NAPA VALLEY COLLEGE

TECHNOLOGY COMMITTEE MEETING

Minutes

February 24, 2023
9:30am – 11:00am
Meeting Link
https://napavalley-edu.zoom.us/j/98115815858?pwd=YnpDVG45TVoydHoyeFBvRStYeXY1Zz09

1.0 Call to Order

Present: Daniel Vega, Matt Cowell, Denise Kaduri, Jessica Erickson, Jazmin De La Cruz, Christy Pruitt, Claudette Shatto, Emery Stafford, Melinda Tran, Cathy Gillis, Sheree Marcos, and Gary Strommen. Chris Farmer came in a little later, as did Brandon Tofanelli.

Start Time: 9:36am

2.0 Introduction of Guests

Daniel introduced Cathy Gillis, Jessica Erickson, and Jazmin De La Cruz as guests of the meeting.

3.0 Adoption of Agenda

3.1 February 24th, 2023

Motioned by Emery Stafford, seconded by Christy. Christy also proposed adding the DTC Spring schedule as action item 7.2, so some of the spring meetings could be changed to workgroup days instead of meeting days. All members agreed by voting aye.

4.0 Approval of Minutes

4.1 February 10th, 2023

Approval motioned by Emery Stafford, seconded by Claudette and all members voted aye.

5.0 Public Comments/Announcements

Jessica had a quick comment but could not stay for the meeting. She later sent a follow up comment that is linked below.

Jessica's Public Comment

Daniel asked for any other public comments. Christy noted that Jessica was already on it and that her work is very much appreciated. Emery shared that it was initiated by the Educational Technology Committee. HR, Business Office, and Financial aid have all been given a colleague advisor so when the campus moves to the cloud things will move smoother. Jessica thanked Daniel for the Ellucian consultants.

6.0 Discussion Items

6.1 Accreditation Gameplan – *This will be needed for the ACCJC soon for accreditation. This will include the cost of ownership for technology on campus. This is per Jim Reeves.*

Part of this is to track issues going on. Budget and planning also have a meeting going on at the same time as District Tech. We are getting rid of the old systems and need a plan to move forward with leasing hardware and more. Jim has the lease contract right now for the iMacs on campus. The order for the additional systems has been placed but needs approval by both Jim and the President. This will help with the plan.

Christy talked about having an inventory table, so everyone knows what our software is and what stuff we have. Emery wanted to provide some information he has. Primary items are getting the IT Master Plan done. Emery noted being curious to see if a list of things the DTC needs to accomplish and what has been accomplished in the past.

Daniel will have to get the list from Robyn Wornall. Emery asked if we were working with some kind of mandate to get things done. Yes, the college must have a plan in place to upgrade security systems, etc. It doesn't mean that we need to complete everything on their list, but we need to show them that progress is being made. This is beyond accreditation and has to do with insurance. Chris Farmer shared some of his insight. The total cost of ownership is needed by the accrediting team, and he would like to see that as part of this committee's work. Emery noted to Chris that we want to focus on the master plan first.

6.2 Institutional Technology Updates – *Daniel will share any updates around technology with the Committee and obtain feedback. Things included system replacements, Wi-Fi Project, Multifactor Authentication and more.*

Current Technology Spreadsheet (PDF Form)

Daniel shared some updates as they relate to IT.

Lenovo systems: Karen and Jim Kisiel are working on the golden image for the Lenovo systems. This way systems arrive on campus and are almost ready to go.

Single-Sign-On and uploads: SSO has almost all connections now. I Grad is happening next. Four or five of them have been automated (Bank Mobile, Barns & Noble…) CCC Apply and DSPS is also being worked on. Daniel will work with San to automate DSPS process in the future. The big one we are waiting for is Canvas. Ethos is currently being installed and that will help automate registration changes within Canvas.

Cathy Gillis wondered if the campus was switching to a different company for books. Cathy heard the contract with B&N would not be renewed. Emery asked what the golden image was – IT must install the operating system and software that is needed on the systems that are deployed. This new setup will remove the extra steps that IT has had to take to update systems over the years. Emery asked if Jim and Karen get faculty input. We have existing lists of what software is used. A lot is now cloud based. Who will be administrating the image once it is on campus? Sheree, Karen, Jim, and Tereasa. We will be using Intune for these scheduled updates after they are on campus and this system is in place. This will save a lot of time moving forward. Soon we will have more people to help manage as well.

Emery asked for updates to the online application (CCC Apply). Right now, Matt Cervantes is programming different processes within the application process, so it does not create

duplicates. In addition to this, non-credit students have a different process on top of that. This is being worked on right now. He is faculty at Butte College but is working on this in his free time. This may be done next week but we will have more information after the next meeting with Matt. Christy asked for an update to go to Faculty before it gets turned on.

Wi-fi Project: Daniel is waiting to get on the ASNVC agenda. When the original quote was approved it was half the price. Now it is more because of adding parking lots and hallways. We need to make sure we go back to regain their approval. The longer it takes the more it will be. Daniel is hoping to be on their agenda within the next two weeks.

