



Technology Committee Meeting
August 15, 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		Luis Mancía ECCE
√	Andrei Yermakov Compton Center	√	Patrick Ko Purchasing	√	Thurman Brown Tech Services		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	√	Paul Yoder IT Security		Maria Smith Human Res.		Ann Garten Public Info.

“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 – Minutes from the July 2017 Technology Committee has been approved.
- b. Current Projects Update
 - i. Library – The Library pay-to-print is completed. Students are able to pay by cash or credit cards for their printouts.
 - ii. Hawthorne Business Center – AT&T did not coordinate the July 19th schedule the termination of the connection from the Administration building and move it to the ITEC building. They are rescheduled for tomorrow, August 6th.
 - iii. Ricoh/Docuware – We are still in the process of completing the digitization of hard copies for A&R. They will provide us with an electronic version for backup. We don't have a deadline as they are still in the midst of the A&R validation process.
 - iv. IOP/Canvas – The ILP (Integrated Learning Platform) automation between Colleague and Canvas has been delayed again. They will release the start date in September.
 - v. Portal – The Portal is completed. We have all the functionality we had previously.
 - vi. Wi-Fi Project – The WiFi project is progressing. We have 520 of the 720 access points up and operational. We have the Library, parts of Music and the Arts complex, Facilities and some externals left. A lot of the buildings had environmental hazards that we had to address. We are about 70% complete.
 - vii. Office 365 – We started the migration wizard. It reached 90% and it crashed. We will be calling support for help.
 - viii. Student Self Service for Colleague – The kickoff for implementation will begin on August 23rd. We will follow with other self-service modules.

- ix. Computer Replacements – The order for the replacement computers was input two days ago. We are going to begin deployment with Art B, Music and Fiscal Services.
- x. Campus Student Labs - We are upgrading the student machines in all the labs on campus through SCCM. We should have the upgrade completed by the end of next week, prior to
- xi. Staff Upgrade Test Process - HR wanted to test the upgrade to Windows 10. We have come up with a solution where Danny Izaguirre will set up the migration on Friday night and Nzita Bell will come in on Saturday morning to complete the migration. If the test is successful Thurman Brown will implement this process. In the areas of Student Services and Financial Aid, if Dipte Patel or Melissa Guess has a test system (i.e. Hershey) they want to upgrade, we'll use the same procedure to test the migrations of their systems as well.
- xii. Splunk – the log aggregator software that was given to us by the CCC Tech Center is currently being installed and configured. The only caveat is that we have a 10GB/day limit as to how many log files we can process. We will have to start with servers only and then see how much is left over for network devices (firewall/switches).
- xiii. Tenable Security Center – this SIEM and vulnerability scanning software should be fully operational by next week (8/21). We will have to test the new Utelogy hardware with it first before we can begin campus-wide scans.
- xiv. KnowB4 – this anti-Phishing user training software has been purchased and is currently being configured. Testing will commence next week (8/21) and the user Phishing tests should begin in September. A special presentation of this software will be given on 8/24 at ECC FlexDay.
- xv. Windows Creator Update – this new update slated for a Fall 2017 release will be a major upgrade that includes some anti-Ransomware capabilities. This will help us to close even more security gaps and should be a motivator to finish the campus-wide Win10 upgrade initiative as soon as possible.

c. Annual Goals

- i. Enterprise Document Management System (paperless college) – We are going out for proposals. We will not participate in any demos from prospective companies until after the proposal process. We will follow the process of announcing, accepting submission of bids, and establishing a vendor selection committee. Melissa Guess will chair the committee. At that point we will entertain demos.
- ii. SQL Databases upgrades – testing and checking – There is no change on the SQL Databases upgrades.

II. New Business

- a. Enrollment Management CRM Recruit – The CRM software tracks prospective students all the way through to registration. This software will allow us to generate better reports and analytics. More importantly, it will allow us to improve communications with the prospective students. At this point it is at the President level pending approval.
- b. Document Management RFP Process - Email invitations along with bid documents will be sent to vendors. We will then allow a few weeks for vendors to submit RFIs (Request for Information) to address any questions pertaining to the bid docs/RFP. After we issue an addendum to answer all questions, we will give vendors another 1-2 weeks to submit their final proposals. We will then schedule presentations/demonstrations with each vendor and evaluate/score.
- c. EDMS Initiative – Irene Graff presented EDMS Initiative documents to the committee to review. Documents include: 1) Summary of the Features Survey (as discussed at the July meeting), 2) Employee Forms submitted (we are still missing some key departments, such as Fiscal) and 3) Forms for Students, the Public and Other. The faculty were not included in the survey process however, we intend to present the processes to the Academic Senate for their feedback. We are continuously receiving lists of needs and desirables that we will compile and discuss.

III. Meeting Adjourned

- a. The meeting was adjourned at 2:36 p.m.

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