested. Fred asked if we can use the public folders in Outlook. Apparently this function is not turned on. This subject will be discussed further.

G. <u>Sub-Committees/Ad Hoc Groups:</u>

a. Instructional Users Group: The biggest issue at this time seems to be the My Gav login glitch. Kyle stated that Ellucian claims it may be solved with an upgrade to the system. IT will be doing this over Spring Break, so hopefully this will solve the issue.

Sabrina explained the OEI (Online Educational Initiative). The goal is to have an exchange where students can look for classes that they need that are offered elsewhere. For example, if a student needs a certain math class, but it is full or not offered where they currently go to school, they can go online and find a college that offers it and take it. Sabrina said we will be submitting an application for the next cohort.

b. WebHeads: Jan said there will be a meeting on February 23rd at 9:00 a.m. They will be talking about accessibility.

Fran suggested having an "upgrade day," where everyone comes together to make their pages accessible. Perhaps during Spring Break.

IV. <u>Next Meeting</u>: Thursday, March 8, 2018 in the TLC.

V. <u>Report Out to Constituent Groups</u>: A reminder to report out.

Meeting adjourned at 3:34 p.m.

District Technology Committee (DTC)
Thursday, December 14, 2017
2:00 p.m. – 3:00 p.m.
Room: MP 105
Minutes

Committee Members: Kyle Billups (Chair), Fran Lozano, Ron Hannon, and Shawn Mulcare

Resources: Wade Ellis, Sabrina Lawrence, Veronica Martinez, Eric Dietze, Peter Howell, and Debbie Britt-Petty (Recorder)

Absent: Fred Harris, Jan Bernstein-Chargin, Kathleen Moberg, Dana Young, Jane Maringer-Cantu, Eric Ramones, Candice Whitney, and Rebecca Kinman

I. **Call Meeting to Order at 2:08 p.m.**
   A. **Additions/Deletions to the Agenda**: None.

II. **Approval of May 11, 2017 and November 9, 2017 Minutes:**
   MSC (W. Ellis/S. Mulcare) 6 ayes, 0 nays to **approve**.

III. **Information Items**

   A. **IT Updates**

      a. Computer Refresh: Kyle Billups shared a handout of the Implementation Plan which he states is out of date. His team will start updating it. Wade Ellis suggested that when they update the plan, to consider the funding as well. He would like to see a five year plan with projected costs, so he can assist in finding the budget. He suggested including everything, including costs for things like projectors. It is important to keep IT up-to-date and functioning. Kyle stated that IT will work on this update and bring it to the committee in the near future.

      b. Status on Printer Upgrade and Consolidation Project: Eric Dietze has completed the "Anywhere Printing" module, but there is still work to be done. A second queue needs to be installed on the print server for it to work correctly.

      Kyle showed a list of the data that has been compiled through Paper Cut. It gives a good idea of how much employees are printing. It is also helping to change habits of users. Paper costs have gone way down. Kyle advised that the list does not include Banner printing at this time.

      Because IT is still working out some issues with printing and matching certain jobs with the proper departments, Wade suggested we wait until July to start charging to department budgets instead of starting in January.

      c. Technology Surveys: IT is working on survey questions for our accreditation process.

B. **IT Security/Data Governance**

    a. <u>IT Security Awareness Trainings</u>: Kyle reported that we are still having issues with SPAM. Referring to a handout, he said that he would like IT and the committee to pick out four videos that they think would be good training for employees. Wade suggested bringing one video to each Leadership Council to help educate a large group of people at once.

    b. <u>Employee Computer Use Policy (BP/AB 3720)</u>: Kyle advised that as a district, we are not using our policy like we should. IT is looking into using pop-ups on the computer, also having new employees sign forms. We need to start somewhere and enforce this policy.

C. **Sub-Committees/Ad Hoc Groups**

    a. <u>Instructional Users Group</u>: Peter reported that the group is looking at video products at this time. It will cost $2,500 for a six month demonstration/trial, and approximately $12,000 annually. Wade asked Peter and Sabrina to send him the costs. Sabrina explained that they surveyed students and they are trying to find ways to make online learning more engaging. Students feel if they can video conference in to conversations, then they will be more connected. This product is 508 compliant. They are also looking at ARC, which is part of the Canvas package. Sabrina reported that the group is also looking at the product, Vericite, to replace Turn-it-In.

    b. <u>Universal Access Task Force</u>: Sabrina reported that the 508 Committee is working on an Accessibility Plan for accreditation. The committee has created a plan and checklist to outline who is responsible for what, and this will help the process.

    c. <u>WebHeads</u>: Kyle reported that IT is working on the transition between the template site and the old site. The old site needs to be archived. This is being done prior to accreditation. Karl is conducting trainings to help employees learn how to check for accessibility of their items on the web.

    d. <u>Banner Core Team</u>: Kyle reported that the first meeting has occurred. The goal will be to plan, strategize, and conduct upgrade discussions as a new version of Banner is imminent. The new version does not run on Oracle, so that will be a cost savings in the future.

IV. **Next Meeting:** Thursday, February 8, 2018.

V. **Report Out to Constituent Groups**: A reminder to report out.

Meeting adjourned at 3:22 p.m.

District Technology Committee (DTC)
Thursday, November 9, 2017
2:00 p.m. – 3:00 p.m.
Room: Library 100
Minutes

Committee Members: Kyle Billups (Chair), Fred Harris, Jan Bernstein-Chargin, Ron Hannon, Shawn Mulcare, and Dana Young

Resources: Sabrina Lawrence, Veronica Martinez, Candice Whitney, Jane Maringer-Cantu, Eric Dietze, Saul Salinas, and Debbie Britt-Petty (Recorder)

Absent: Kathleen Moberg, Fran Lozano, and Rebecca Kinman

I. **Call Meeting to Order at 2:07 p.m.**
   A. **Additions/Deletions to the Agenda**: Dana made a request to move her items up due to time constraints.

II. **Approval of May 11, 2017 Minutes:** This item tabled until December 14th to give the committee time to review the minutes.

