



Technology Committee Meeting
October 17, 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	√	Pete Marcoux Acad. Senate
	Steve Waterhouse Admissions & Rec.		Thomas Brown Facilities	√	Claudio Vilchis ITS/Network		
	Andrei Yermakov Compton Center		Patrick Ko Purchasing	√	Thurman Brown Tech Services	√	Idania Reyes Student Equity Programs
√	Erick Mendoza Campus Police	√	Vladimir Vasquez ITS/Applications		Andrea Sala Foundation		Dipte Patel Counseling & Student Success
√	Lisa Mednick Takami Prof. Development		Paul Yoder IT Security	√	Maria Smith Human Res.	√	Jane Miyashiro Human Res.
√	Gema Perez ECCE	√	Christina Gold		Brian Fahnestock Admin Services	√	Will Warren ITS/Applications

“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

Review and approve minutes – Minutes from the September 2017 Technology Committee has been approved.

- a. Retirement - Will Warren is leaving El Camino. This will be his last Technology Committee meeting.
- b. New Employee - Introduction of Vladimir Vasquez, the new Supervisor of Applications Development. The Programming and User Support staff will report to him.
- c. Hobson's/EarlyAlert/EdPlanning/Canvas - We are in the midst of making a link between our Hobson's, Early Alert/Ed Planning and Canvas. One link in one direction is connected. If you are faculty and you are in Canvas, it will link you to the Early Alert/Ed Planning. We have not received the link to Hobson's at this time but anticipate the connection this week.
- d. Self-Service for Colleague – Self-Service will have both look and feel differences not only in the Portal for WebAdvisor for student advisor and employees but there is also an app for Student Services where students can perform self-service. We are in the testing phase at this time.
- e. WiFi Project – We have completed Phases I & II. Phases III & IV are about 90% complete. We have WiFi in almost every building on campus that won't be demolished in the next two years. We have coverage on the outside areas where students tend to gather most (i.e. Library, Café Camino, Baseball field, etc.). We currently have secure networks for ECC Staff, ECC Wireless and will be adding an ECC Guests to accommodate guests at meetings and events on campus. We will discuss the protocol for password requests.
- f. Office 365 Project – We recently solved a sync issue and are in the process of changing authentication methods with Office 365. We will then create test accounts and migrate new students that register for the Winter/Spring sessions.
- g. HP Computer Refresh – Since last meeting we have received 100 of our HP computers for the campus equipment refresh. The remaining 209 computers are scheduled to ship on Thursday. We are working on imaging those for deployment. Thurman has submitted his refresh plan to Art to keep the campus under warranty. An outline for the cost per year

for the next 4-5 year life cycle will be provided to the VP of Administrative Services, Brian Fahnestock.

- h. Enterprise/Document Management System – We will start taking advantage of the technology we already have throughout the campus and marrying that with the pieces that we don't have. We are able to move faster and with less cost with what we know works and are comfortable with. The downside is that the departments will need to work directly with the vendor and ITS will be there only for support.
- i. SQL Database Upgrade – On hold.
- j. Google for Education – The Academic Senate just saw a first reading of a proposal the Academic Technology Committee created proposing Google for Education that provides tools that the faculty can use that aren't available to the general public. The Academic Senate will vote on the proposal at their next meeting. Pete Marcoux will present the results to the Technology Committee at the next meeting.

II. New Business

- a. Jane Miyashiro, Vice President of Human Resources presented to the committee the Human Resources Technology Needs (Phase I). Jane is familiar with each of these companies and their processes.

The first area of concentration is "Onboarding New Employees." The suggested vendor for Onboarding is the company SilkRoad. SilkRoad is an online onboarding experience that can be customized to engage new employees into El Camino College's workforce using online payroll forms, digital signatures, electronic routing of paperwork" and targeted information to help new employees integrate faster into our culture and their work area.

The second area of concentration is "Employee Benefits" offered by BenefitBridge. BenefitBridge is offered through our current benefits broker, Keenan. It is a fully-automated online portal that will eliminate paper benefits forms, serve as a one-stop information source for employees who want to see what they're enrolled in and levels of coverage.

Finally, "Electronic Forms" offered by Formstack. Formstack is an easy-to-use form builder used to gather data and automate day-to-day tasks in just a few clicks. Online forms can be embedded into webpages or emailed as hyperlinks. Multiple layers of security and HIPPA compliant.

III. Meeting Adjourned

a. Meeting adjourned at 2:59 p.m.

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