Barstow Community College District
Technology Committee
Minutes: September 25, 2014 from 1:30 pm to 2:30 pm

Admin Conference Room

Present: Morgan Bohnsack- Chair, Penny Shreve, Sean White, Zephyr Riley, Scott Dewald, James Lee
Absent: Jacob Batarseh, Sona Vartanian

Call-to-Order

The meeting was called to order at 1:30 pm.

1. Welcome:
Morgan welcomed new members to the 14/15 Technology Committee and provided an overview of the committee.

2. Approval of Agenda:
Motion for approval: James
Seconded: Penny
Agenda approved as submitted

3. Review/approval of meeting notes from May 15, 2014:
Motion for approval: Sean
Seconded: Penny
Meeting Minutes approved as submitted

4. Recorder

Morgan explained that we would need to have a recorder to take minutes of the meeting and asked for volunteers. James volunteered for the recorder duties with no objections.

5. Meeting Times

A brief discussion was held on the meeting times with those present and it was mentioned that committee members Sona and Jacob both taught during the time we were holding the meeting so we are looking at holding future meeting from 11:00-12:00 on the third Thursday of each month to accommodate all committee members schedules as best as possible.

6. Strategic Technology Plan

A brief overview of the Strategic Technology Plan was presented to new members.

7. Password Policy

Discussion: The current Barstow Community College password policy was discussed and handed out to committee members. Morgan explained that all of the requirements were being followed with the exception of the "Maximum Password Age" requirement. Discussion from committee members was conducted about how this would affect students, online instructors, and other college populations. A couple areas of concern were strictly online instructors changing their passwords, how students would be notified, and how inquiries of students would impact staff and offices. This password policy does is implemented campus wide to all populations and it was agreed upon the committee members that effective communication to BCC populations would need to be implemented to ensure the least impact. Suggestions were brought up to create a cheat sheet for the policy and posting it online. A short discussion was made about the issuance of temporary passwords to vendors and requesting them provide a timeline of when they will be utilizing the access so the account can be deactivated after it is no longer needed to avoid any misuse or abuse of the access.

Action: Need to look at this closer and determine the best maximum password age with the least impact on college populations while ensuring a secure password policy is implemented. Once password policy is finalized it will need to go through cabinet for approval per George Walters.
Follow-up: Follow-up discussions from committee members will need to take place.

8. Intrusion Detection System

Discussion: Morgan described the status of the Intrusion Detection System and what they are looking at accomplishing. Looking at replacing current firewall and anti-virus protection with more modern internet security. One goal of this would be to identify users who are downloading security risk files and to prevent the network from other internet security threats. Morgan went over quotes he had received from vendors on new firewall/antivirus protection and provided handouts to committee members on the quotes. Our goal is to determine a vendor to select for replacement of outdated firewall, antivirus, spam ware protection with more modern internet security intrusion detection system.

Action: Committee members will need to review material that was distributed at the meeting on the vendors and their instruction detection systems. Morgan will look at getting quotes from a couple vendors that didn't have quotes available for the committee to review.
Follow-up: Follow-up discussion and committee recommendation will need to occur to move forward to cabinet with an intrusion detection system.

9. Technology Survey

Discussion: Discussion took place on the need for a technology survey to be created with Carl Yuan to determine how campus populations view our current technology on campus.

Action: Develop additional questions for technology survey to be presented at next committee meeting.
Follow-up: Follow-up discussion will take place and finalization of the survey will need to be completed to move forward with delivery to Carl to create and distribute the survey to BCC populations.

10. Other

Discussion:

Alert U has been replaced with "Rave" Viking Alert system which is currently available off the college's home page www.barstow.edu. Admins of the alert system include Michelle Henderson, Maureen Stokes (and her replacement once assigned), Rick Hernandez, and Morgan Bohnsack. The alert system has the ability to send campus emergencies of any kind via text messaging or email notifications.

New program being implemented. Degree Works, which will provide students the ability to view and online education plan and where the student currently stands and what courses have been completed and still required. This should help reduce the impact on the counseling department and is another move to provide more online resources for students.