III. **Information Items**
   A. **IT Updates**
      a. Computer Refresh: Kyle Billups shared a handout of the Implementation Plan.

      b. Status on Printer Upgrade and Consolidation Project: Eric Dietze has been working on technical difficulties with the rollout of the new printers. This has delayed the campus wide pick-up of desktop printers. The plan is to remove the desktop printers during the winter break. Dana suggested giving notice to faculty, so that they are not blindsided by the removal. Also, Kyle stated that faculty and staff need to remove any personal printers, as those run the risk of being picked up as well.

      Eric is working on enabling web printing and a mobile app for printing. He is hoping to have the web printing available sometime next week.

      Sabrina Lawrence informed the committee that she loves the new copier. She is finding that there is zero waste now. Candice Whitney said her area finds it challenging to only have one printer station. They work with the public, on the spot, and there are always lines at the printer. Sometimes she has to leave her desk, which could have confidential information on it, and wait at the printer while someone is printing multiple documents ahead of her. Kyle said that his team can work with her on an individual basis to find a solution.
         i. Toner/Staples Replenishment: Dana Young asked how we identify supplies that come in. She has been receiving supplies but they do not have a name, so she is unsure who they belong to. Kyle's team is working on attaching an employee to each machine, so when the machine "phones home" (to order supplies), the supplies will be addressed to an individual. Staples are also a part of our contract.

      ii.   Department Charges: Dana Young asked where we can find/see our printing budget. Wade Ellis stated that employees can search under your budget in Banner. Kyle referred to a handout to show that we are receiving data from the copiers to see who is running copies and how many, etc. He made it clear that they are not trying to police anybody, but that it is good data to see how people utilize the printers and how we can become more cost efficient. Dana asked if department budgets are charged when using Reprographics. Kyle stated that yes, department budgets are charged, and Wade would be the person to ask about the amount charged.

      iii.   Grant or Student Accounts: Kyle explained that Eric has to go in manually to do this, but they are working on giving access to grant managers. Student workers will receive a department PIN number, and will not use their G number since there is no budget assigned to them.

  c. IT Security/Data Governance

      i.   Content Blocking: Dana Young reported that content blocking could be a big issue. Kyle explained that we have three security layers; a SPAM filter, anti-virus software, and the Cisco security umbrella. If the Cisco filter catches anything, we can request that they analyze a site and even whitelist it. Kyle emphasized that we are not trying to block content; we are just trying to catch security breaches.

      ii.   Email SPAMS: IT has recently added verbiage to the top of external e-mails that warn the user to make sure it is a trusted sender. Hackers are getting very smart, and the district wants to keep security a top priority.

      iii.   Employee Computer Use Policy (BP/AB 3720): Dana suggested having the policy available, so users understand that we are not blocking content.

      iv.   IT Security Awareness Trainings: Kyle shared that IT has been reviewing security awareness videos that will be used as trainings for staff. He is working on a certificate program for completing these trainings. We are trying to take human error out of technology security issues.

B. Sub-Committees/Ad Hoc Groups:

  a. Instructional Users Group: Sabrina reported that there has been no input from this group at this time. They will work on a new system for collaborating.

  b. Universal Access Task Force: Jane reported that this task force is currently working on an accessibility plan. Since the Chancellor's Office enforces compliance of accessibility, the task force has made it a priority to plan and possibly procure a product (Equidocs) to make us accessible. As long as we are in a planning phase, we are okay. Karl is assisting with accessibility at this time, and he is also trying to access training to help instructors learn how to do it.

  c. WebHeads: Jan reported that WebHeads will be meeting next Friday. CMS is in, and now it needs to be fine-tuned. She said that we also need to look at a new search engine because ours is "wonky." Jan let us know that board Docs is coming in the near future.

  d. Data Security: Kyle recommends a subcommittee on the subject of Data Security. The committee all **agreed**.

  e. Banner Core Team: Kyle also recommended a Banner Core Team to discuss and plan for future upgrades. The committee all **agreed**.

f. Technology Master Plan: Fred announced that with the completion of the Educational Master Plan, and the Facilities Master Plan that is now in progress, this committee needs to look ahead and plan for the Technology Master Plan.

IV. Next Meeting: Thursday, December 14, 2017.

V. Report Out to Constituent Groups: A reminder to report out.

Meeting adjourned at 3:25 p.m.

District Technology Committee (DTC)
Thursday, May 11, 2017
2:00 p.m. – 3:00 p.m.
Room: Business 118
Minutes

Committee Members: Kyle Billups (Chair), Jan Bernstein Chargin, Ron Hannon, Shawn Mulcare, and Dana Young

Resources: Sabrina Lawrence, Irma Banuelos, Eric Dietze, Saul Salinas, and Debbie Britt-Petty (Recorder)

Absent: Fred Harris, Kathleen Moberg, Wade Ellis, Eric Ramones, Fran Lozano, Rebecca Kinman, and Jane Maringer-Cantu

I. **Call Meeting to Order at 2:17 p.m.**
   A. **Additions/Deletions to the Agenda**: Kyle proposed moving item III. B. below item III. A. a. due to a web ex demonstration at the end of the meeting.
      MSC (S. Mulcare/D. Young) 5 ayes, 0 nays to **approve**

II. **Approval of April 13, 2017 Minutes:** Edits to two attendee's names were noted.
   MSC (J. Bernstein Chargin/S. Mulcare) 5 ayes, 0 nays to **approve**

III. **Information Items**
   A. **IT Updates**
      a. Status on Printer Upgrade and Consolidation Project: Eric Dietze reported that Papercut will be installed on the 17th. He and Kyle also reported that 32 MFP's have been deployed, and smaller printers will be deployed around June 1st. To use smaller printers, a G number and PIN will need to be entered. MFPs print once the job is released at the printer itself. Dana wants to work with IT to have a login stay active for certain amounts of time. Saul and Eric discussed how Papercut will allow pop up warnings. They can customize warnings such as verifying if a user wants to print in color, and they can also set up a page limit, etc.

      b. IT Security / Data Governance:
         i. Data Governance/Classification/Integrity Procedures: Kyle shared a handout showing the Chancellor's Office Administrative Regulations and highlighted item number 8, Data Classification. Employees such as Eric, Wade, Veronica, Candice, and Kyle are considered data custodians. They need to re-evaluate and reclassify data to protect sensitive information. Kyle said that we need these types of Regulations so that they can be enforced.
         ii. Employee computer Use Policy (BP/AB 3720): Kyle reported that the policy is going to the next President's Council for approval.
         iii. Spirion Identity Finder: Kyle introduced Spirion, a tool that knows how to find and identify sensitive information (social security numbers, etc.), and then knows where to put them or what to do with them.

