



Technology Committee Meeting
February 21, 2017
2:00 p.m.
LLR 202

Minutes

COMMITTEE (√ marks those present):

√	Art Leible, Chair		Virginia Rapp Co-Chair	√	Irene Graff Inst. Research		Tiffany Ushijima ASO Student Rep
√	Robert Sutton SRC		Melissa Guess Financial Aid	√	Mari Baquir SSVC/Student Development	√	Howard Story Media Services /Distance Ed.
	Steve Waterhouse Admissions & Rec.	√	Thomas Brown Facilities	√	Claudio Vilchis ITS/Network		Luis Mancina ECCE
√	Andrei Yermakov Compton Center		Bill Mulrooney Admissions&Rec	√	Noreth Men Library		Idania Reyes Student Equity Programs
√	Erick Mendoza Campus Police	√	Will Warren ITS/Applications		Andrea Sala Foundation	√	Dipte Patel Counseling & Student Success
	Lisa Mednick Prof. Development		Rebecca Russell Library	√	Maria Smith Human Res.		Ann Garten Public Info.
√	Pete Marcoux Humanities	√	Thurman Brown Tech Services	√	Paul Yoder IT Security		

“The Technology Committee serves as the consultation committee for campus-wide technology planning. The committee evaluates needs, strategizes solutions, and proposes recommendations for College

technology. The committee develops, monitors and evaluates implementation of the College Information Technology Strategic Plan.”

I. Old Business

- a. The minutes from the November 15, 2016 Technology Committee meeting are approved. The committee was asked to bring their own copies of the minutes’ next meeting.

II. Current Projects Update

- a. MPOE – The fiber has been laid by AT&T for the MPOE (Main Point of Entry). They are fusing the cables together (fiber optic and terminating the copper). CENIC is building circuits through the infrastructure of AT&T. They have specked out the racks for installing our equipment and routers and it is in process. We will forward a date and timeline for the demo to Facilities as soon as we have one.
- b. Ricoh/Docuware - We have completed all of the Human Resources (HR) archives. They are now working with Admissions & Records (A&R) to assess how their archives should be indexed, either lump summed or individual pages.
- c. Starfish/Early Alert/Ed Planning Initiative – We are looking at two tools for Starfish, one is Early Alert and the second is Degree Planner. Early Alert is a tool where faculty can raise flags, alerts and kudos when tracking students’ progress. We are going into the second phase of Beta Testing for Early Alert in the spring. We are launching it on March 6, 2017. We have training planned for both the El Camino main campus with twenty-one faculty members and the Compton Center with six faculty members. Degree Planner, an online academic planning module that gives the student a personalized, step-by-step roadmap that helps students explore options based on their progress in his/her program of study. We are starting to do the testing of the seventy certificates of achievements. That training is this Friday, February 24, 2017. We anticipate cleaning the entire program and uploading the photos from the previous two years by the end of spring.
- d. Maxient – Completed.
- e. Canvas – We have 127 course sections which is almost the same as what we have for Etudes. We are out of beta and we’re actually running the spring semester for all of the requests for sections online.
- f. CI Track – We currently have four kiosks and have a request today for a fifth kiosk. We have created reporting so that the labs can do their own

reporting services out of their attendance stats in their labs. We are deploying that out to all users that are allowed to see that data.

