Technology Committee Meeting
March 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 Mancia 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		Patrick Ko Purchasing

"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. Review and approve minutes – The minutes from the February 21, 2017 Technology Committee meeting are approved.

b. Current Projects Update

    i. Ellucian Conference – Will Warren and Cheryl Shenefieild are at the ELive Ellucian Conference in Florida.

    ii. Building Moves – A portion of the occupants in the Administration Building is currently being moved over to the Communications Building. Rob Brobst in Facilities is in charge of that move. ITS is currently not involved in the move.

    iii. Faculty Computer Lifecycle – We are currently ordering roughly 200 machines for next year's lifecycle which will be for Art & Behavioral Sciences and Music.

    iv. Library – We have ordered HP machines to replace the current Dell machines in the Library kiosks per functionality and costs.

    v. Humanities – We were able to retire Parscore.

    vi. MPOE – We are currently moving the MPOE (Main Point of Entry) from the Administration Building to the ITEC Building's Data Center. We are moving our telephone lines at the end of this week. We are also working with our ISP to coordinate that with them as well.

    vii. 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.

    viii. Campus WiFi – We are starting our campus WiFi project. All contracts have been signed. Our Kickoff meeting is scheduled for this Friday. We are anticipating an August 2017 completion prior to the start of the semester. We will start with the most populated buildings and work our way through the campus. We will send a memo to the campus with the announcement of the project.

    ix. ECC Portal – We are working our contractor, Ellucian, on an issue with the portal. We are anticipating a deployment by the end of

next week depending when we can get the systems administrator support remotely.

    x.   Office 365 – We continue to work with the vendor on this process. We will start with a test then move students first. Our timeline for completion is prior to the fall semester of 2017. With this students and employees will receive Windows Defender, 1TB of storage and the ability to download the latest version of Office on 5 of your devices. Public Relations will issue best practices on Cloud-based programs.

   xi.   Canvas ILP – With Art Leible attending the CISOA conference, we should have a better idea of where we stand when he returns. As of now, we are still looking at the end of April 2017.

c. Annual Goals

    i.   Master Calendar Scheduling System – We are working on a single calendaring system for rooms, required dates from A&R, Community Relations and event calendars. Rory Natividad is the chair of that group.

   ii.   Integrated forms engine and workflows – We are currently working on making the college paperless eSignatures and electronic documents. We are currently archiving but moving forward we would like to go entirely paperless. We will ask for input from every department to accurately determine the capacity that we currently use. We will continue to use Docuware and Ricoh. Melissa Guess is the chair of this group.

  iii.   Enhance integrated Security infrastructure for all networks, systems, and data and costs – One of the main goals of the 5-yr. Info Security plan is to enhance the integration of security into our entire infrastructure - including all networks, systems, and data. To accomplish this, it will mean taking a critical look at what we have in place now, and how we can complement that by either replacing or adding different components and layers of security that all work cohesively together. The end goal should be to have protective measures and controls in place that fit seamlessly together in order to close as many security gaps as possible. This will not only take a significant amount of time and effort to make happen, but also a significant amount of commitment in treasure by the ECC stakeholders. Just the Next Gen Firewall Replacement Project alone could cost upwards of $1.5 million. However, compared to the cost of a significant data breach in terms of loss of public confidence, damage of our reputation within the California

Community Colleges system, and potential fines and remediation costs – it's still a bargain. This will not affect assistive technologies.

iv. Disaster Recovery Plan and Business Continuity Plan – Over the last two years we have been conducting inventories of hardware, software, servers and switches. We are looking at our equipment rooms to determine where items are located. Because we have more than one server room we are now splitting some of the services, servers and systems and cloud based components for what we have and determine what our capacity is. Once we establish that we will look at what our risk is and mitigate risks versus costs. Security is an area that we are trying to mitigate quickly.

II.   New Business

a. Roles and Responsibilities – The section in the Technology Plan (now online) there is a section called Technology Governance. It translates what the Technology Committee does for the college and the student learning experience. We will revisit this point in the next meeting.

b. G Suite from Google – Pete Marcoux would like the committee to explore the possibility of running G Suite for education alongside other systems we have. There are many faculty and departments that have requested G Suite. There are some advantages such as accessing certain programs in Chrome that we are currently not able to access. The most popular program requested was Gmail. If we can get a bullet item list of pros and cons of G Suite the committee will review and consider.

c. Mobile Payment Gateway – We are still researching the Mobile Payment Gateway contracts. We will present information once we receive it. We will also review the survey for the most popular phones used on campus. We have extended the window to spring 2018 which will give us time to revisit such as mobile registration, mobile payments and WiFi.

III.   Meeting Adjourned

a. The meeting was adjourned at 3:01 p.m.

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