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|  | **MINUTES** |
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| **TESS Executive Committee** |
| May 8, 2020 – 10:30 a.m. – 12:00 p.m. |  |
| Zoom Meeting |  |
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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, Jo Ho, Dianna Jones, Rhiannon Lares, Delmy Montenegro-Spencer, Melissa Oshman, Jeremy Sims, James Smith, Scott Thayer, 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 James Smith. Amy Avelar abstained. 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 in support of academic and student success. |
| 1. Institutional Effective Partnership Initiative (IEPI) – **Luke Bixler**
 | Luke Bixler reported that the Institutional Effective Partnership Initiative (IEPI) went to District Assembly in September and was approved on Tuesday. The IEPI team met on May 18th. We are looking for updates in all areas. We are covering the information with the drafting group and PRT team through Zoom Session. Jeremiah Gilbert sent documents to PRT team. The visiting team reviews, asks questions and offers advice which is more of an update. Last time we did this we did not have a Vice Chancellor of HR and thought that would be short term. We are providing the Vice Chancellor the plan and an update. The drafting group has been invited on the 18th. The same documents were sent to visiting teams so they can review and make sure that we are all on the same page. |
| 1. District Technology Updates – **Jeremy Sims**
 | Jeremy Sims provided the following updates for District Technology: * Continue to support people remotely.
* There is one specialist on site for issues.
* Campus technology is providing services at both sites.
* Bringing up Amazon workspace.
* Get tested student logins completed.
* Scan for vulnerabilities.
* Reimplementing a project called CISCO Responder.
* More detailed information to emergency responder.
* Digitizing forms for a lot of paper forms to be placed online.
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| 1. CHC Technology updates – **Melissa Oshman**
 | Melissa Oshman provided the following updates for CHC Technology:* Crafton is continuing to support staff remotely.
* We have new laptops that we ordered that are being checked out as of today to faculty and staff.
* We also have hot spots that were ordered for students that arrived today and will be going out to students next week.
* Crafton’s staff is also working with district and Valley for Amazon work spaces. We hope to get it up and going as soon as possible for students needing CIF’s for graphic design classes.
* We are providing monitors for staff needing dual monitors at home.
* We are trying to knock down the vulnerabilities that we have.
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| 1. SBVC Technology Updates – **Rick Hrdlicka**
 | Rick Hrdlicka provided the following updates for SBVC Technology:* We have been working on switch gear for a while. Now that campus is empty we will work on finishing this.
* We provided an email to campus on Amazon work spaces for what kind of services we can offer for summer and now into fall. Staff has put in 200 hours on it so far.
* We are keeping people updated with laptops and hotspots.
* The new copier contract is up going to board. We will be pulling new copiers for July 1st for all three sites.
* We have been doing some asset inventory that needs to be done.
* On Amazon workspaces – Rick’s team gave demo for meeting Luke was in.
* Chrome books remote into Microsoft to try to facilitate some access for students that need it. This is a pretty low-cost solution, between $12 and $15 per month for a Windows 10 workstation and pay some small per hour fee. When goes back to on campus you can tear them down and then there is no more costs. Luke thanked Rick.
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| 1. Colleague Update – **Andy Chang**
 | Andy Chang reported that the cycle is different due to Covid19. Due to extended spring break, we pushed back a lot of the dates for the late start classes for start and end dates. We also worked on a way to refund students their student fees and ancillary fees for students who dropped due to Covid19. We are currently working with VP of Admin Services to refund parking fees. The thought is to give a credit to the student’s accounts. For counselors and students who have Ed Plans using Hobsons system, we are now bringing Ed Plans back to Colleague so the students record is notated that they have Ed Plan and help with priority registration and MIS reporting. Some students have been complaining that they have not received their welcome email on their personal Gmail accounts. Reaching out to Google we may be missing something that provides more security. The current provider is no longer able to assist with that so move back to regular emails so they will not be rejected.Delmy asked about the approximate timeframe when integrating student scheduling with Starfish. Luke stated that they would set-up a meeting and would go over it. Delmy asked to bring Scott Thayer into the conversation. Keith Wurtz stated that he and Dina Humble would need to be part of that. Luke will take that as an action item and get the meeting set up.  |
| 1. Project Prioritization– **Andy Chang**
 | * Luke Bixler provided updates on this moving forward in item #10.
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| 1. Other Business – Open Discussion **- Committee**
 | Rhiannon Lares shared that add ons to Canvas or what may be extended. The DECC is on Monday for which ones we can continue with; proctorial will be the of June; Labster until the end of the year; Pronto the end of June. Brandi Bailes asked if those were going to be planned past June? Rhiannon stated no. Keith Wurtz asked about using CARES funds through December. Luke has been looking at this and had initial conversations regarding funding to cover this. If we are going to stay online through December, then we need to make sure that we need to get them extended out.Jason Brady stated that Google stated that all SPAM accounts have been removed. Those that are inactive, their accounts can get removed. Students would have to apply for this. This is to satisfy Google.Brandi asked about classes and meetings like this more accessible. Luke stated no, he has not thought through that yet but will look into it. It was a discussion for that first board meeting went online if we needed someone for sign language and someone for typing to put it on the screen. It came back that it was not required unless someone requested it.Luke Bixler shared the TESS Executive Summary report which shows projects in all areas in TESS. In the past we just talked about few project priorities, however, there is a lot going on. Luke wants to be transparent and put it all on the table. When we set time frames we can show why we need to wait and when we can start projects. This will be updated and shared with the Chancellor and Cabinet so they have visibility on what we are working on. |
| 1. Future Meeting Date
 | September 11, 2020 |
| 1. Adjourn
 | 10:57 a.m. |