



NAPA VALLEY COLLEGE
TECHNOLOGY COMMITTEE MEETING
Minutes

May 19th, 2023
9:30am – 11:00am
In Person Room 1435

1.0 Call to Order

Start Time: 9:37am

Present: Gary Strommen, Sheree Marcos, Matt Cowell, Emery Stafford, Daniel Vega, Christy Pruitt, Claudette Shatto, Brandon Tofanelli, San Lu, Cathy Gillis, Denise Kaduri, and Chris Farmer.

Note: Melinda Tran is double booked with students, so she is unable to attend.

2.0 Introduction of Guests

3.0 Adoption of Agenda

3.1 May 19th, 2023

Moved by Christy and second by Claudette, Denise was approved to attend remotely. All members approved.

4.0 Approval of Minutes

4.1 February 24th, 2023

[Draft of Minutes from 2/24/23](#)

Members asked to strike the line in 7.1 that notes Daniel is doing all the work and note the Committees oversight instead. This edit was motioned for approval by Claudette Shatto and seconded by Emery Stafford. Gary Strommen abstained because he was not in attendance.

4.2 April 21st, 2023

[Draft of Minutes from 4/21/23](#)

Claudette motioned to approve this draft of minutes; Emery Stafford seconded the approval.

5.0 Public Comments/Announcements

6.0 Discussion Items

6.1 **Ellucian Portal** – *Members asked to discuss the Ellucian Portal (i.e., Self-Service)*

Daniel discussed demos that students and faculty would see. Members wondered how the

decision came about. Some members learned about it in the Academic Senate first and this has caused some confusion. How do things get moved around this college? What is the flow of information? Where it started and where it went... Daniel shared some information – back before pandemic hit, we were talking about moving to the cloud. Ellucian experience. The College has been paying for it for the last 10 years. We want to move to the cloud first, then implement the portal. Previous versions were clunky. Now that it is a better version, we are putting it into use. Members wanted to ensure that no issues would be caused because of SSO. No issues should arise.

Unlike the Apps page (which is great) The Ellucian experience will take it to a more interactive area. Grades/assignments. Everything is in a dashboard for them. The version in the demo is the luxury version and features may not be available in our portal. There should be no service interruptions that users will see. However, this change may affect campus workflows. Migration is set for mid-September in hopes everything goes well. Is there a reason we cannot do it between fall and spring? Students should not see a change. Must be implemented before the portal. It will not be completely on until it is the best time to implement. Some groups may be given access for testing purposes.

This was a decision that came to the Senate and was voted that the Faculty that are on the DTC will be a part of the implementation team. Others wondered if this would resolve Qualtrics DNS Issue. The cyber-attack caused our campus to move to Go Daddy DNS, which is changing some configuration. IT will see if the DSPS Database can be incorporated into the Colleague portal when the migration happens. This will also make Canvas native to Colleague so that changes take affect as soon as adds and drops happen, instead of waiting on uploads.

Daniel displayed the demos and explained what we will and will not have. Students can see their to do list, will be linked for counseling appointments. These are Ellucian student forms, maybe different. Students have always had some confusion between the various platforms. Messaging will need to be super clear for students . We will need to take our time to bring it on board. Perhaps it can be added to the orientation for new students and have a meet up for returning students. Some instructors take their students from start to finish to explain where to go for students. A lot of advertising will be needed. This will take the whole campus to deploy it. Also needs to be under this committee. Discussions have been happening about bringing on CRM, this is why conversations have begun again. Members wondered how much ability the campus would have to make it appear differently. Examples include added a logo, visual aids for students, etc. The logo can be added for Canvas as well so that when/if they click on the assignment within the portal, it brings them to their Canvas shell so there is no way to confuse the platforms. The personal information cards would make more sense once student housing is done. ERP – you can see your programs, personal information, (Enterprise Resource Planning) the video displayed and explained Self-service is integrated as well. when clicking on the classes part. Cathy noted that the assignments were collated there . Members noted the assignments list is going to double an issue student have been having. Members asked to turn this feature off altogether. The list may just link them back to Canvas. The point is they are not going to the module and into the assignment specifically. More information is in the module. If they went to the module, they would see everything. The Ellucian workflow is not configured, and we do not have this feature. Another tile would be office 365, so it takes them into the office.