New program being implemented. Argos, which will provide staff the ability to generate reports as a replacement or addition to campus data. One advantage of this program over campus data is the user will be able to create reports which allows more flexibility to the user in retrieving information and creating reports while reducing the impact on the IT/MIS department. This project is waiting for the server to set-up before being launched.

Website update, after many delays the new tentative date to go "live" with this is October 15, 2014

Campus Internet Connection, looking at upgrading the DS3 line to a full gig circuit.

11. Next Meeting

Next meeting will be held October 23, 2014 from 11:00 am-12:00 noon in the admin conference room.

Meeting Adjournment

Meeting was adjourned at 2:55 pm

Recorder

James Lee, 9.29.14

BARSTOW COMMUNITY COLLEGE DISTRICT

Technology Committee
October 30, 2014
11:00 pm – 12:00 pm
Admin Conference Room

1. **Welcome.**

2. **Approval of Agenda.**

3. **Review/Approval of Meeting Notes from September 25, 2014.**

4. **Strategic Technology Plan.**

5. **Password Policy.**

6. **Intrusion Detection System.**

7. **Other**

8. **Next Meeting – Thursday, November 20, 2014, 11:00 am in the Admin Conference Room.**

Barstow Community College District
Technology Committee
<u>Minutes: October 30, 2014 from 11:00 am to 12:00 pm</u>
<u>Admin Conference Room</u>

Present: Morgan Bohnsack- Chair, Penny Shreve, Sean White, Zephyr Riley, Scott Dewald, James Lee, Jacob Batarseh, Sona Vartanian
Absent: All members were present

Call-to-Order

The meeting was called to order at 11:05 am.

1. Welcome:
Morgan welcomed members of the technology committee to the October meeting and passed out meeting agenda, September's meeting minutes (for approval), and handouts.

2. Approval of Agenda:
Motion for approval: Penny
Seconded: Sean
Agenda approved as submitted

3. Review/approval of meeting notes from May 15, 2014:
Motion for approval: Sean
Seconded: Penny
Meeting Minutes approved as submitted

4. Strategic Technology Plan

Morgan provided some background and purpose of the Strategic Technology Plan to members of the technology committee. The last technology. The purpose of the Strategic Technology Plan is to drive the Information Technology (IT) Departments Direction on the college's IT needs. Historically the Strategic Technology Plan has been updated every 5 years. The last update was 2011 and the committee's goal is to meet this historical timeline of completion and have the update strategic technology plan developed no later than July 1, 2015.

One item was reviewed due to unclear language and discussion from the committee took place on the item.

Suggestions were made to review mission and goals of technology committee and then compare to verbiage in Strategic Technology Plan. Current verbiage needs to be clearer. Also, suggestion was made to review strategic goals and mission of college and compare to Strategic Technology Plan.

Last year's technology committee decided to look at each technology device on campus when the warranty expires and check with user to see if device is still operating efficiently, if not look at replacement/service of device, if so check on an annual basis for issues of the device with the user. Looking to upgrade all equipment at the 8 year mark as usually not efficient or antiquated at this point.

5. Password Policy

Discussion continued on the password policy. Realizing this is a complex IT issue as it affects all populations: students, staff, and vendors/guests this agenda item will need future discussion. During discussion we discussed current ways to change a password for populations including 1.) Ctrl+Alt+Delete for campus users 2.) Through the portal 3.) Through Webmail 4.) Through Office 365 (but this option is not encouraged since there is no support from IT)

Currently no timeline on launching portal because of other priorities affecting the IT department.

Password policy conducted between committee.

An idea was developed to deliver two options for approval

1.) Either require updates annually on Aug 1.

2.) Or require updates on a specific timeframe: every 90, 180, days, etc.

Some discussion was brought up about issues arising in the classrooms due to the current complexity of the initial default login password. Suggestion was made to have student aids helping during first class meetings of courses using computer labs.

Committee decided to table initial password login and complexity to future meetings.

6. Intrusion Detection System

This item was carried over from the previous meeting and the goal is what intrusion detection system we want to move forward for approval to replace current intrusion detection system. A quote from Checkpoint Intrusion Detection System was one additional option provided to committee for review.

Action Item: The committee unanimously agreed that the Checkpoint Intrusion System would be the best selection for replacement of the current intrusion detection system based on cost and campus protection. This item will move to VP for review and approval.

