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.	√	Brian Fahnestock Admin Services	√	Claudio Vilchis ITS/Network		Sal Valencia Tech Services/AV
√	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	√	Carolyn Pineda Inst. Research	√	Crystle Martin Library/LRC

"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.   Introductions

    a. Joining the Technology Committee is Crystle Martin, the new Director of Library and Learning Resources.

II.   Old Business
    a. Review and approve minutes – Minutes from the December 2017 Technology Committee has been approved.

    b. Current Projects Update

Enterprise Document Management Status (Leible) – We have decided to go with best-of-breed instead of average. We are pinpointing specific software for certain areas that need it most.

TimeClock Plus - We currently have contracts signed and are in the discovery and information phase for TimeClock Plus that will allow us to automate our timekeeping necessities for part-time and student hires this year. Next year we will transition to full-time Classified employees and both full and part-time faculty.

FormStack - A requisition was sent today for a tool called FormStack which is an online forms engine that has workflow, electronic approval and e-signature capability in order to automate most of our forms.

Self-Services Forms (Leible) – We are progressing with forms for Finance, Financial Aid, A&R, Student Account Finance eventually grades and other items for the faculty. Finance will start meeting within the next two weeks for student views.

CampusLogic - We are pursuing a software called Campus Logic for Financial Aid. Which in addition to self-service should put us in a position where 99% of all forms that they use will be automated.

Silk Road – Human Resources is looking at an employee onboarding software called Silk Road where forms such as the I-9 with electronic signatures will be a legally accepted document online.

Keenan Bridge – A completely automated and online Human Resources benefit package for both new employees and Open Enrollment.

Canvas Colleague Integration ILP (Perez) – The vendor was able to push information over from one test to another. They still have a few issues that they need to work out. Prior to this conversion, Gema Perez has had to build

every shell individually for every faculty in Etudes. This ILP system will automate this process for faculty, students and other information that will update nightly.

Office 365 Student Email (Vilchis) – We have enabled Office 365 login. Anyone on campus who has an El Camino email address can login to Office 365, OneDrive, Teams, Word, Excel and other tools available through Office 365. We are in the process of testing accounts and will move to encryption from there.

Google for Education (Marcoux) – We have set up a server to allow Google for Education to be used on El Camino's campus. We have the tools to manage devices. We are going through the process of going through a more formal agreement to have access to more tools.

Annual Review Technical Goals (All) – Some of the items that we are looking to expand to the campus are: classrooms of the future which includes the Google for Education in which we mentioned earlier, laser projectors, monitors that instructors has access to via their iPads, classrooms without cable support, etc.

Human Resources is also looking at a software to have employee evaluations and components of the hiring process that we currently utilize via iGreentree online.

For Student Services we are looking at a tool called Colleague Scheduler. This tool will allow students to pull up our Course Schedule on a website that allows them to put in their availability for class times. The site then processes and populates available classes that are their best options based on their criteria.

Annual Committee Evaluation – We are asking all committee members to log-on and participate in the evaluation survey. The results of the survey will be tabulated and made available for the February 20, 2018 Technology Committee meeting.

Campus-wide Survey tool – We have agreed that there needs to be only one are searching for a single software tool that is accessible to the entire campus that provides secure data on results, better reporting and better granularity than some of the tools we currently use. The committee will take a month to look at some of the tools offered and we'll survey the committee for recommendations to present to the Academic Senate.

III.   **New Business**

Accessibility – Rob Sutton brought to the committee's attention that there was a state audit of accessibility. Three community colleges in our district failed in technology compliance. As a committee we want to make sure we run all of our websites and new content ADA compliant prior to being published.

Adaptive Access Room/Library – Claudia Striepe brought forward a request of the committee to fund two scanners with a printer to work along with the new computers they recently had installed. If those computers do not work, they may have to ask for computers as well to remedy an equity and

accessibility issue for special needs students. Claudia was advised to present her request to Dr. Shankweiler and we will move forward from there.

Policies - The policies that exist right now are severely out-of-date. We are in need of an update to include mobile technology, social media content, re-do the acceptable use policy and make it modular so that the word policy is a small paragraph that relates to all the different administrative policies. Some of the policies have been vetted by the Chancellor's office and other's we will compose.

User Training for Spam/Ransomware – We will be migrating to variants that requires implementation of specific training modules.

Firewall – We have been working on the new Firewall for several months. We are approaching the end and should have it up and running.

ASO – Students are reporting that the WiFi is running slow in the MBA, ITEC and Humanities buildings. Claudio Vilchis will look into it areas that are reporting dead spots or other issues.

IV.   Meeting Adjourned

   a. Meeting adjourned at 2:38 p.m.

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