This can include encrypting and deleting. Chris from Spirion led a live demonstration to show what Spririon can do for us. Some main points were:

- Spirion will discover, classify, monitor, and protect
- It can flag files that contain sensitive information
- Spirion's way of identifying sensitive information produces less false positives than competitors
- It can be customized by each user level
- Uses a remote storage cloud
- Creates icons and classifications
- It can encrypt files on-the-fly
- If an employee takes a district laptop home, Spririon can still work offline

iv. <u>Cisco Umbrella Security Tool</u>: Kyle stated that the system is working well, however we are still receiving some SPAM. Some sites that are known for malware can become blacklisted, and it is very possible that Morgan Hill Live has been blacklisted. Pop-ups should be running on employee computers by this fall.

IV. <u>Next Meeting</u>: Thursday, September 14, 2017.

V. <u>Report Out to Constituent Groups</u>: A reminder to report out.

Meeting adjourned at 3:06 p.m.

District Technology Committee (DTC)
Thursday, April 13, 2017
2:00 p.m. – 3:00 p.m.
Room: Business 118
Minutes

Committee Members: Kyle Billups (Chair), Fred Harris, Fran Lozano, Jan Bernstein-Chargin, Peter Howell, Kathleen Moberg, Rebecca Kinman, Shawn Mulcare, Irma Banuelos, and Dana Young

Resources: Wade Ellis, Rosa Sharboneau, Sabrina Lawrence, Kimberly Benjamin, Rocio DeReza, Eric Dietze, and Debbie Britt-Petty (Recorder)

Absent: Eric Ramones, Ron Hannon, and Jane Maringer-Cantu

I.   **Call Meeting to Order at 2:04 p.m.**
  A. **Additions/Deletions to the Agenda**: No changes.

II. **Approval of March 15, 2017 Minutes:** Dana motioned for approval; Shawn seconded the motion. Minutes approved by the committee.

III. **Information Items**
  A. **and B. Cranium Café and Go2Orientation** – Rosa introduced the links provided on the agenda. This is communication software to help online students feel more connected and supported at Gavilan. They are also designed to help all students by providing counseling services, e-forms, electronic signatures, video conference, tutoring, financial aid, and more using a phone, tablet, laptop, etc. Students can feel more connected because they will be able to video conference face-to-face like they are on site. This software is ADA compliant. Foothill College uses this and loves it. Kyle likes it from the student side, as it is very user friendly. Our infrastructure will support it, but we would need to purchase cameras for the video conferencing. Fran mentioned that this would save a lot of faculty time. Staff has identified a funding source for $34,000, and approximately $23,000 additional is needed. Rosa encouraged the committee to check out the links.

  C. **CampusLogic**: Rocio and Kimberly introduced CampusLogic. This is a way to send and receive documents electronically to reduce paper forms in Financial Aid. CampusLogic works with Banner. Forms can be filled out and signed electronically, items can be scanned, and pictures can be sent through this single sign-on tool. It is ADA and FERPA compliant. It takes six to eight weeks to process financial aid awards at this time, and this can cut that time down to less than one week. Kyle said that this program is efficient and makes Financial Aid more secure. He said that I.T. does need to do more review. The cost is approximately $37,500 annually, and funding has been identified. Fred stated that Program Plans on all of these items should be created and submitted to the Budget Committee for review.

  D. **IT Updates**:
  a. **Status on Printer Upgrade and Consolidation Project**: Kyle reported that 27 of 31 printers have been deployed. The goal is to have them all deployed by

the end of April. Trainings have been done either the day of deployment or a couple of days after. Paper Cut has not been deployed yet. The first priority is to get the new copiers in. Eric stated that he is working on the Paper Cut account now. He is doing test runs and they hope to have it functional in May. Wade let the committee know that copies will be charged back to departments now. The Business Office has always covered these costs, but budgets will now be set up and money will be allocated based on use. Dana had some concern about being charged for copies now, but Wade explained that all that is happening is that the Business Office is dividing the budget "pot" it kept, and allocating it out to all of the different departments. Also, individual departments will no longer pay for toner or services, and copies will be printed at a 60% savings of what they are costing now. Wade said that Paper Cut will hopefully roll out in July, the beginning of the new fiscal year. He also suggested using the Copy Center when possible because Rosa does a fantastic job, and we should utilize this service.

b. IT Security/Data Governance: Kyle recently attended the 3CBG/CISOA Conference in Monterey. Security seems to be on the minds of Community Colleges at this time. The Chancellor's Office has developed updates to the policies and procedures, and a link is provided on the agenda. Kyle reported that we are still getting SPAMMED, so I.T. has been using a Cisco Appliance Security Tool. If malware is on a webpage, it will be blocked. Some users have already experienced this. Dana asked that if information is going to be blocked, there should be advance notification of this. Kyle did say that if a website is blocked that is necessary to the college to let I.T. know. They can work with Cisco to try and unblock it.

E. **Sub-Committees/Ad Hoc Groups**:

a. Instructional Users Group: Sabrina reported that the Instructional Users Group is concerned about the Gavilan portal because sometimes they have to log in twice. Kyle said that the upcoming upgrade in August should fix that.

b. Universal Access Task Force: Jane and Eric are absent.

c. WebHeads: Jan reported on the Board Docs program review. This is a slick program that can create board packets online (everyone submits to one place and it builds the document). It has a good search tool so that past items are easily searchable. The program is 508 compliant. It costs anywhere between $8,000 to $20,000 annually depending on what add-ons are desired. This product is still being evaluated at this time

It was suggested that a check box be added when scheduling events that would notify our PIO, Jan, to market the event. Wade suggested adding it to the scheduler that we now use.

