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<tr><td></td><td colspan="3">Technology Committee Meeting
October 19, 2021 -- 2:00 p.m.
Via Zoom Conference</td></tr>
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Minutes

COMMITTEE (√ marks those present):

√	Loic Audusseau, CTO ITS, Chair	√	Crystle Martin, Library/LRC Co-Chair
	Ann Tomlinson, VP Admin. Services	√	Brenda Thames, Superintendent/President
√	Josh Armstrong, Campus Police	√	Stephanie Burnham, Academic Technology
√	Laurie Dawdy, Guest/HS&A	√	Leo Barrera, ADA Compliance
√	Stephanie Dewitt, Purchasing & Risk Mgmt.	√	Ryan Gan, Library
√	Gary Greco, SRC	√	Jorge Gutierrez, Facilities
√	Brian Krause, SRC	√	Marlow Lemons, Mathematical Sciences
√	Peter Marcoux, Academics	√	Marci Myers-Mojica, Institutional Research
√	Ann O'Brien, Marketing & Communications	√	Dipte Patel, Counseling
√	Gema Perez, ECCE		Makayla Propst, ASO
√	Idania Reyes, SSC	√	Beverly Rouse, Administrative Support/ITS
√	Linabel Sajo, Applications/ITS	√	Moises Santander, Student Representative
	Noe Servellon, Student Representative		Susan Shapiro-Baker, Administrative Support/ITS
√	Maria Smith, Human Resources	√	Hiep Tran, Interim Tech Services/ITS
√	Sal Valencia, Audio Visual/ITS	√	Claudio Vilchis, Network Services/ITS
√	Moses Wolfenstein, Distance Education	√	Steve Waterhouse, Enrollment Services
√	Paul Yoder, Information Security/ITS	√	Douglas Graham, The Alma Group/Guest

STATEMENT OF PURPOSE

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.

Strategic Initiative – C – Collaboration

Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Agenda

1. Welcome – Committee Chair Loic Audusseau opened the meeting.

2. Agenda Review – It was proposed that the committee revisit the topic of Mass Email Etiquette to include the proper forum for mass emails. Loic is forming a working group to present options and solutions on this topic and will present their findings at a future date. The Committee accepted and adopted the agenda as presented.

3. Approval of Minutes – The Committee accepted and adopted the October 19, 2021 minutes as presented.

4. AP 6365: Contracts – Accessibility of Information Technology – An informational presentation of AP 6365 was presented to the Academic Technology meeting and is now presented to the Technology Committee. Once the proposal makes its way through the collegial consultation process, we will present it to the Board of Trustees for approval.

    In 2017, the District entered into a settlement agreement with the Office of Civil Rights that required the creation of policies or administrative procedures that address general accessibility issues. AP 6365 applies specifically to contracts to accessibility of information technology. Considerations for exemptions in the language of the AP can be presented to Cabinet.

    AP 6365 is based on an existing template that was created by the California Community College League that establishes that technology vendors who want to do business with the District should certify that they comply with the requirements of Section 508 of the Rehabilitation Act of 1973 and requires that we procure information and communication technology that is accessible to all individuals with disabilities. Once the AP is Board approved, the requirements and obligation to the Office of Civil Rights is fulfilled.

5. Working Groups
    a. Ellucian Colleague Improvement Plan – Linabel Sajo presented. SEVIS was put on hold for compliance issues we've encountered. We completed cloning of Sandbox. We are on track with Colleague Vanilla is on track and we have completed 90%. We've completed the change process re-engineering and regular maintenance is scheduled every third week of the month unless there is a conflict with school events. In that case, we will move the maintenance to the weekend. We have completed Ethos and the first integration of Phase One that we performed is live on the California Virtual Campus. The Implement ILP5 is on-track and we have completed 80%. We are on schedule with the update of Colleague Interface to UI5. We are implementing Faculty, Graduation Applications and Budgets in the Ellucian Student Self-Service. ECC Go is live. OneCard Virtual ID pilot has completed and we anticipate going live on December 1st. We have renewed

On-Demand training. We are working on a custom process of the Cloud (AWS) migration with the assistance of Ellucian. If anyone needs end-user training, please reach out to Loic Audusseau.

b. Data Governance & Management – Loic Audusseau presented. The Data Governance roadmap is posted on the Technology Committee SharePoint drive. Viviana and Loic engaging in conversation with two companies and consolidating information to present to the Technology Committee. We don't have a target date set.

