

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, Sabrina Lawrence, Peter Howell, Kathleen Moberg, Rebecca Kinman, Shawn Mulcare, Irma Banuelos, and Dana Young

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

Absent: Eric Ramones, Ron Hannon, Sabrina Lawrence, 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.

I. **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.

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

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

Meeting adjourned at 3:11 p.m.