IV. **Next Meeting:** Thursday, May 11, 2017 in BU 118.

V. **Report Out to Constituent Groups**: A reminder to report out.

Meeting adjourned at 3:11 p.m.

District Technology Committee (DTC)
Thursday, March 9, 2017
2:00 p.m. – 3:00 p.m.
Room: Business 118
Minutes

Committee Members: Kyle Billups (Chair), Fred Harris, Jan Bernstein-Chargin, Ron Hannon, Shawn Mulcare, Irma Banuelos, and Dana Young

Resources: Eric Ramones, and Debbie Britt-Petty (Recorder)

Absent: Fran Lozano, Rebecca Kinman, Kathleen Moberg, Wade Ellis, Sabrina Lawrence, and Jane Maringer-Cantu

I. **Call Meeting to Order at 2:09 p.m.**
   A. **Additions/Deletions to the Agenda**: Change the Chair position to Kyle.

II. **Approval of December 8, 2016 Minutes:** Jan motioned for approval; Dana seconded the motion. Minutes approved by the committee.

III. **Information Items**
   A. **IT Updates**

   a. **Technology Master Plan**: Kyle explained to the committee that they will be using the Educational Master Plan to revamp the Technology Master Plan. In the past, the entire campus was asked for input and then it was updated. Kyle would like the committee to be more involved in the process rather than after the fact. Also, Kyle would like to make the committee more involved in approving grants that have to do with technology. The Vice Presidents have been involving Kyle in more talks, so he will be able to bring items and grant opportunities to the committee more often. He said that student labs are usually the priority when it comes to directing funds, but he would like the committee to get involved and maybe be more creative in finding ways to get technology (i.e., leases, etc.), so that funds can be directed in more areas.

   b. **Microsoft Office Upgrades**: Ericson and Deanna completed the Microsoft Office 2016 upgrades at Coyote Valley, Business, and the Library. The rain has slowed down their installation schedule because they have to move equipment on carts outside. During Spring Break, the department has some urgent priorities that rank above the upgrades, so the upgrades will continue this summer. Dana asked if there is a way to change the default spacing in Word to the standard format. Kyle is going to check with his team for a solution.

   c. **Status on Printer Upgrade and Consolidation Project**: Kyle reported that desktop printers will be collected in the beginning of June to minimize class disruption. Dana suggested waiting until after Paper Cut is installed so that it will work into that change. Fred said that there will be a discussion in Cabinet regarding this action. The next round of printers/copiers will be installed on

March 17th, then again on April 28th. Konica-Minolta will come in and set up the machines. I.T. will then install drivers onto computers, and then there will be a short training on how to use the new printer/copier. An instructional poster will also be provided to hang near the machine, and Jan will post FAQs on the Intranet. If a current printer runs out of ink now, contact I.T. They will either redirect your computer to a different printer, or order toner/cartridges based on individual need.

d. IT Security/Data Governance: Kyle reported that five Community Colleges have had IT data breaches. Because payroll is now done internally, IT is reevaluating our security processes. At this time, they are helping to encrypt sensitive items that are sent, and then unencrypting them so they can be edited. Once IT has come up with a plan to secure our processes, there will be security awareness trainings, and they will be looking into having everyone reread and sign Gavilan's Technology Policy/Agreement. Kyle said that it is part of our policy to have a computer pop-up with this agreement at every Windows login, so IT is working on that as well. We may have to endure some inconveniences to ensure that our sensitive data is secure.

e. Direct Deposit on Self-Service Banner: Dana reported that there are some concerns about Personal Identifying Information on the Employee tab in Banner. The direct deposit screen shows employee bank account numbers. Sometimes faculty will be on Banner and get up to help a student, and that tab is accessible to anyone. IT is looking into decreasing the "timeout" from 45 minutes to 15 minutes. The committee was concerned that this could be a major inconvenience to some that are doing constant work and may have to get up often. Another option could be a second login at the employee screen. Also, masking account numbers is a good idea (stars replacing the numbers).

f. Institutional Email Listserv Maintenance: Dana questioned what the process is for updating the Listserv. There are many employees still on the list who are no longer employed with Gavilan. Kyle said these lists are manually maintained, and it is a challenge because people don't always know when someone leaves. Now that payroll is in-house, there may be a way to work with HR and have a "trigger" when someone is hired or leaves, and then the lists can be updated.

B. **ASGC Purchase of New Student ID Card System Through CI Solutions**: This system was approved by the Board and has been procured. It should be in place very soon. Dana asked about having barcodes on the ID cards, so Kyle will look into making that happen.

C. **Sub-Committees/Ad Hoc Groups**:

a. Instructional Users Group: Sabrina is absent.

b. Universal Access Task Force: Eric reported that there is a concern because the Office of Civil Rights is targeting accessibility issues on websites. UC Berkeley has been cited already.

c. WebHeads: Jan invited anyone who is interested to come to the IT Conference Room on Friday, March 17th, to test "Board Docs." This software will keep all board documents in one place, and users will be able to search and click links to whatever they want to see. Right now, board items are not accessible on our website and this can be an easy solution. This software can be voted on at the next Technology Committee Meeting for recommendation to the President's Council.

IV. **Next Meeting:** Thursday, April 13, 2017 in BU 118.

V. **Report Out to Constituent Groups**

Meeting adjourned at 3:13 p.m.

DISTRICT TECHNOLOGY COMMITTEE (DTC) MINUTES
Thursday, November 10, 2016

Attending Committee Members: F. Harris (Chair), C. Whitney, S. Mulcare, D. Young, R. Hannon, R. Kinman

Committee Resources and Guests: J. Maringer-Cantu, S. Lawrence, P. Howell, K.Billups, S. Salinas, E. Green

I. Call meeting to order- F. Harris opened the meeting at 2:03 p.m.
    a. Additions/Deletions to the agenda: No additions

II. Approval of minutes October 13, 2016 –
    a. Saul amended Section A – Technology Master Plan Status
        i. Changed "…Technology Infrastructure Audit from Angus-Hamer has now been fully funded" to "…Technology Infrastructure Audit from Angus-Hamer has now funded items in the HIGH PRIORITY section. Network equipment in each building's data closet still needs to be updated."
    b. Motion to approve minutes as amended by Dana Young, Seconded by Shawn Mulcare
        i. All approved
        ii. Candice Whitney abstained

III. Information Items

    A. IT Updates

    • New IT team members – Kyle Billups

    Erik Green is the new Programmer for Gavilan College. Erik and Rebecca will provide programming/analyst support to the Student Services area (e.g., Admissions & Records, Financial Aid, Counseling, Categorical Programs).

