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|  | **MINUTES** |
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| **TESS Executive Committee** |
| January 24, 2020 – 10:30 a.m. – 12:00 p.m. |  |
| District – Conference Room 1 - #234 |  |
| 114 S. Del Rosa Dr., San Bernardino, CA 92408 |  |



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| **Agenda Items** | **Discussion** |
| 1. Introductions
 | Brandi Bailes, Luke Bixler, Shari Blackwell, Jason Brady, Joe Cabrales, Andy Chang, Jeremiah Gilbert, Rick Hrdlicka, Dianna Jones, Rhiannon Lares, Melissa Oshman, Jeremy Sims, DyAnn Walter and Keith Wurtz. |
| 1. 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](http://www.sbccd.org/District_Faculty_%2C-a-%2C_Staff_Information-Forms/District_Committee_Minutes/TESS_Committees.aspx)Motion to approve by Keith Wurtz, seconded by Rick Hrdlicka. All approved, motion carried. |
| 1. 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.During the last meeting held on September 13, 2019 it was proposed that we revised the Committee Charge to include the Academic and Student Services language. Please see proposal below:**Proposed Revision:**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 in support of academic and student success.Motion to approve by Rick Hrdlicka, seconded by Keith Wurtz. No discussion. All in favor. Motion carried. |
| 1. Discussion Items - Committee
 | Keith Wurtz inquired about status of the SLO Cloud project and being able to aggregate the outcomes by student demographics. Jason Brady stated the problem is resources. Keith stated that this is tied to Accreditation, Standard 1B6. This project has been prioritized and is on the list. Luke stated that part of IEPI for district as a whole is software procurement. Joe had question as to how we can use one-time funds and how we can get projects implemented. Luke will discuss with Jose Torres regarding financial aspect. Andy Chang stated that project with one-time funds still requires resources ongoing even when programming is being taken care of in TESS. It was addressed to see if projects be brought to local IT? The TESS team is not growing, and projects are growing. We need to look at the total cost of a project and at what point do we need to discuss adding a resource? We have to add more consulting or add staff to combat that. From PRT plan is to solve this so we will be looking at that and bringing it forward in the next couple of months. |
| 1. Institutional Effectiveness Partnership initiative (IEPI) – **Luke Bixler**
 | Luke Bixler reported that the plan was finalized at the end of September. Jeremiah Gilbert reviewed with the Academic Senates and District Assembly. A fully signed plan was sent to the PRT team and was approved December 17th. We have been awarded the money but have not seen it yet. In that plan, there were several different initiatives.* District wide IT strategic plan.
* Technology Governance and Communication.
* Organizational structure at the district and the colleges in terms of TESS.
* Software procurement.
* Plan and implement effective districtwide infrastructure.
* Project management for software implementations.
* Support services.

