

DISTRICT TECHNOLOGY COMMITTEE (DTC) MINUTES

Thursday, March 10, 2016

Attending Committee Members: F. Harris, M. Arvizu, D. Young, J. Maringer, J. Chargin,

Absent Committee Members: S. Mulcare, R. Hannon, F. Lozano, C. Whitney

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

- I. Call Meeting to Order – F. Harris opened the meeting at 1:09 p.m.
 - a. Addition to Agenda: No Additions
- II. Approval of Minutes, Dec. 10, 2015 – The minutes were approved and will be posted on the intranet. Motion by D. Young, Seconded by J. Chargin - all approved
- III. Action Items:
 - a. MIS Core Computing Upgrade. 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. Information Items:
 - a. Printing Assessment Report – 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 MFP'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. Section 508 task force update – 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. Update on implementing Canvas, FreshDesk and NetTutor 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. Pilot program for training online instructors through Title V – presented by Sabrina Lawrence
 - 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. Next Meeting – 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. Meeting adjourned – 2:05 p.m.

Unapproved

DISTRICT TECHNOLOGY COMMITTEE (DTC) MINUTES

Thursday, September 15, 2016

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.

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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.

Unapproved

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

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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 accessibility 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.

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IV. Next meetings – November 10 @ 2 pm and December 8 @ 2 pm.

V. Report Out to Constituent Groups – No reports

Meeting adjourned at 2:05 p.m.

Unapproved

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.