TESS Executive Committee
April 26, 2019 – 10:30 a.m. – 12:00 p.m.
District – ATTC 119
114 S. Del Rosa Dr., San Bernardino, CA 92408

Agenda Items	Discussion
1. **Introductions**	Brandi Bailes, Yvonne Beebe, Luke Bixler, Jason Brady, Joe Cabrales, Andy Chang, Jeremiah Gilbert, Joe Ho, Rick Hrdlicka, Rhiannon Lares, Jeremy Sims, James Smith, Scott Thayer and DyAnn Walter.
2. **Review of the Minutes**	Minutes are posted on District web-site: http://www.sbccd.org/District_Faculty_,-a-,_Staff_Information-Forms/District_Committee_Minutes/TESS_Committees.aspx Motion to approve by Brandi Bailes, seconded by Jeremy Sims.
3. **Committee Charge**	Develop, monitor, and update the Technology Strategic Plan and District IT Prioritization Process, ensuring alignment between the District-wide use of technology and the Board of Trustee's imperatives; Review, prioritize and monitor District-wide IT projects.
4. **TESS staffing changes – TESS Managers**	Jeremy Sims reported that we have brought back Laz Mascarenhas as a professional expert to assist with Help Desk tickets. Andy Chang stated that TESS provided a staff member to Fiscal Services for 2-3 years to work on a project. Fiscal created a new position and she moved into that position. TESS currently has a vacancy for a Systems Analyst. We are currently waiting to see what the IEPI recommendations are and then will decide what to do with the position. Rick Hrdlicka stated that there are no changes at SBVC. Wayne Bogh just hired a replacement position recently and his job is currently being flown.
5. **Institutional Effectiveness Partnership Initiative (IEPI) – Luke Bixler**	Luke Bixler reported that he attended a meeting yesterday to prep for the next IEPI visit. They captured input from a series of different groups and created a summary of the visit. They will be coming back on May 7th for a second meeting. There will be a total of three IEPI visits. A plan will need to be built out and steps requiring money and how to go forward with the plan will be discussed. They will send us a menu of options and then flush out the plan. They went back to detailed treatment for the first visit; took the initial memo and Luke mapped that back into the plan. Luke shared the information with Jeremiah Gilbert and we are

	good for the rough draft for the second meeting. Luke shared a phone discussion he had today with the person overseeing the plan and she provided updates and is working on a menu of options that will be coming soon. We are expected to get a rough draft after menu of options is received, which should be early next week.
6. Technology Updates – Jeremy Sims	Jeremy Sims reported on several security issues: • Replaced anti-virus anti-malware from Symantec to Traps. • Set to roll out user security awareness training and from there all new hires. • The State gets about 100 licenses through SANS. They will be getting a big license at the start of the fiscal year. • State free Tenable software to scan all of software resources and it reports back to us. This was implemented about a month ago. • Email footer for any email from all external email. o Joe Ho received emails from students because they are afraid to open the email due to the footer in fear of spam. Typically, students email the professor. Students use Gmail which is an external email, so footer gets put on. We are aware of the issue and are looking into solutions now. This is not a big enough issue to turn it off altogether. More people have said it is helpful. • Email encryption to where nobody is to view it, forward, print or screen shot. Put in a phrase and will take care of all of it for you. The user will get an email message sent with an encrypted message and you will need to authenticate a one-time password or a major email provider such as Google can do it from there. This is still in testing mode. • We are in the midst of configuring Portal Guard now. Canvas, ADP, Oracle and Snapfish, ask for a different authentication method such as a different password. This will give us the ability to implement a self-help password reset functionality. With ADP we will no longer have employees in WebAdvisor for users to reset passwords that won't work. • The district rebranding is complete now and we can engage Yoodle to start rebranding of the district website. This is to start very soon but there is no complete date as of yet. We are still waiting on the first meeting.
7. SBVC technology update – Rick Hrdlicka	Rick Hrdlicka provided an update on the Chromebooks for AB705. They are installing 50% of the Chromebook for Basic Skills, math, reading and English classrooms. Twenty-eight of the classrooms are getting cabinets put in and Chromebooks will be stored inside the classroom. English 101 will be using Chromebooks in the classroom to assist students writing papers. There will be two new

	computer labs at SBVC. Furniture has been ordered and will be ready for the fall classes.

The Media Academy received several million dollars. Some of the funds went back into academy at SBVC and Crafton to order computers and new software. Those will be installed during the summer. They will be moving from Windows to all Mac which is regular for the tv, film and movie industry use. |
| **8. DE/Canvas updates – Rhiannon Lares** | Rhiannon Lares reported that Summer and Fall are already inputted in Canvas and faculty have access to those courses. Students preferred names are not being used in Canvas. Do not have a way in which to add preferred names, there is a way to add a display name but it doesn't pull into Canvas. There were faculty this past spring who were trying to get a preferred name change for a student. However, there wasn't a mechanism in place to get the info changed as Canvas was not pulling data. A&R had an issue in terms of how information was entered into the system. The information was not being entered in the right area as far as preferred name. When we finally got the name into Canvas the student dropped the course. This was a manual process. There is an issue with Canvas regarding where that name can be seen. The student rosters list the student's legal names. The preferred name option to be displayed in inbox within Canvas is being discussed by faculty. They want the preferred name within gradebook. We don't generally get that information from them.

