



NAPA VALLEY COLLEGE  
TECHNOLOGY COMMITTEE MEETING  
Minutes

November 18, 2022

9:30am – 11:00am

Meeting Link

<https://napavalley-edu.zoom.us/j/84681407627?pwd=bTg2UCtseUpRYIFrSGxzY2JyOCt1QT09>

## 1.0 Call to Order

**Start Time:** 9:49am

Motioned by Claudette second by Emery Stafford.

**Present:** Denise Kaduri, Claudette Shatto, Sarah Davis, Emery Stafford, Cathy Gillis, San Lu, Brandon Tofanelli, Christine Pruitt, Amy Guan, and Gary Strommen

**Note:** Patti Morgan is unable to attend. Chris Farmer is sick.

## 2.0 Introduction of Guests

The guests were Denise Kaduri, Sarah Davis, Cathy Gillis, and Amy Guan.

## 3.0 Adoption of Agenda

Motioned by Claudette Shatto, seconded by Brandon Tofanelli.

## 4.0 Approval of Minutes

### 4.1 November 4, 2022

Motioned by Claudette Shatto, seconded by San Lu.

## 5.0 Public Comments/Announcements

Emery asked the group for public comments or concerns. Christine Pruitt added that the Distance Education Team and the Educational Technology Committee are hosting an event. Cathy Gillis noted that Canvas Day was also being hosted on December 2<sup>nd</sup>. Links were placed in the chat.

## 6.0 Discussion Items

### 6.1 **Technology Master Plan Discussion** – *the Committee discuss a timeline for the next iteration of Technology Master Plan to be completed and create workgroups for moving parts.*

Christine moved to discuss the first topic; this was seconded by Emery. Daniel explained, "...as we talked in the last meeting, we need to revamp the Technology Plan. Perhaps more instructional items can be included with San's help. Daniel continued, "Let's talk about what we want it to do and where we want it to go..." Christine noted that some of the appendix items do not work. Daniel will investigate and relink them as needed. If not, we will have to recreate those links. Some of the items may have been lost with the ransomware attack in June. Daniel asked the Committee what they wanted to see in the "Master Plan".

Members wondered if they could go through and pick and choose what stays.

Christine wants to look at different schools to see how they have their plans set up. She would personally like to be in the workgroup to do appendix items and further assist in the standards section. She would also like to add a communications protocol moving forward. She explained how surprised she was this year when things were down for more than a few days. She had to send a message on Facebook to retrieve a direct link. There should be something in writing that explains communication with students when things go down like they did. Daniel noted that there were different levels of emergency as well. Things to think about include how often communications go out, to make sure the correct information is shared. Members also wondered what would be better for communication in an emergency, and whether that be Office 365 or Canvas.

Previously, Eric Houck used examples from other colleges to create the skeleton for our Tech Plan. Claudette asked about the program used to contact students through the Admissions & Records office. Daniel explained that the SAM is no longer used for communications. Another system that could be used is App Armor, this is through our Campus Police. Daniel asked Denise if the campus is still using Content Contact. Since we are no longer paying for full measure, this may no longer be available.

Claudette asked if the My Apps recommendation for the My NVC Link was close to implementation. Daniel confirmed that it had been implemented with the new site already. Another great thing is that if the campus ever goes down again, the website would be external, which would cause less communication confusion, etc. Different icons will be included once it is finalized, but these are parts that are still being worked on at this time. Claudette asked if the icon for the College bookstore could be renamed to note, "Napa Valley College Bookstore" so there is no confusion. Daniel noted that it has been updated with books now, however, some Faculty have not added their books. Members recommended escalating the need to a dean so it can trickle down properly. Daniel will make sure it is better adopted next time around.

Members discussed the new Website with Denise. The My Apps link is changing for the new site. Student Support Services and the Banner at the top may change. Daniel noted that it could be changed. When this is complete, users will only see the applications that they have access to. Christy asked if there was an extra login in between accessing the various pages. The answer was no. The Writing Center would like a Conex Ed option for them as well.

The public launch date for the new site is December 1<sup>st</sup>. Not a lot of changes can happen with colors and styles due to the need for consistency. Members added that there needs to be a menu item within Self-Service that goes back to the My Apps link.

Daniel also noted that the driver of Single-Sign-On will be changed to Office 365 instead of Self-Service starting next week. This will mean that the Self-Service login page would go away. This will be turned on after the holiday weekend to create the least amount of disruption. Brandon asked if Self-Service goes under SSO how will students change their password moving forward since the delivery link is not working correctly? Daniel noted that we are trying to remove password resets away from Self-Service and migrating them into Office 365. Christy asked for the possible timeline. Currently, password changes rely on Welcome Center and IT Staff.

Emery circled the Committee back to the "Master Plan". He asked members for any strong feelings on what should be analyzed in the document. Members

mentioned adding the missing linked documentation. Daniel mentioned that these documents were being worked on simultaneously. Daniel then displayed a document that helped IT figure out the best option for moving forward. If we go this route, during emergencies, we can take the laptops home for remote work. Daniel also noted that we did have HP equipment, but their pricing came nowhere close, and they also have some Bios uniqueness that can sometimes create problems. The decision came down to Dell or Lenovo. These decisions came about because of Insurance requirements after the cyber-attack. The need was to replace the oldest systems first because of their security risk. Christy added that there should be written documentation regarding how technology requests are handled in case accreditation questions arise. The current plan is not really on the practical side of things, as it is more theoretical. During this cycle we are meeting the insurance needs, during the next cycle, we will be looking at leasing options to maintain a replacement cycle on equipment. There were no further questions.