    • Technology Master Plan status – Kyle Billups

    The District is in the process of updating its Educational Master Plan (EMP). Afterwards, the technology master plan will be updated to align with the initiatives/goals from the new EMP.

    • Microsoft Office upgrades – Kyle Billups

    Dana inquired on the District's plan on upgrading to Office 2016. The business skills lab will be upgraded over Winter Intersession 2017 because Gavilan will be offering Office 2016 classes starting Spring 2017. MIS will develop a timeline for Office 2016 upgrade for the next DTC meeting.

    • Next steps for MIS Core Computing Upgrade – Saul Salinas

    The goal is to complete the core upgrade after fiber installation (e.g., Core to the Gym). However, funding may not be available to install fiber to the fields/bleacher areas. New WiFi for the campus will be funded by grants from Moberg and Randy. As part of the WiFi project, Ruckus provided heat maps of wireless coverage across the campus. There was an inquiry on

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providing 2-way video conferencing at Hollister as possible delivery of instruction. After some preliminary research, providing 2-way video conferencing is pretty expensive at this time.

Peter asked what is the bandwidth between Hollister site and Gilroy main campus? The District recently switched to Charter who is providing 1-GB point-to-point connection. Sabrina mentioned that there are possible other ways to explore synchronized delivery of instruction.

- Status on Printer Upgrade and Consolidation Project – Saul Salinas

The District is scheduled to see two more hardware vendors next month. MIS is targeting to start the centralized printing project after writer break; however, may be delayed because of the technology needs at Coyote Valley site. Speaking of Coyote Valley, Saul noted that Coyote Valley site is adding 20% to the overall District network infrastructure.

Dana asked if there will be input on the placement of printers. Fred said yes.

B. ASGC Purchase of new student ID card system through CI Solutions – Rebecca Kinman

Rebecca mentioned that ASGC has evaluated CI Solutions to replace its current ID card system. Costs are $17,000 that includes card printers, cameras, supplies, and card stock. Questions were asked:
- What are the initial versus ongoing costs?
- Will there any FERPA/Privacy issues? For instance, students will have access to all student ID and name information.

C. Instructional Users Group – Sabrina Lawrence

Sabrina/Peter proposed developing an Instructional Users Group, in which users will discuss any technology needs such as software/hardware use, emerging technologies, etc. Peter passed a tentative list of software that is provided by the District.

D. Universal Access Task Force update – J. Maringer-Cantu and E. Ramones

Next meeting on December 7, 2016

IV. Next meetings –December 8 @ 2 pm.

V. Report Out to Constituent Groups – No reports

Meeting adjourned at 3:01 p.m.

DISTRICT TECHNOLOGY COMMITTEE (DTC) MINUTES
Thursday, October 13, 2016

Attending Committee Members: F. Harris (Chair), M. Arvizu, S. Mulcare, D. Young, J. Bernstein-Chargin, F. Lozano, R. Hannon, K. Moberg, R. Kinman

Committee Resources and Guests: J. Maringer-Cantu, S. Lawrence, E. Dietze,

I. Call meeting to order- F. Harris opened the meeting at 1:04 p.m.
    a. Additions/Deletions to the agenda: No additions

II. Approval of minutes September 15, 2016 -The minutes were approved and will be posted on the intranet. Motion by Fran Lozano , seconded by Dana Young - all approved

III. Information Items

    A. Technology Master Plan Status – Fred Harris

        Prior to updating the Technology Master Plan, the campus will first begin the process of updating our Educational Master Plan. The Educational Master Plan consultant for this project was approved by the Board on Tuesday. Following this update, the Facilities Master Plan and the Technology Master Plan will be updated.

        Fred presented a draft diagram of the proposed new structure for the IT Department following the retirement of Mimi Arvizu. Kyle will be the Interim MIS Director. His current position as Assistant MIS Director will be replaced by a new Senior Programmer/Analyst position. Sabrina indicated that Gavilan's MIS Department is understaffed according to the Chancellor's Office Total Cost of Ownership recommendations. This information is included in our current Technology Master Plan. Sabrina recommended that we not bring new technologies on campus unless they can be fully staffed in MIS. She also recommended creating positions for Educational Technologists to assist with training and lab staffing.

        Fred also indicated that the Technology Infrastructure Audit from Angus-Hamer has now been fully funded. This means that the core computer components will all be upgraded including fiber, switches and cabling. New fiber from the core to the Gym including the Library will also be upgraded. New WiFi for the campus was funded by grants. Once this new infrastructure is in place we can begin looking at zero client workstations for the labs.

         Fred also commented on discussions with ellucian to shift our Banner implementation to either their application hosted environment (AHS) or application managed services (AMS) model to alleviate the issues we have had with our current ellucian DBA.

    B. Microsoft Office Upgrades – Fred Harris & Mimi Arvizu

        We will be updating the Microsoft Office Suite to Office 2016 starting with the Business Building labs. This will begin during winter break to be ready for Spring 2017 classes.   The remainder of the labs will be upgraded followed by faculty and staff computers. Faculty who are teaching the Office 2016 classes will be upgraded along with their labs. Dana offered to update the Library

computers so students could work with the same version of Office in the Library. Jane also offered to update the computers in the DRC.

C.   Progress on MIS Core Computing Upgrade – Eric Dietze

Fred reported that we have now fully funded the core infrastructure recommendations of our Angus-Hamer network audit. Funding has been provided by a grant to replace our WiFi system for the entire campus. Also, the gym renovation will provide upgraded fiber from the server room to the gym, which will include areas in the Library not renovated previously.