- g. Encryption on Mobile Devices/LoJack – Moving forward with the new mobile devices that we purchase or need to re-image, we are looking to install Bit Locker.
- h. WiFi Project – Phase 1, infrastructure for switches is complete. There is an increase in port that WiFi devices can attach to. Phase 2, the services project of deploying the controller of the infrastructure and access points of the WiFi project is still with legal. The equipment has been ordered and has a 4-6 week lead time.
- i. Portal Upgrade – We are upgrading the Portal to SharePoint 2013. We are expecting to bring it online in the March 2017 timeframe. After the Portal is tested and is up and running we will add mobile registration.
- j. Security – Paul Yoder gave IT Security presentation at 2016 New Classified Employees Orientation. We've created Spam Incident Procedure. We've created Ransomware Incident Response Procedure. There is a now a completed Rapid7 SIEM POC. We've completed a Barracuda spam firewall upgrade and implemented ForcePoint Triton AP Web on test group machines. There will be an ITS Info Security bulletin going out monthly to entire campus. When we switched over from Unitel to the SQL we turned off the password 180 day automatic reset. We will time it to turn back on where everyone's password does not expire during the summer break. We will make an announcement once we clear the timeline and with the cabinet and VP's.
- k. Comprehensive Master Plan - Tonight Irene Graff will present to the board the first reading of the Comprehensive Master Plan which includes the Educational Master Plan, Technology Master Plan, Enrollment Master Plan, Facilities Master Plan and the Staffing Master Plan. The committee has presented the Technology Master Plan to the Board.
- l. New Technician position - We are going out for hiring for a new Technician position to fill the position left vacant from Dave Murphy's retiring. There will be some internal movement but basically, we will have a Technician that will cover Tuesday through Saturday from 7:45 a.m. – 4:30 p.m. before the end of the spring semester. Also, Sal Valencia, audio-visual technical support for the classrooms will now work with Tech Services and Thurman Brown as of March 1, 2017. On that day users will be able to call the Help Desk and place a ticket for their audio-visual

needs. You will be able to email the Help Desk and send screen shots as well to help better navigate the issue.

III. New Business

- a. Survey Results – We are responsible for completing an annual survey of how well we are performing and whether or not we met our own expectations. Irene Graff presented the attending committee members with the result of the survey completed by nine participants (29% of the committee membership). The grade we received was a B+. The results are available upon request.
- b. Roles and Responsibilities – Art Leible and Irene Graff will work with Lisa Mednick to build an orientation package for new members. We will focus on orientation, purpose and roles at our next meeting.
- c. Possible Goals – Master calendaring software. This software will take all of our district calendars and pieces from each department and include them on a single calendar. This calendar will include which rooms have which faculty in them and when they are in use. The software will include the A&R schedule (i.e. registration, cutoff for drop/add, etc.), academic and event calendars. A subcommittee of the Technology Committee with a chair person will head this projected goal. We are looking for volunteers to both chair and participate on this subcommittee. The purpose of the subcommittee will be to look at the technical specifications of what it is that we want to do, such as how the software has to interactive and operate with Colleague. The subcommittee will present their findings to the Purchasing Department being that this will go out as an RFP (Request for Proposal). We expect to have a proposal together by the end of this fiscal year, June 30, 2017.

The second project is Zero Tolerance for Paper. We will start designing a single system to provide work flow, forms engine and eSignatures to all a move to all online forms and processing. This project will probably be contracted to a partnership of companies softwares to complete this goal. We are speaking with companies regarding the initial cost we expect to incur. We will start with exploring Esignature's in purchasing.

Disaster recovery will be part of the responsibility of the Technology Committee and is a requirement. We have looked at some cloud storage and SAN (Storage Access Network) as a possibilities. We will start moving students to Microsoft 365 cloud based email once we have proven documentation that it is secure in the fall of 2017. We are working out the

specifics of moving the students off the servers first, then select administrators, on to the rest of the campus.

- d. Device Standard - El Camino College's current standard for new devices is Windows 10 with Office 2016. We have the ability to push Office 2016 out remotely. We are developing a plan to upgrade everyone from Windows 7 and Office 2010 and 2013.
- e. HP Products - Thurman Brown presented two HP devices, a laptop and an all-in-one, for the Technology Committee to inspect and consider. They are both slightly more cost effective than the comparable Dell products. We will post the specs for the considerations on the Tech Services website. The ForcePoint and BitLocker will be automatically installed on the new devices.

IV. Meeting Adjourned

- a. The meeting was adjourned at 2:56 p.m.

C (COLLABORATION) – “Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.”