



**TESS Executive Committee**

September 13, 2019 – 10:30 a.m. – 12:00 p.m.

District – ATTC 119

114 S. Del Rosa Dr., San Bernardino, CA 92408

Agenda Items	Discussion
<p><b>1. Introductions</b></p>	<p>Brandi Bailes, Luke Bixler, Jason Brady, Joe Cabrales, Andy Chang, Joe Ho, Rick Hrdlicka, Rhiannon Lares, Melissa Oshman, Jeremy Sims, James Smith, and DyAnn Walter.</p>
<p><b>2. Review of the Minutes</b></p>	<p>Minutes are posted on District web-site:  <a href="http://www.sbccd.org/District_Faculty_-_a-Staff_Information-Forms/District_Committee_Minutes/TESS_Committees.aspx">http://www.sbccd.org/District_Faculty_-_a-Staff_Information-Forms/District_Committee_Minutes/TESS_Committees.aspx</a>            Motion to approve by Rick Hrdlicka, seconded by Jeremy Sims.</p>
<p><b>3. Committee Charge</b></p>	<p>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.</p> <p>Committee charge: same as always. A few items that call out to gaps that we have. SBVC strategic plan through 2022, Melissa from CHC and Luke from district are being reviewed. We will then come together and provide an update. In discussing the Committee charge, it was recommended to include the tie back to academic and student success. This will assist us when we go through the accreditation process. Luke will work on a draft committee charge and bring draft to next meeting.</p>
<p><b>4. Discussion Items – Committee</b></p> <ul style="list-style-type: none"> <li>• <b>Student Payment Plans</b></li> <li>• <b>Financial Aid Refund</b></li> <li>• <b>Campus Logic (Financial Aid)</b></li> <li>• <b>Fraudulent spam applications</b></li> <li>• <b>Accessibility committee</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Student Repayment Plans</b></li> </ul> <p>First three items on the agenda were provided by Scott Thayer, and he is not able to attend today. Luke touched on Student Payment Plans and mentioned that there was a difference between SBVC and CHC. The amount of money that students owe money at CHC is low and at SBVC they owe a lot more. We currently have a threshold of \$200, and if the student owes more than that they cannot register for courses. We looked at product called Nelnet for partial payment. In reviewing this with Andy and his team, they were able to get Colleague to support partial payments. Based on the partial payments, if a student is able to get under the \$200 threshold, then they can register for courses. It has been requested to use the Nelnet payment plan as a way to bypass the \$200 limit and let the student to register if they are above \$200 but are on a payment plan. This will cost money for the software, and the vendor get to</p>

charge fees for each transaction that the student makes. This will either get the student back on track or allow the student debt to keep growing.

- Financial Aid Refund

Previous topic – original request was to have student fees deducted from FA prior to disbursement. Put in place but at 11<sup>th</sup> hour asked to revert back to original programming. On fiscal side still have to accommodate for this process. They have other priorities since so they haven't been able to address.

- Campus Logic

Helping SBVC FA. Director of FA left for a new job. The project manager of Campus Logic also left. For the last two months or so, things have been very quiet. Yesterday he received notification that they are trying to pick it up and get things moving again. This is to allow students to submit documents online.

- Fraudulent spam applications

The California Community Colleges are under attack from the amount of people that get free items from .edu accounts. This is causing thousands of fraudulent .edu accounts to get created each day. The accounts are sold on Ebay so people can get freebies, amazon prime, Office Software, etc. Hackers using to spring false identities. A lot of schools that are not doing anything, however we have removed or restricted about 140,000 fraudulent accounts. We are taking a lead and getting in front of this better than some of the other institutions. People are challenging us to enable these accounts and calling the help desk to reactivate their accounts and going to state chancellor to turn things back on. Andy is able to trace IP addresses back to other countries. CCC apply knows about issue so they have implemented an address spam filter. How much affecting us, started 2014, about 40,000 applications per year, 2018 we doubled. This year, we are only in mid-September and we have almost 120,000 applications for this year alone.

- Accessibility committee

Jason provided letter from State Chancellor, 4<sup>th</sup> paragraph. Created CCC accessibility center. Problem is accessibility covers more than just IT, accommodations. This is more than what we can handle. DE and DSPS at Valley, both pointed out same issue. Instructional material, curriculum design must be accessible. Instruction office needs to work with DSPS to come up with solution for district. If just assign with DSPS not enough, this needs to be a whole college effort. Some place for district to address this issue. They list some sort of accessibility coordinator, whose position it is to address this and organize around that. This is not something TESS can do. Academic Senate needs an Ad Hoc committee – IT, DSPS, Instruction. We need the staff. Accessibility requirements for employees as well so HR needs to be on included. Rick suggested that this needs to go to District Assembly. Luke will speak with Jose Torres regarding his thoughts on this and bringing it forward.

