TECHNOLOGY COORDINATING COUNCIL

NOTES

Wednesday, April 21, 2021
10:30 AM – 12:00 PM
Zoom- https://cccconfer.zoom.us/j/93814919056

Members:

Interim AVC Technology	Kerry Kilber Rebman	☒	Dean, Learning & Tech Resources-GC	Vacant	☐
VC Student & Institutional Success	Vacant	☐	Dean, Learning & Tech Resources-CC	Eric Klein	☒
VP, Academic Affairs-GC	Marshall Fulbright	☐	Faculty rep, Technology Committee-GC	Dave Dillon	☒
Interim VP, Instruction-CC	Alicia Munoz	☒	Faculty rep, College Tech Committee-CC	Curtis Sharon	☒
Interim VP, Student Services-GC	Aaron Starck	☒	Classified Staff rep, Tech Committee-GC	Dawn Heuft	☒
VP, Student Services-CC	Jessica Robinson	☒	Classified Staff rep, College Tech Committee-CC	Bryan Cooper	☒
Director Enterprise Systems-DS	Vacant	☐	Recorder	Myra Lomahan	☒
			VP, Administrative Services-GC (Resource)	Bill McGreevy	☒

Discussion Items	Action and Follow-Up
A. Welcome	Kerry commenced the meeting at 10:32 and introduced Bill McGreevy who was invited as a resource for the facilities return to campus team.
B. Additions/Deletions to the agenda	None
C. Update on Top IT Priorities for Spring 2021	Updates on the following priorities were discussed: • Windows Virtual Desktop – feedback was received from those who piloted the program. IT is working with Microsoft on how to provide remote desktop support to users. • Cynosure – Kerry approved some work to move forward and Shari Waters is working on a project plan • CampusLogic – a software financial aid is using for electronic signatures • Microsoft 365 – tested and works and currently working on the official launch date • Adobe Sign (electronic signature) – we need to standardize based on various business needs. - It was recommended we put a team together and discuss the needs and determine the best software for electronic signatures • It was recommended we inquire a project management software for transparency

D. IT Priorities for Return to Campus	Kerry reviewed the summary of recommendations from the repopulation teams and noted the following requiring IT:
	
	Facilities: Led by Sahar Abushaban, Bill McGreevy, and Nicole Salgado
	• Equip classrooms, as needed, to be capable of distance learning, with a demonstration classroom set up on each campus to be evaluated by users.
	  o Grossmont hosted a series of zoom sessions for faculty to virtually see and will set up times for faculty to come on campus to collect feedback and key considerations to ensure high quality of teaching and learning experience
	  o Cuyamaca started face to face demos by appointment and will possibly have an instructor bring a small group of students to test
	  o Our goal is to align the technology equipment and set up for both colleges
	  o Kerry will need a list from both colleges including number of rooms, location, equipment list and estimated cost.
	• Add permanent outdoor wireless access districtwide.
	  o Bill said Grossmont identified spaces throughout the campus to add wireless outdoors such as the quad and athletic field.
	  o Kerry shared the list of spaces that were identified by both campuses.

	o The goal is to ensure the temporary outdoor wireless areas become permanent
	• Assess the staffing needs for returning including: a COVID-19 Coordinator/Safety Specialist at each campus, Custodians, Instructional Media Support, CAPS, and District Information Technology.
	    o We are working on reviewing IT and campus ICS staffing ability to support the return to campus work and to determine if additional support or contract hours may be required.
	
	Employee Relations: Led by Tim Corcoran
	• No IT items
	
	Instruction: Led by Marshall Fulbright, Manuel Mancillas-Gomez, Alicia Munoz, and Denise Schulmeyer
	• Assess equipment that has been dormant for a year to make sure it is working properly.
	• Provide IT support for maintaining laptops and cameras in the classrooms.
	• Ensure other services are available (e.g., library, printing services, food services).
	    o The vendor both colleges used for student pay printing services went out of business due to the pandemic. Presentations are currently occurring for a cloud based system which will ultimately bring down the costs for the institution and students
	
	Student Services: Led by Jessica Robinson and Aaron Starck
	• Develop an appointment-only system for students, then transitioning to a QLess system.
	    o A presentation on SARS capability occurred already and a presentation from another vendor will occur soon.
	    o Grossmont has Libcal set up going live this week where students can reserve a seat in the library once it opens.
	• Set up docking stations for employees who may be working both at home and on campus.
	    o It was also recommended to add monitors since many have brought theirs home
	    o Some staff will also need help to install cameras
	    o Grossmont already ordered the docking stations for the laptops to connect directly to the network.
	    o This will need further review as allowing laptops on the network is not currently a model that District IT supports.
	• Standardize software for electronic forms for forms can go paperless.
	    o This is on the Spring Top IT priorities list. Districtwide there is a need for electronic forms with various needs. There are numerous different softwares currently being used.
	    o It's recommended we bring various stakeholders together to determine the needs and what software is best.
	
	Other discussion Items:
	• We need to ensure we have proper staffing to help with technology support such as maintenance, cleaning the equipment, security issues, broken equipment, reimaging, etc., along with a new vision on how IT functions and how staff can support our students and staff
	• In addition, we will need proper secure storage for all the equipment

E.   Board Policies/ Administrative Policies
• BP/AP 3720
• BP 6335
	• BP/AP 3720 Computer Use (CCLC Update)
	    o Action: Eric and Kerry will review with CTC. The BP has no edits but the AP requires more work. Curtis said he can help edit the AP.
	• BP 6335 Technology Replacement (6-year review)
	    o Hold until we have an Interim AVC Technology.
	
	It was agreed the BP/AP will be put on hold until further notice due to the IT priorities. However we do need to discuss the practices.

F. Standing Reports • Technology Advisory Committee (TAC) • Website Communications Committee	Technology Advisory Committee (TAC) meeting this month was cancelled and have no updates. Website Communications Committee is meeting tomorrow.

G.	Other Discussion Items	Kerry proposed suspending TCC meetings for a few months due to the repopulation IT priorities. Both TAC and TCC usually have the same agenda items. • TCC has a governance structure and TAC is operational • It was recommended we review the charge for this council since this council makes recommendations to Chancellor's Cabinet • Communication was an issue when TCC was not meeting due to the governance structure • Action: Kerry will do some prep and continue this discussion at the next meeting
H.	Next Meeting	Wednesday, May 19, 2021 at 10:30 AM - 12:00 PM Via Zoom