c. Asset Management & Technology Spending – Loic Audusseau presented. We discovered that El Camino did not have a formal asset management system. Fiscal Services secured a new solution provided by Asset Works which is a web based fixed asset management solution. The company is currently converting all of our fixed asset data from physical inventory into the system they're setting up. Jeff Hinshaw is leading the effort.

d. Technology Strategic Plan – Crystle Martin presented. We are working on the next Technology plan. The Committee was provided with a copy of the goals. The items listed in green are completed, yellow is in progress and red are those we no longer need. The list is quite extensive and there are a lot of goals listed. We are making a lot of progress and are waiting for guidance from Institutional Research on interim goals and the next plan.

e. Information Security Awareness/Disaster Recovery (DR) & Business Continuity (BC) – Paul Yoder presented. The Cyber Hygiene and Cryptocurrency presentation at the Professional Development Day was a success with approximately 40 participants in attendance. We had an issue with Microsoft licensing, but have worked it out. The Amazon Web Services contract was approved by the Board of Trustees. The Dell RP for virtual machine replication software, the mechanism to duplicate our environment from the premises on campus to the Amazon Web Services cloud, experienced issues with Azure. They are looking to patch it. Our estimated timeline is January or February of 2022.

6. Infrastructure Upgrade (Phase 2) – Scheduled Maintenance & Special Repairs Program – This program is a state program that provides funding to districts for non-recurring repair and maintenance of facilities, formerly known as the "Deferred Maintenance Program." The current Budget Act does not require districts to match the state's contribution for scheduled maintenance. We are looking at $7.8 million dollars. We've submitted a proposal of $4.9 million to the 2021-26 Scheduled Maintenance Special Repair Five Year Plan (SMSR 5YP) on October 4, 2021. In addition, we submitted a proposal of $2.9 million to the 2021 Physical Plant Instructional Support (PPIS) – Block Grant Funding to the Chancellor's Office for approval. The top four priorities for the five-year plan are: 1) Campus IDF Room HVAC & Rack Replacement, 2) Campus UPS Unit/Battery Replacement, 3) Power over Ethernet (PoE) Switch Replacement and, 4) ITEC Backup Chiller Replacement. For the Block Grant funding, we have two projects that are priority: 1) Wi-Fi 6 Replacement and Classroom Audio/Visual & Hyflex Equipment Replacement. We are waiting for the Project Funding Proposals (PFPs) to be signed by the Chancellor's Office. In the meantime, the full document presented to

the committee is available for review on the Technology Committee SharePoint page.

7. Facilities Master Plan – Douglas Graham gave an update on how the guiding principles and objectives are evolving. He presented some of the preliminary scenarios that the District is dealing with and the next steps. The administration is focused on achieving a 21st century infrastructure, the Wi-Fi, Ethernet, and uninterrupted power. We are also looking at the definition of sustainability, not just environmental but how we strengthen the community, and do it in a way that provides us the financial resources we need in order to be mindful of the total cost of ownership, not just initial cost of systems, but the long-term life and renewal of systems as well. Through the master plan, we intend to use both physical and operational methodologies to help facilitate student's success and enhance it. The plan is to create places on campus where students want to be and to make sure that they are accessible using universal access principles of technology, and provide safe environments, not only in the instructional environments but the service environments. The plan is to create a facilitated and augmented environment as the base plan. Questions and comments on the Alma Group presentation can be emailed to Loic Audusseau and he will pass them along to Douglas Graham.

8. The Committee approved the proposal to extend the meeting by ten to fifteen minutes to accommodate the Piazza presentation.

9. Piazza – Moses Wolfenstein presented. Piazza was developed by as Stanford student in 2009. Although there is a free version of the software, there is a fee-based version in which we previously obtained approval to purchase. With the paid subscription, you have access to polls, statistics, and other features. Piazza is primarily geared towards classes with math notation, computer program and statistics, but is not intended for only those types of courses. It has a more robust search features for discussions that you can separate by tags. Faculty are able to endorse answers from students, as well as mark questions as resolved. A faculty can create a post and students can collaborate on a response to it. At the end of the term, the faculty has the ability to close a discussion. The cost is $379 per term/per course. The recommendation from online digital education is procuring 5-7 licenses for now. The licenses do not expire. If more faculty are interested, we can revisit the purchase of additional licenses at that time. Piazza is committed to accessibility and has partnered with eSSENTIAL Accessibility to offer a free assistive technology app to members of our committee who have trouble typing, moving a mouse, or reading. A motion to move forward with the pilot project for Piazza was approved by the Committee.

10. Adjournment – The meeting adjourned at 3:55 p.m.