<p><b>5. Institutional Effectiveness Partnership Initiative (IEPI) – Luke Bixler</b></p>	<p>IEPI – Luke stated that he is familiar with overall process. We were supposed to have our second meeting in May, but this was moved to September (meeting is next Monday). Received a menu of options from the PRT team of things we need to include in the plan. Created a draft plan for review. Has to review with them on Monday which is a full day meeting. At end of that, if they approve, then that is what go forward with that to get flushed out. Update will be following.</p>
<p><b>6. Technology Updates – Jeremy Sims</b></p> <ul style="list-style-type: none"> <li>• <b>New building</b></li> <li>• <b>Website redesign</b></li> </ul>	<p>Jeremy – Provided updates on the new building. The ceilings, floors and walls are being completed. Some of the technology has been hung and the smart boards are coming in. The majority of the cabling is done. Do punch walk for AV on the 23<sup>rd</sup>. There is a hang up until we have secure storage area for the equipment. Right now, construction workers have access to these areas. Hoping to hear today when he will get a key for that room. Latest would be the 30<sup>th</sup> of this month. Right now, the schedule for the move stands for the 14<sup>th</sup> on Monday. When to have everyone up and running. Rest of district moves on the 18<sup>th</sup>. The Print Shop is in the process of being moved to Crafton. TESS on 14<sup>th</sup>. Bryn Mawr will be shutting down. Everyone will be located on the second floor. Employees will be getting key cards. Reception area will be able to direct people. The area that TESS is in, the public will not be able to get to.</p>
<p><b>7. CHC Technology Update – Melissa Oshman</b></p>	<p>Melissa – Fall semester started off well. Working on completing inventory, replace computers to staff and students. Significant content with website. It is very service oriented and less confusing. They have had very few work orders.</p>
<p><b>8. SBVC Technology Update – Rick Hrdlicka</b></p>	<p>Rick – AB705 project is done. 1,140 computers and chromebooks in classrooms and cabinets. Training issues with faculty getting things unlocked. So far nothing has disappeared. Two new computer labs for Math. Summer lab refresh rotation for this year. All lab refresh is done, all computers out of stock. In the process of migrating everyone off of Windows 7. Big advantage with Office 365 Pro Plus. Windows 7 is end of life about this time next year in order to maintain security. 85% done with switch refresh.</p>
<p><b>9. DE/Canvas updates – Rhiannon Lares</b></p>	<p>Rhiannon – addition of preferred names has been implemented. Not pulling in preferred name before, now we are. Roster can see legal name, but student systems show preferred name. Faculty has to turn that off themselves. About 14,000 courses in Canvas that teachers are using 664 teachers, 7764 students (check numbers on recording). Numbers as of now. Also doing demos on Unicheck which is patriotism software. Now using Verisite which bought out. Lose this option to use Verisite in August, trying to come out with alternative project. Cross listing courses within Canvas. Made it so that if cross listed, cannot interact with each other, only interacting with English 101-01 and English 101-02 can only interact with those other students. Had to do it overall but remove that for each individual course. Joe</p>

	asked for a link to the plagiarism software. Can use it in Canvas. Is it possible for faculty them to choose their CMS? Faculty generally use Canvas to use the tracking.
<b>10. Project Prioritization – Andy Chang</b> <ul style="list-style-type: none"> <li>• <b>HR ImageNow setup</b></li> <li>• <b>Veterans MAP integration</b></li> </ul>	Andy – prioritization. Two projects new for this go around. None of them require a programmer. Has existing resources that can assist with project, so they do not need to be prioritized. HR ImageNow setup and Veterans MAP integration. HR no longer using ADP, they are using ImageNow. Jeremy is concerned about storage needs for those documents. Will talk to Arlene. Veterans – database with Norco College and asking for data from our system and part of Albert Manioil's department. Class and section information, not programmer information. Now timeline as of now (recording for program name).
<b>11. Student Information System update – RFP (request for proposal) – Luke Bixler/Andy Chang</b>	No further discussions to be had.
<b>12. Other Business – Open discussion - Committee</b>	Jason stated that payroll is trying to move to the county's Leave Track system.
<b>13. Future Meeting</b>	January 24, 2020
<b>14. Other Business – Open discussion - Committee</b>	Meeting adjourned at 11:54 a.m.