Canvas as an IPF; process where people submit bug fixes or enhancements. It has been out there for several years yet there are not very many "likes." We are looking at a long road to get Canvas to honor that. Luke Bixler stated that this was addressed in Colleague at University of Redlands. System of record still has legal name but got around it that way. Do not know about our Colleague database and we need to see what other ways we can solve it. Added to section to build out scripts to have vendors demo. |
| **9. Student Information System update – RFP (request for proposal) – Luke Bixler/Andy Chang** | Luke Bixler stated that the vendor selection project is currently beginning implementation. SBCCD has partnered with Strata Information Group (SIG). They are currently helping Riverside Community College District. We have received the RFP and started the planning phase. This is a thin RFP with no specifications. We should receive responses to the RFP in a month. This is being released April 29th and we will have 30 days to respond to the RFP.

Over the summer we will do Business Process Analysis with Strata and get everything documented. Groups will work on creating script to give the vendors. (What are unique, how to register students, how to process FA, how do we award, reporting requirements, etc.).

A Steering Committee and a Functional Committee have been identified. We are working to set-up meetings. The |

	person that is over that unit may ask to include other individuals to that group. Those persons will be assigned on the lists in the different areas. There will be 5 full days of demonstrations. Senate, CSEA and CTA are listed as separate groups. We are currently working on setting up meetings with Mark and Celia. There are several collegial bodies that need to come out and update.

Nothing impacts faculty over summer. There are some things we can do if it is just on the administrative side over the summer. There is a big project that wait until the fall as it is tied around faculty load and scheduling. If faculty are available during the summer and can get stipends, we will need to vet that with senior cabinet. |
| **10. Project Prioritization – Andy Chang** | Andy Chang reported that there are three new projects.

Before we look at those projects, Joe Ho asked about SLO cloud. SAOs are on the web site which had an error message for those that tried. This was a test site. An email needs to be sent to Keith Wurtz and Rebeccah Warren-Marlatt so Jason Brady can provide access to test.

Andy shared that there is an issue with Accounts Payable and the Financial Aid refund. Fiscal is aware that we are waiting on them as the change needs to be made on their end. However, they have not had time to focus on this project. We want SIS to have the capability of deducting student's enrollment fees from FA prior to disbursement. Our system is capable of this process, but the accounting side needs to do some adjustments to accommodate the new process. This is not under the TESS prevue. Our side is ready once we get the green light.

*Any student owing less than $200 can register for the semester. Payment plans are a separate project because there are different integrations required for that. Dianna brought up and asked Luke. Some staff are wondering if this is a vendor pushing to it get going or is this truly a need we have. We do not currently have a way of tracking. Nelnet charges the district very high fees. We need to explore how to get to meet needs. It was noted that if a student stops payment, the vendor is not legally obligated to go after the student. Luke will take a further look into that with Scott Stark. It is also on Andy's list to ask about a payment plan.

James asked about clarification timeline on SIS (Course leaf). Met and talked to Dina yesterday, came up with a strategy for getting CourseLeaf going. The new SIS has that capability. The catalog implementation and curriculum is where it starts to get slightly difficult based on Luke's implementation of CourseLeaf. We need to get the catalog going and work on curriculum at a later date.

Andy reviewed the projects with the committee members. |

1. HR brought to our attention the new methods on how they determine pay with faculty and non-instructional overload. How much education, consecutive fall and spring terms, factored in to calculate the pay rate. This is part of the CTA Bargaining Agreement.

2. Financial Aid at SBVC is allowing students to submit some documents online instead of coming into the office using Campus Logic. This alleviates workload in the office.

3. Adding building numbers in the online schedule (CHC), physical signs and attached numbers, as well as an acronym for building. The acronym is showing in the online schedule; building numbers as well would help students find buildings on campus easier. That is the request.

The group voted on the following projects with specified order:
- o Faculty contracts module (1)
- o Building numbers in online schedules – CHC (3)
- o Campus Logic (2)

Andy reported that Campus Logic was moving along and close to being completed. We have not had a take-off meeting and no programming has yet to be done. There was initial movement to go to another college to see how they were doing this, but it has not yet taken place.

Joe Cabrales stated that one of the concerns CHC has mentioned at the DAWG meeting is a tool being used at College of the Desert (COD). CHC staff went to that college to see that FA works for students. This is a web facing document portal for students to log into.

Andy stated that now both campuses are using two different systems for essentially the same planning. Joe reported that CHC is creating a process to eliminate the paper process. The concern at Valley is the Promise program where FA needs to get the student processed quicker.

Campus Logic was through the Chancellor's office. Functionality is what is needed. The other part is pulling down the student tax forms. The programs may do the exact same thing. CHC has already purchased the program but TESS might have overlapping systems to support. CHC is going to pilot with Admissions, evaluators and counselors and then roll out to FA. CHC went to El Camino to see the program up and running. It was asked if either system will integrate with our system. Jason Brady stated that Campus Logic will but does not know if CHC's program does. With Campus Logic, all forms are online but feeds back information into Colleague and the student is verified that

	submitted all their information. COD uses the program that is being used at Crafton.
11. Other Business – Open Discussion - Anyone	No further discussions to be had.
12. Future Meeting Date	September 13, 2019
13. Adjourn	11:33 a.m.