D.   Status on Printer Upgrade and Consolidation Project – Fred Harris

An attachment of proposed locations for the new multi-function printers (MFP's) was included in the meeting information email. Saul is currently investigating leasing options versus purchases. This has the potential to allow us to replace all printers at one time at a lower overall cost than our current practice or outright purchases. PaperCut software will be used to allow for mobile printing with user access codes to release print jobs to the printer closest to the user. We hope to bring a preferred vendor to the next committee meeting for approval, which would then go to the Board in December. This would allow for replacement of all printers during the winter break. Any special needs for DRC or Shawn's department should be sent to Saul. No new supplies for the old desktop printers will be approved.

E.   Canvas Implementation – Sabrina Lawrence

Sabrina stated that the Canvas implementation is ready for test accounts. They are currently importing faculty into Canvas. Canvas will train 20 instructors in the use of their LMS. These instructors would then train new instructors in the use of the software. There is also training available through @One and in the TLC. They plan to pilot 5 classes during the Spring, all classes during the Summer, and a full rollout in Fall 2017.   This software is provided for free from the Chancellor's Office through 2019. Work is in progress at the Chancellor's Office to continue funding it for free, since it is considered a required tool. Sabrina is currently importing classes from Moodle into Canvas. Students are pressuring faculty to use these online tools.

Jane has located free accessible media player software from Washington. She will make this available to the TLC.

F.   Section 508 Task Force Updates – J. Maringer-Cantu

Jane attended an 8 hour workshop on Section 508. She recommended that we create an Access button on our website to report any accessiblity issue on campus. We also need an access email account. The big issue is who will answer all these email requests? Jan suggested that we copy the Site Issues form and rename it to "Accessibility Issues?" The Chancellor's Office is looking at hiring a third party to verify that software is accessible.

Jane said the Section 508 Task Force will be renamed to Universal Access Task Force.

Also, October is Disability Awareness month. Jane will send out a survey on awareness and bring the results to the Technology Committee.

IV.   <u>Next meetings</u> – November 10 @ 2 pm and December 8 @ 2 pm.

V.   Report Out to Constituent Groups – No reports

Meeting adjourned at 2:05 p.m.

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DISTRICT TECHNOLOGY COMMITTEE (DTC) MINUTES
Thursday, September 15, 2016

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Attending Committee Members: F. Harris (Chair), M. Arvizu, S. Mulcare, D. Young, J. Bernstein-Chargin, F. Lozano, R. Hannon, K. Moberg, and R. Kinman

Committee Resources and Guests: K. Billups, J. Maringer-Cantu, S. Lawrence, E. Ramones, L. Bernabe, Z. Bunch, E. Dietze, D. Phillips

I. Call meeting to order- F. Harris opened the meeting at 1:03 p.m.
    a. Additions/Deletions to the agenda: No additions

II. Approval of minutes May 12, 2016-The minutes were approved and will be posted on the intranet. Motion by Shawn Mulcare, seconded by Kathleen Moberg – all approved

III. Information Items

    A. Banner Upgrades and Data Standards – Kyle Billups
        A Data Standards document was created during the initial conversion to Banner in 2007, but was never completed. Now that we are implementing HR and Payroll, the standards document has been updated and is ready to distribute as a draft. This document is to be a standard for data input for all elements in Banner, and provides governance for who is the guardian of each area of the data elements. Once this draft document has been routed through all the committees, it should be included in the Technology Master Plan.

        Banner upgrades have been much more structured since our issues in May, 2016. Email information on all patches and upgrades is sent to all Banner core users to evaluate and test the effect of the patch/upgrade and establish timelines for installation in our production environment. It is essential that our subject matter experts do the testing required to sign off on the changes prior to installation in production.

        Fred commented on the hosted systems option available from Ellucian. Hosted systems would provide teams of DBA's to provide updates. Services would be hosted by Amazon and maintained by Ellucian. Costs continue to be investigated, as this would be a much more costly environment for us.

    B. Progress on MIS Core Computing Upgrade – Eric Dietze

        Fred provided the history of our Angus-Hamer network audit and the necessity for upgrading our core infrastructure and that we have been able to purchase 3 or the 5 servers recommended in the report.

        Eric reported that the Nimble Storage SAN and servers have been mounted in our data center. We are waiting for custom cables to connect the servers to the SAN. Once this is complete, everything will be running through the SAN to provide redundancy. With this solution, we could have 2 discs fail and still be fully functional. We will also be able to add new virtual servers with no new hardware requirements.

Fred also reported that funding has been located to replace our WiFi system for the entire campus. Also, the gym renovation will provide upgraded fiber from the server room to the gym, which will include areas not renovated previously.

C. Status on Printer Upgrade and Consolidation Project – Mimi Arvizu

Saul has been working with several vendors to replace desktop printers with multi-function printers (MFP's) for the various departments on campus. He is currently investigating leasing options versus purchases. This has the potential to allow us to replace all printers at one time at a lower overall cost than our current practice or outright purchases. Approximately 30 MFP's will serve the needs of our campus and the off-sites. This will provide a lower cost per page for all printing on campus. PaperCut software will be used to allow for mobile printing with user access codes to release print jobs to the printer closest to the user.

D. Tech Master Planning and New Software – Dana Young

Dana expressed a concern that there needs to be an orderly process for software purchases so that all software will be consistent with our master plan.

Fred reported that a new Educational Master Plan will be created which will then require updates to our Facilities and Technology Master Plans. This issue can be addressed in the update to the Tech Plan. Jane said that new initiatives are included in the Tech Plan based on input from the Program Plans and Budget Requests. Updates to the plan are based on what has been completed in the prior year. Grants are exceptions to the process. Kathleen discussed the issue of mandates that are not in the Tech Plan and there is not enough time to go through the committee. Fred indicated that we should include Tech Plan updates in each meeting.

E. Section 508 Task Force Updates – J. Maringer-Cantu and E. Ramones.

Jane reported that the task force is working on the purchasing process. They have the policy in place but need to implement it. Accessibility training needs to be a part of the eProcurement training. Wade is checking with his colleagues to see what other schools are doing. Dave Phillips reported we are way ahead of Hartnell on this issue.

F. Additions/Deletions :

Fred asked for an update on our Webmaster position. Our finalist selection declined the offer due to salary concerns.