Next the staff view was displayed. At the top there are announcements, Faculty course information. All users can move cards to better fit their needs and remove content as well. Budget responsibility is available as well. This will depend on the access each user has. Information is also displayed directly from Colleague. This includes demographic information, etc. workflows will be looked at and brought to this Committee for next steps.

The College is looking at OnBase for document retention is moving away from DocuSign. Working with OnBase to see demos. This is after other things get configured. Chris asked what requirements are to be displayed – connect through API. Cathy – security – connecting to your google account. No, it would only be our office 365. Communications will be clarified

with the campus as soon as possible. San asked – is there a way for HR to push out cards for onboarding, etc. Student orientation – review these things. They would have the capability to push it out. In the interest of time videos will be shared so members can view them at home. Members asked for a heads up when decisions come to the surface. The District Technology Committee meeting should have happened before the Academic Senate meeting. Discussions arose about bringing the Colleague CORE group back, which includes Admissions & Records, Human Resources, Business Office, Financial Aid, etc. Members noted that these are things that should be going to Committees instead to avoid miscommunication, etc. If decisions do not go to Committees first, then the College is not meeting title five for Shared Governance.

Daniel concluded that the migration needs to happen in the Fall semester. A timeline was requested for a smooth rollout. IT has a timeline from Ellucian. It will be shared during the first meeting in the Fall.

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.*

IT Procurement Updates: The purchase order for this project and the 2000 building will be coming soon. These came out of plans when Robert Harris was overseeing the Academic Senate.

IT is currently collecting data from classrooms and this information will be brought to the Committee in the fall. It will go to Academic Affairs for budgetary assistance after the list comes to the DTC for decisions.

Members asked if the Wi-Fi would be updated at the Upper Valley Campus. Currently, part of the UVC campus is being rented out to the City of St. Helena and they are deploying their own Wi-Fi. UVC was not included in the big Wi-Fi upgrade purchase but can be added later if needed.

Phone Upgrades: Only 100 were replaced this fiscal year when we have about 300+ phones campus wide. The remaining phones that need replacing will be added to the next phone purchase. Conversations around leasing phones are also being had.

Document Cameras: Decisions around having document cameras in every room are being made by a vote in the Academic Senate. IT placed three models of document cameras in room 860 for demo. May 19th is the last day to test them out the members will vote next Monday.

Multifactor Authentication: IT is working with the Communications Office to get information out to students. This will not be implemented right away but is coming very soon. Azure will be used and can authenticate by both device and user. Some members were concerned about issues that could arise. The operations side of the house will be the first group it will be rolled out to. Members suggested creating a big forum next semester to discuss the timing, etc. Timeouts would change according to the need. For instance, DDGT classrooms, etc. Cathy Gillis asked about deepfreeze or a configuration that would log people out automatically after they walk away. Intune will be taking over from here. Members also suggested creating an Adhoc or advisory committee for this need. These are conversations that are needed outside of the DTC. MFA is really built for the business side of the house.

Matt had to leave for another meeting. Others suggested creating a Flex day presentation. Denise was in support of this. Some of these things need to be in place prior to August.

The Committee voted to postpone 6.3-6.5 and extend the meeting by 5 minutes to finish the conversation. The Committee lost quorum. Members are also interested in seeing how various Committees work together and bring information back during our first Fall meeting.

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

6.4 DE-ETC Updates – *Placeholder for any DE-ETC related update.*

6.5 Workgroup Updates – *Members will discuss any work done in their workgroups since the last meeting.*

7.0 Action Items

7.1 Committee to recommend the following

Actions recommended to IT director/ department – to begin consolidation of IT plan appendices, and aggregation of IT inventory data.

Actions requested of workgroups – to begin drafting of accessibility sections and other sections in the IT master plan document, including infographic.

8.0 Next Meeting

8.1 TBD

9.0 Adjournment

End Time:10:58am

Distribution

Daniel Vega – Co-Chair
Emery Stafford – Co-Chair
Christopher Farmer
Matt Cowell
Claudette Shatto
Gary Strommen

Melinda Tran
Christy Pruitt
San Lu
Brandon Tofanelli
Vacant – ASNVC,
Student Rep

Agenda & Minutes Only

Eileene Tejada
Danielle Alexander
Jim Reeves
Amber Wade
Dr. Torrance Powell

Bulletin Boards

Administrative Bldg.
ASNVC Office
Classified Lounge
Faculty Lounge