Luke provided information on the above items and will be focusing on them this year.It was mentioned that in Program Review there were positions that were deprioritized due to the IEPI. Luke stated that this is part of the Organizational structure that will be looked at. Jeremiah Gilbert stated that the TESS positions have gone through the process and have been ranked, particularly the replacement positions. If there is a position that has not gone through Program Review, it will go through the process but has been supported and vetted through the IEPI process. |
| 1. District technology updates – **Jeremy Sims**
 | * Jeremy Sims stated that the majority of technology in and working in the new District office building and provided the following updates:
* There are some minor issues with audio visual in the board room that needs to be fixed. Everything has been stable the past week or so. It is high priority on our list to keep it up and running and stable. The server infrastructure is up, just waiting on the configuration change approval with the vendor for some additional redundancy and we hope to have this resolved by the end of today.
* The team is working on vulnerability management using Tenable software which scans our networks and finds vulnerabilities that we need to fix. Working on getting that wrapped up. In March, we will have a 3rd party company come in and access to see where we are at. The colleges are also doing that.
* Working on upgrading Windows server 2008 and Windows 7 as they are no longer supported.
* Oracle is last piece of software that is part of PortalGuard. Oracle go through an older product Shibboleth to move over to PortalGuard.
* Our Kyocera copiers contract through AIS is coming to an end at the end of this fiscal year. Rick is heading up the RFP process to get a replacement company to come in. We are in the final stages of creating that RFP and will be posted on the district website on February 10th.
* The District website redesign is on the final stages of getting that going. Jason Brady stated that on the updates have been implemented in OU campus. Going through to see if any changes need to be made and will be finished this week. Yoodle will help us put in the content, put in the sites and it will be up for review. The plan is to launch some time during the week of February 17th.
* Joe Cabrales stated that Mike Strong inquired about the phone trees with A/R. Jeremy has discussed this with Mike.
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| 1. CHC technology update **– Melissa Oshman**
 | Melissa Oshman provided the following updates for CHC:* Over the first week of January 6th, we completed about 9 or 10 IDF closet clean ups.
* Need to work on Data Center clean-up at another time.
* Replaced the assessment lab.
* The technology services website underwent a whole renovation and went LIVE with the new content yesterday.
* Working on wireless changes that we will roll out in May. Worked with Extreme to create a secured site for our staff, student and guest network. We are excited about those changes.
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| 1. SBVC technology update **– Rick Hrdlicka**
 | Rick Hrdlicka reported on the following updates for SBVC:* SBVC is in the process of installing new academic server storage. The tech staff has been out all week getting that rolling. We will be able to migrate all of servers to new system starting next week.
* Windows 7 upgrades, we have less than 20 employees left. Most of those are people that do not return phone calls.
* Over 50% or employee computers have been converted to Office 365 Pro Plus from Office 2016. With Office 365 Pro Plus, it keeps itself updated constantly. Problem is you can restart Word one day and it will be different.
* Working with Tenable and patching servers. About 95% complete with computer rotation with district funds.
* In the process of upgrading our wireless controllers with the new Technical Building coming online soon. Our c Current wireless system no longer compatible. The new wireless system supports our old access points. The goal is to have the new wireless controller up, tested and running over the next year. When the new Tech Building is starting to come online.
* Jason Brady stated that with Office365 there is some concern that Microsoft will change the search engines that Chrome uses to Bing. The concern is will they be changing other things as well when it gets updated.
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| 1. District Education Update – **Rhiannon Lares**
 | Rhiannon Lares provided updates for District Education:* Canvas is up and running. There was only one issue where it slowed down for about an hour.
* Working with Luke to get Canvas Studio which is a software where you can record yourself within Canvas. Many people at SBVC have been looking at that for some time now.
* Going to change our plagiarism protection from Vericite to Unichex. We hope to get that implemented in March to get training out in April so we will be ready for the summer to make that transition.
* There have been issues with instructors with not being placed with instructor of record at the time that they need it. They call us asking us to list them as instructor of record. However, the course does not exist in Canvas. We don’t add anybody or do any managing of classes. Instructors cannot get to course until it is ready for them. A discussion was had regarding removing the old instructor, listing a new instructor and the prep-work that is lost by the old instructor and gained by the new instructor for free which is up to 80 hours of work.
* Joe Cabrales inquired if there were any district approved apps for instructors to build groups with their students. Rhiannon stated that we give them shells in Canvas. There is also a group within Canvas that they can be assigned to. A group can also be set-up with Office 365 as well.
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| 1. Student Information System update – RFP (request for proposal) **– Luke Bixler/Andy Chang**
 | Luke Bixler reported on the Student Information System update stating that we went through the initial process, sent out the RFP, however, most of the vendors such as WorkDay, Oracle and a few others weren’t ready to respond. The only thing we were going to be able to look at was Colleague or Banner. We decided to stop the RFP and we were told that several of the vendors would be ready in February and we could then re-start start process and finish up before end of May. We then found out that WorkDay and Oracle are ready for only single-college institutions. However, if you are multi-college like we are, any of those institutions they have not built that functionality into support it. Luke spoke to the vendors and found out that they would not be ready for about 2.5 years from now before we could demo the product. We have decided to stop it at this stage. It unfortunately keeps in this mode to bolt on solutions to Colleague. Luke spoke with Andy to move some of the features to the most current version in Colleague and finding out what that will cost and how much time it will take. Luke shared that he has been in close contact with his counterpart at RCC. Their board is demanding they move to something and they don’t have anything to move to. Best stage is to wait for market to mature a little bit and then revisit. Joe Cabrales asked, as far as projects, how long before we have Colleague? Five years is a safe assessment. The add-ons from products from Colleague and a recruitment module (CRM) in Colleague. That is not part of Colleague at all. They were built on Microsoft Dynamics CRM. That touch point of where they integrate, we hand off to the state for them to apply but we don’t take the application.  |
| 1. Project Prioritization **– Andy Chang**
 | Andy Chang provided the following highlights:1. Currently testing building for faculty who are teaching positive attendance classes, are they able to submit their attendance records online? Currently got the finished product done and then we will test it internally, create documentation, show the appropriate people and then make it available for both colleges to use.
2. Working with HR and Professional Development at both colleges for Cornerstone. This is for training such and faculty and employee, in all aspects. We are currently working on the data extract with HR to get all the employee data that they need. The hope is to get something in place by Summer. This will replace the FlexTrack software.
3. Also working on the local Promise Program as colleges have been asking to automate the communications with students. Working with Strata on developing a communication management process that will work well with both colleges Promise departments. We are midway through that and hope to have something up and running in the near future.

One new project for this cycle for both colleges is to implement a new kind of grading Excuse/Withdrawal, EW for short. This has to do where a student has some sort of circumstances beyond their control, it’s a grade that A/R can enter after a petition process. This won’t count against their GPA and the number of attempts for the class and a few other criteria well. There is some programming that needs to be done for that. This is a mandate, will be looking to find internal resource to address this. |
| 1. Other Business – Open Discussion **- Committee**
 | Jason Brady mentioned issues with SPAM applications. Changes in September, we talked about restricting students who have not registered for any classes so they couldn’t use Google Drive, couldn’t send or receive e-mail email outside the college, they could only email the college. Ebay was actually selling .edu address for $3 each. Other places that this would arise were discounts to students , verify that they have a .edu address and Google Drive would provide unlimited Google Drive storage. They would fill out a CCC application to a college, including us, and they would be able to get this for free. Since we implemented the changes, we have had a significant drop in the number of applications. For both colleges we had over 20,000 in September. Since changes were implemented, they dropped, now below 7,000 for October and November, each and 5,000 for December and January.They still have incentives; someone tried to phish students. They are also using Office 365 even though they are restricted. Need to address that but we are still getting SPAM applications. The state requires us to submit applications as SPAM to them. At both colleges, the problem is that there is not enough staffing to do that. CCCApply is having a SPAM discussion on February 10th. Can we have some kind of process such as IDV (validating a person’s ID). The group discussed on this process and how it may affect undocumented and homeless students. |
| 1. Future Meeting Date
 | May 8, 2020 |
| 1. Adjourn
 | 12:25 p.m. |