Kathleen discussed the need to provide Chromebooks to our Foster Students. Issues raised included lack of ability to support Chromebooks. Kyle brought up the issue of liability since they would be Gavilan issued devices. Dave Phillips indicated that Hartnell does purchase some Chromebooks for special interests.

G. Fred thanked Mimi for all her years of service to the campus.

IV. Next meetings – October 13 @ 1 pm; November 10 @ 2 pm and December 8 @ 2 pm.

V. Report Out to Constituent Groups – No reports. Meeting adjourned at 2:05 p.m.

DISTRICT TECHNOLOGY COMMITTEE (DTC) MINUTES
Thursday, May 12, 2016

Attending Committee Members: F. Harris (Chair), M. Arvizu, S. Mulcare, D. Young, J. Bernstein-Chargin, F. Lozano, R. Hannon, D. Young

Absent Committee Members: C. Whitney

Committee Resources and Guests: K. Billups, J. Maringer-Cantu, W. Ellis, E. Cervantes, R. Brown, S. Lawrence, E. Ramones, S. Salinas, K. Moberg, Rebecca Isaac and Bonnie Donovan (new staff in MIS).

Fred announced that Kurt Lambertz, Webmaster, submitted his letter of resignation and will be leaving in 2 weeks. Training for CMS is rescheduled for June.

 I. Call meeting to order- F. Harris opened the meeting at 1:00 p.m.
   a. Additions/Deletions to the agenda: No additions

 II. Approval of minutes April 21, 2016-The minutes were approved and will be posted on the intranet. Motion by Sean Mulcare, seconded by Mimi Arvizu – all approved

 III. Information Items
   a. Testing Protocols after Ellucian Patch-Gate (Kyle Billups)
   - Banner Student 8.10.1 patch installed on both PPRD and PROD. Banner Student 8.10 (not CALB approved) was mistakenly installed by our DBA along with 8.10.1
   - All departments (e.g., A&R, Financial aid, Finance, Counseling, Scheduling) could not input data in Banner for several days
   - New students could not schedule Assessment/Counseling appointments because there was a pause in application processing
   - Had to push the start date of Priority 1 registrations out to Monday @ 10:00 a.m.
   - MIS staff (dropped everything to support the District during this crisis.
   - Jane acknowledged MIS for their work with hand written add cards
   - Patches will be a monthly testing occurrence for everyone, assign one specific person to test
   - Testing protocol for each patch will each take approximately one month
   - Dana suggested each department should have a script written by staff who use Banner, include a check list, sign off on each function
   - Sabrina recommended, unless there is an emergency do not do upgrades during registration.
   - Fred spoke with Ellucian and the district is seeking compensation for the recovery costs associated with this patch.

   b. Progress on MIS Core Computing Upgrade
   - Saul – MIS received partial funding to replace 2/3 of core servers, and they have arrived. Creating our own "local cloud" so that everything can move around in it and the cloud can tolerate hardware loss, and is the low cost option as compared to other off-site/commercial cloud based solutions.
   - Mimi – A new backup server at Coyote Valley will also to secure our data and be minimally functional in an emergency. Saul and Eric will meet each week for training on Nimble Storage system, developing a procedure and templates to make sure everything works correctly

- Fred - 1/3 campus still needs to be upgraded with fiber optics and related connections
- Jane recommended committee members start adding requests/needs of technology to their program plans. Saul will provide wording to committee members for program planning.

c. Status on Printer Upgrade and Consolidation
Saul is working with Monterey Bay Systems (MBS) to purchase printers from their catalog, at significant savings. This will eliminate quotes from individual departments, consolidate approach to printing to save resources and streamline process, won't need to buy supplies, will have support, can print anywhere, system knows base count and supplies will be sent automatically. Saul will review details with MBS and information will be added to Intranet. Saul will check software for Section 508. Fred said the Budget Committee put a high priority on the purchase of Paper Cut software in 2016-17 as the first step in campuswide printer consolidation.

d. Section 508 task force update
- Jane reported that they are working on the procurement process implementation plan & training for people who actually make the purchases. Wade & Jane have received several examples of what other colleges are doing. They will review those documents at the meeting next week.

IV. Next meeting – To be scheduled in September 2016

V. Report Out to Constituent Groups – No reports

Meeting adjourned at 2:00 p.m.

DISTRICT TECHNOLOGY COMMITTEE (DTC) MINUTES

Thursday, April 21, 2016

Attending Committee Members: F. Harris, M. Arvizu, D. Young, J. Maringer, J. Chargin, S. Mulcare, R.Hannon, F. Lozano, C. Whitney

Absent Committee Members: ASB

Committee Resources and Guests: S. Lawrence, J. Maringer-Cantu, K. Billups, E. Ramones

I.   Call Meeting to Order – F. Harris opened the meeting at 1:07 p.m.
        a. Addition to Agenda: No Additions

II.   Approval of Minutes, Mar. 10, 2016 – The minutes were approved and will be posted on the intranet. Motion by F. Lozano, Seconded by S. Mulcare - all approved

III.   Action Items:
        a. Adoption for Gavilan College of the Canvas LMS through the state funded Online Education Initiative (OEI) – Sabrina Lawrence
            1. Sabrina presented the Distance Education Report to the Academic Senate dated 4/19/2016
        •   The Distance Education Committee approved moving from Moodle to Canvas.
        •   This is offered by the OEI group for free for 2 years, and Canvas will then cost approximately $40,000 annually after that.
        •   The OEI group reviewed Blackboard, Remote Learner and Canvas with 74 out of 75 members favoring Canvas.
        •   Canvas is Section 508 compliant, and this is certified by the state.
        •   Training in the use of Canvas will be provided by the Teaching and Learning Center (TLC).
        •   A FAQ page has been created by the TLC.
        •   There are some MIS issues to be resolved to provide the interface to Banner.
        •   The Distance Education Committee is requesting approval from the DTC to schedule our migration to Canvas, starting October 2016 with implementation in Summer and Fall of 2017.
        •   Motion to approve was made by Ron Hannon and seconded by Fran Lozano – all approved.