6.3 SharePoint Online and New Website – *Members discuss the transition to our new website and provide feedback.*

Daniel asked for updates on the site. Proper training is ongoing for content admins. This is being worked on. All of this is in process. Denise noted she is happy to have meetings to discuss changes and questions. Live training will be happening. With SharePoint – people can go through and delete files that they may need. Daniel confirmed. A power outage caused some issues earlier in the day.

This will need to be worked on again. Getting all those documents saved on there to be saved somewhere else prior to the summer semester to start with a clean slate. Christy wants to share feedback from faculty. They know she is doing a really great job. Conversations we are having now should have happened a year ago because not a lot of communication was shared before.

There are some broken links. Denise shared that people could call to note if a link is broken. In terms of documents/handbooks and internal information. Whatever the conversations happened before it doesn't matter. That is in the past. All the leave forms, processes, etc. will be on the intranet. The minutes/agendas are now on the new website. Denise asked to have a bigger conversation about this with Christy offline. A workflow process is needed through access. It needs to be as secure as possible. There are a lot of moving parts, but this is what faculty are saying. Denise noted in terms of public facing, things are getting posted. Everything is public facing needs to be. Christy noted other feedback, the A-Z index is both messy and duplicated. Denise explained that the A-Z index takes it from whatever your page is titled. Denise would like an email for this type of feedback moving forward and asked that it be noted in the minutes. Denise noted that URLs will be a big help as well. Chris asked if there are people within academic affairs. Finding those super users would be helpful but we need to make sure it is rolled out in waves. Chris wanted to note that there is progress being made. Emery summarized – Denise is aware of issues that Christy was listing, and Denise reassured the Committee. Denise is not turning away help. What would be helpful is web content feedback. One for web content tickets (track-it) dealing with the deans of the departments to make sure the workflow process is correct. Email Denise or use the web content form. Please contact Denise directly for now so she can address issues right away.

Next members discussed Sharepoint Online. Daniel will share the draft with members once complete. Denise shared information about moving Sharepoint to the cloud. Everyone would have their own home screen and Committees would have areas where the "paperwork/handbooks" would live. This would only be available internally and users would need to login to the campus account to access the content. More conversations are needed to have content creators download and save all files that they need from the old Sharepoint prior to the old website being brought down. This could take 6 months to a year.

6.4 **DE-ETC Updates** – *Members will discuss any updates related to the joint Committee. Members will also receive an update regarding DE-ETC work on the technology plan.*

Faculty Technology Related Issues

No updates currently. The tech workgroup met yesterday to start drafting classroom standards. They are looking at other colleges now. Once we bring up the old servers, we should be able to access it. Daniel asked if the Instructional Technology plan will be worked on by them. There will be proposals coming to the DTC from them. They are drafting something and sharing it with the Committee. This will include standards, faculty offices and faculty specific items only. Christy previously discussed VHS and the 21st century.

Cathy Gillis asked a follow up question, "Does the campus need a YouTube membership to discuss closed captioning, etc.?" Daniel and Christy discussed this. Library databases and funding for them is something that Christy is focused on. 1435 is a little messy but is still being worked on. The faculty decided on projectors, the media cabinet, etc. Another thing that came up was having an inventory – the faculty want to know what classrooms have what. Daniel added that taking that a step further, there have been discussions of using Live 25 to see what classrooms have technology wise. This way potential renters of our areas and faculty alike can see what is in a specific classroom by going to a certain page.

Cathy shared that most classrooms have moved to the smartboard, Cathy added that she ran into an unanticipated problem being able to deliver an audio script. She can see the app in my apps but cannot use it anymore. Cathy wondered why the campus doesn't have an institutional account for them. Daniel reached out to the company. This is a timely issue for her. Daniel will follow up with them. It is very underutilized. San suggested giving Cathy a license to Glean. San will give her access to this other system for now. Motion to move to action items motioned by Christy, seconded by Emery.

7.0 Action Items

7.1 **Technology Master Plan Workgroups** – *Members will vote on workgroups that were discussed as well as discuss next steps and due dates.*

The Committee voted to approve the workgroups as proposed by the Committee Co-Chairs.

Most Recent Tech Plan w/Updates from May of 2022

7.2 **Changing some meetings to workgroup meetings** – *Committee members will discuss and vote on which meetings will change to "workgroup days" for the remainder of the semester.*

The Committee voted to remove meetings 3/24, 4/7 and 5/7 from the spring meeting calendar, in favor of allowing extra time for workgroup meetings.

8.0 Next Meeting

8.1 March 10th, 2023

Required by brown act to meet in person starting at this meeting.

9.0 Adjournment

End Time: 11:11am

Christy motioned to adjourn the meeting.

Distribution		***Agenda & Minutes Only***	***Bulletin Boards***
Daniel Vega – Co-Chair	*Melinda Tran*	*Eileene Tejada*	*Administrative Bldg.*
Emery Stafford – Co-Chair	*Christy Pruitt*	*Danielle Alexander*	*ASNVC Office*
Christopher Farmer	*San Lu*	*Jim Reeves*	*Classified Lounge*
Matt Cowell	*Brandon Tofanelli*	*Amber Wade*	*Faculty Lounge*
Claudette Shatto	*Vacant – ASNVC, Student Rep*	*Dr. Torrance Powell*	

Sheree Marcos is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
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