### [Most Recent Tech Plan w/Updates from May of 2022](#)

#### **6.2 Technology Demo by ASG for Room 1434/1435 – *the Committee will see a demo put on by the Advanced Systems Group.***

Daniel noted that there was interest in a demo and the interest had been shared with the company. The room should be ready prior to the last meeting in December. More updates to come later.

#### **6.3 Discuss Communication with Faculty and Staff**

Emery had previously received a request to add this to the next agenda. Christy wants this need added to the Technology Plan. Daniel would like there to be insight into specifying levels of emergency as well. Members wondered if this could be added to the student orientation. Daniel is asking the Student Affairs area to add Tech Help to the orientation. Denise added that they can have a link on the new Website for updates to Canvas, etc. Emery added to the chat: standardized communication would help to buy back some of that trust. The web is a touchy subject around NVC (Napa Valley College). Important to note, canvas messaging is super important. Cathy Gillis added that Canvas messaging is super important as well.

#### **6.4 Computer System Replacements – *the Committee will help with classroom suggestions for the next round of upgrades.***

Daniel displayed the inventory document again and explained how the oldest systems will be replaced first. The oldest iMac computers are also set to be replaced. This is to make sure we meet insurance requirements before August of 2023, when insurance gets renewed. It was also noted that other colleges have been hit twice since this happened, and we don't want to be in that same boat. The Absolute software through Lenovo will protect from ransomware. Also, a chip in systems so if it is stolen, we can turn it into a paperweight with the click of a button. It will help us keep inventory too.

Brandon discussed RAM and GPU upgrades and asked if they need to edit the requirements to accommodate Adobe Applications. Daniel explained that the basic GPU in our new standard will be able to hand Adobe and they are discreet GPU's. In Addition, the newer model of computer will be the Small Form Factor version.

## [Current Technology Spreadsheet \(PDF Form\)](#)

### **6.5 Wi-Fi Project** – *the Committee will discuss the campus Wi-Fi project that is almost underway.*

The Campus Wi-Fi project will hopefully be in full swing come the summertime. It should be ordered by January as well. AMS.NET will be installing and configuring it for us. A question that has come up “...is Wi-Fi secure?” It is not secure because it goes right out to the internet because it is an open public Wi-Fi area. Once the new project is implemented, there will be an employee/faculty and student login, in addition to the Guest (open) Wi-Fi. This will allow us to access internal resources from the campus Wi-Fi as we move forward. Currently, there is no access to internal resources while using Wi-Fi, which is why it is secure. Christy asked if there is any talk about having Access Points beyond the classroom. Currently, there is talk about a lot of new features, as well as having student hang out areas, virtual reality, etc. We now have 20gb out to the internet, which will make things faster for our users.

### **6.6 SharePoint Online** – *the Committee will discuss the Campus Intranet that will be available to staff and faculty as the new Website is implemented.*

The campus intranet is in the process of converting to “NVC SharePoint”. This is where house documentation gets worked on and is considered non-public. This will require a login to access. This is a great opportunity to make things better. We will have a company do this process for us. Members asked when the “Sunset Date” was. Denise would like to work with the members to craft a message to differentiate each page from the other, to tackle any confusion. This will help make a seamless transition. Our current Website is Enterprise SharePoint, the new file storage area is OneDrive. The new site will be hosted externally. Christy raised concerns about what the public can and cannot see on the new site because of the Brown Act Requirements. Denise was unaware of this need. Once everything moves to the cloud, it will require a login to access the documentation. Members wondered how we could prevent people from freaking out. The old Website can be linked so that the public can still retrieve documentation from the old site. Christine noted that she is legally required to make minutes and agendas available to the public. There will be a need to discuss how stuff gets migrated. This will be discussed in later meetings.

## **7.0 Action Items**

### **7.1 Tech Plan Workgroups Creation** – *the Committee will create workgroups for the moving parts and create a gameplan.*

Members would like to add emergency protocols, Technology Requests and Communications somewhere in the appendix. For now, those interested will be in one workgroup and can be broken up as needed. The first Tech Plan workgroup consists of; Denise Kaduri, Brandon Tofanelli, Christy Pruitt, and Daniel Vega. Emery suggested working with previous members to improve the plan as well.

## 8.0 Next Meeting

### 8.1 December 2, 2022

Committee members discussed the meeting on the 2<sup>nd</sup> and 16<sup>th</sup> of December. Due to finals week and Canvas Day, the last meeting for the District Technology Committee meeting will be on December 9<sup>th</sup>, starting at 9:30am. Sheree will recreate the invite and Zoom link for that date.

## 9.0 Adjournment

**End Time:** 11:03am

Motioned by Claudette Shatto, seconded by Emery Stafford.

### Distribution

Daniel Vega – Co-Chair  
Emery Stafford– Co-Chair  
Christopher Farmer  
Patti Morgan  
Claudette Shatto  
Christine Pruitt

Melinda Tran  
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

Sheree Marcos is inviting you to a scheduled Zoom meeting.

Topic: District Technology Committee Meeting 2

Time: Nov 18, 2022 09:30 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://napavalley-edu.zoom.us/j/84681407627?pwd=bTg2UCtseUpRYIFrSGxzY2JyOCt1QT09>

Meeting ID: 846 8140 7627

Passcode: 692667

One tap mobile

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Dial by your location

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+1 669 444 9171 US

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+1 719 359 4580 US

+1 253 205 0468 US

+1 646 931 3860 US

+1 689 278 1000 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

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