IV.   Information Items:

        a. Substantive Change Proposal for the online delivery of 43 programs and 35 certificates to the Accreditation Commission – Sabrina Lawrence.
        •   Sabrina presented the Distance Education Report to the Academic Senate dated 4/19/2016.
        •   This included information on the ACCJC approval to offer 43 programs and 35 certificates offered as on-line programs and certificates.
        •   These on-line certificates and programs were approved by the ACCJC in March, 2016.
        •   This is a great marketing tool to have Distance Education certificates and degrees.
        •   We are now in compliance.

        b. Progress on MIS Core Computing Upgrade – Mimi Arvizu
        • $216,000 in hardware was ordered to begin implementation of the core computing upgrade referenced in the Technology Audit Report by Angus-Hamer Networking corporation.

- This includes the data center storage and core servers.
- Fred requested additional information to take to the Board Budget Committee on why we are not using cloud storage.
- MIS will provide costs for the Ellucian Cloud services and cloud storage options.

c. Section 508 task force update – Jane Maringer
  - Section 508 Task Force committee met to work on the second draft of a checklist for procurement, which would be scanned and attached to a requisition prior to the requisition creation.
  - Examples of other community colleges VPAT forms have been received from Santa Barbara and DeAnza colleges.
  - There is a need to provide training on these requirements.
  - Their next Section 508 meeting is Wednesday, 4/27/16 from 3-4 in the MIS Conference room.

d. Proposed locations of consolidated Multi-Function Printers – Fred Harris
  - Fred presented a consolidated MFP renewal map for staff printers only.
  - The budget committee has rated highly the purchase of the software to set up the system.
  - Issues with current printers will be dealt with one at a time. Currently we are redirecting staff to nearby MFP's for printing needs.
  - Dana indicated that she will lose the connection with a student if she needs to get up from her desk to retrieve a printout.
  - Candice indicated that the A&R process for providing printouts for student schedules and fees paid would be difficult if staff had to walk to the MFP in their office area for each student transaction.
  - Fred acknowledged that there will always be exceptions.

V.   Next Meeting – May 12, 2016 - time 1-2 p.m. location to be determined

VI.   Report out to your constituent group.

VII.   Meeting adjourned – 2:00 p.m.

DISTRICT TECHNOLOGY COMMITTEE (DTC) MINUTES
Thursday, March 10, 2016

<u>Attending Committee Members</u>: F. Harris, M. Arvizu, D. Young, J. Maringer, J. Chargin,

<u>Absent Committee Members</u>: S. Mulcare, R. Hannon, F. Lozano, C. Whitney

<u>Committee Resources and Guests</u>: S. Lawrence, J. Maringer-Cantu, S. Salinas

I.   <u>Call Meeting to Order</u> – F. Harris opened the meeting at 1:09 p.m.
   a. Addition to Agenda: No Additions

II.   <u>Approval of Minutes, Dec. 10, 2015</u> – The minutes were approved and will be posted on the intranet. Motion by D. Young, Seconded by J. Chargin - all approved

III.   <u>Action Items</u>:
   a. <u>MIS Core Computing Upgrade</u>. F. Harris, S. Salinas and M. Arvizu
      1. Discussed handouts with bullet points from Angus-Hamer Technology Infrastructure Assessment and associated budget requirements
         - Many current hardware failures plus HR/Payroll coming on board require rock solid backup/disaster recovery solution
         - Disaster Recovery data needs to be stored off-site, preferably at the new Coyote Valley Campus. Coyote Valley needs to have dual connections for redundancy for this to work.
         - Wireless network is end of life, but core upgrades are needed first
         - IT closet upgrades required in buildings not renovated with Measure E funds. These still have 15 year old Cat 5 copper cabling
         - Multi-year rollout of system upgrades, per Angus-Hamer assessment
         - Recommend funding this year to the Budget Committee for 16-17
         - Motion by D. Young and Second by J. Chargin to take this to the Budget Committee for approval

IV.   <u>Information Items</u>:

   a.   <u>Printing Assessment Report</u> – Saul Salinas presented the printing status report update for faculty and staff.
      - Saul has been working with 3 vendors to determine current status and recommendations for future purchases
      - This is a multi-year effort with the focus this year on the purchase of Paper Cut software to monitor and charge back printer usage in an effort to minimize waste of resources and cut down on the 4 million pieces of paper used per year.
      - Saul presented a campus map of potential locations of new and existing Multi-Function Printers (MFP's). This would eventually remove desktop printers and replace with MPF's in appropriate locations.
      - Prioritization of MFP locations is planned for the 2017-2018 year.
      - Discussion on use of desktop units as scanners only
      - Privacy of printouts and special paper requirements controlled by user login
      - Next steps are to work with vendors to obtain best prices for appropriate models

   b. <u>Section 508 task force update</u> – J. Maringer
      - Section 508 Task Force committee met to work on a checklist for procurement, which would be scanned and attached to a requisition prior to the requisition creation.
      - Their next meeting is Wednesday, 3/30 at 4 pm in the TLC

    c <u>Update on implementing Canvas, FreshDesk and NetTutor</u> by Sabrina Lawrence

- The Distance Education Committee has been meeting to discuss implementation of Canvas as our Learning Management System (LMS)
- We are currently using Remote Learner at a cost of $10,000 per year. Canvas would be free for the first 3 years. OEI is working to secure funding for Canvas for future years, in the hopes that it would be free or at a reduced price. List price is between $30K and $40K per year.
- The Distance Education committee has found all positive feedback for Canvas.
- They will probably recommend changing to Canvas for Fall 2017
- NetTutor is a part of the Tutoring Center and provides on-line tutoring services for distance education faculty and students
- FreshDesk is help desk software which has a form for faculty to create trouble tickets to the distance ed email account so questions can be answered immediately or referred for additional information
- An FAQ database will be created from these questions and answers

    d <u>Pilot program for training online instructors through Title V</u> – presented by Sabrina Lawerence

- Title V is funding a pilot program to train online faculty to create courses and showcase their courses.
- 30 teachers total are expected to be included in this training

V.   <u>Next Meeting</u> – April 21, 2016 time 1-2 p.m. location to be determined
- Information item - Discussion of Video Conferencing – Sabrina Lawrence

VI.   Report out to your constituent group.

VII.   <u>Meeting adjourned</u> – 2:05 p.m.