

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 Unapproved

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 winter 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, December 8, 2016

Attending Committee Members: F. Harris (Chair), F. Lozano, V. Martinez, S. Mulcare, D. Young, R. Hannon, R. Kinman

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

I. Call meeting to order- F. Harris opened the meeting at 2:03 p.m.

a. Additions/Deletions to the agenda: No additions

I. Approval of minutes November 10, 2016 –

a. Motion to approve minutes by Veronica Martinez, Seconded by Rebecca Kinman

i. All approved

ii. Fran Lozano abstained

I. Information Items

A. IT Updates

- New IT team members – Kyle Billups

Karl Sachtleben is the new Webmaster for Gavilan College. Karl was a former Gavilan student, who previously worked at Defense Language Institute in Monterey. Fred provide a brief overview of shared governance.

- 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

Any new computers will have Office 2016 installed. The business skills lab will be upgraded over Winter Intersession 2017 because Gavilan will be offering Office 2016 classes starting Spring 2017. In addition, IT will install Office 2016 in the Library. IT plans to install Office 2016 on the remaining computer labs during Summer 2017.

- Status on Printer Upgrade and Consolidation Project – Fred Harris

The District is using Foundation for California Community Colleges contract to purchase Konica Minolta copier/printers. Contract will be included on the January Board meeting.

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

Brooke Boeding and Karl Sachtleben will be joining the Universal Access Task

Force. UATF reviewed Universal Access survey results and checklist. Next semester, UATF would like to conduct an electronic information audit for ADA compliance across all departments.

Karl mentioned a product called Compliance Sheriff. Jane explained that CCCO purchased a tool that can the District's web site for web accessibility. Jane will with Karl and introduce him to Sean Keegan from the Accessibility Center.

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

- Kyle contacted CI Solutions regarding banner integration and wild-card student searches. CI Solutions can enable wild-card searches for some locations, and disable wild-card searches at other locations.
- Dana asked if the new cards have a magnetic stripe, and if they will be compatible with the library system.
- Jane requests CI Solutions to send a VPAT
- Fred asked DTC to take action contingent on questions.
 - i. Dana motioned to approve CI Solution contract contingent on question
 - ii. Fran second

I. Next meetings –December 8 @ 2 pm.

I. Report Out to Constituent Groups – No reports

Meeting adjourned at 2:55 p.m.

Next meeting February 9, 2017

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.

I. **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.

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

III. **Report Out to Constituent Groups**

Meeting adjourned at 3:13 p.m.