7. Other

Discussion:

Discussion about a technology survey being developed and how to get it to all faculty members.

Vendor discussion on password policy and campus IT protection was continued and updated for members not in attendance at last month's meeting. Vendors are issued access to network to conduct work but their password policy is currently the same as our which does not expire. This is important to set a timeframe for their access while they are expected to conduct work, and if complete the assignment early or need longer access that this should be granted to them. Suggestion was made to route vendors through HR to track their work assignments and username and password needs.

8. Next Meeting

Next meeting will be held November 20, 2014 from 11:00 am-12:00 noon in the admin conference room.

Meeting Adjournment

Meeting was adjourned at 12:05 pm

Recorder

James Lee, 11.05.14

Barstow Community College District
Technology Committee
<u>Minutes: November 18, 2014 from 11:00 am to 12:00 pm</u>
<u>Conference Room C40</u>

Present: Morgan Bohnsack- Chair, Penny Shreve, Sean White, Zephyr Riley, Scott Dewald
Absent: James Lee, Jacob Batarseh, Sona Vartanian

Call-to-Order
The meeting was called to order at 11:05 am.

1. Welcome:
Morgan welcomed members of the technology committee to the November meeting and passed out meeting agenda, October's meeting minutes (for approval), and handouts.

2. Approval of Agenda:
Motion for approval: Sean
Seconded: Zephyr
Scott abstained stating that he did not feel that enough members were present to constitute a quorum, therefore they could not vote. Morgan determined that the meeting could proceed with the members in attendance.
Agenda approved as submitted

3. Review/approval of meeting notes from May 15, 2014:
Motion for approval: Sean
Seconded: Zephyr
Meeting Minutes approved as submitted

4. Strategic Technology Plan
Morgan presented a brief recap of the purpose and scope of the Strategic Technology Plan and reviewed the current meeting agenda.

5. Password Policy

Discussion:
Morgan notified the committee that the Password Policy had been approved by Stephen Eaton. He described the basic elements of the policy in that it would require consultants, vendors or anyone requiring access to the college's network to request permission in advance, and obtain the necessary approval. Network access would then be granted for a predetermined length of time, and when time expired, access would be removed. If more time is needed an additional request is required. This ensures that no consultant would have unlimited, unsupervised access to the college's network.

Morgan is working on the verbiage to be used for the official notification and deployment of the new policy. Deployment is scheduled for January 1, 2015 but vendors will receive verbal notification on December 1, 2014 to allow them time to make adjustments to the new policy.

All attending members agreed that the policy will be effective in safeguarding network and systems security and will not pose any undue hardship on consultants.

Status: Committee approved
Action Item: Morgan to draft the policy

6. Classroom of the Future by Stephen Eaton

Discussion:
Morgan stated that there were not enough members present to get sufficient input but did pose the question to those members in attendance, "What do you consider to be the classroom of the future"?

Suggestions from the committee included:
   • A computer on the desktop for each student
   • A Smart Board for the instructor
   • A laptop or other mobile device for the instructor

Penny suggested that the classrooms needed to be able to change and adapt as technology changes. The room would need to accommodate the technology as well as interaction between students and the instructor. The students would need to be able to form in groups. They would also need to have the choice of having the individual computers at the desk, or not, if the computers turned out to be a distraction or the desk space was needed. Morgan provided a possible solution—install pop up computer screens on the desktops—and provided the committee with a representative photograph.

Penny suggested that the classroom should be configured so that the white board could still be utilized in addition to the Smart Board. Morgan discussed his experience as an instructor with having the Smart Board hung over the white board, with portions of the white board still displayed on either side of the Smart Board. He said that as an instructor he found it to be workable.

Penny expressed her concern that the instructor would need to be "mobile" and not tied to a podium. It was determined that this would not be an issue due to wireless capability.

Other issues and concerns that arose from group discussion were that with future technology…
   1. The layout of the room would need to accommodate the instructor's ease of access to a white board, a Smart Board, and a podium
   2. There would need to be adequate and secure storage for the technology when not in use
   3. The technology should be installed in rooms that would be utilized by instructors who would actually use it
   4. The room would need to accommodate multiple disciplines
   5. The room would need to be configurable and maintain the ability to be multipurpose
   6. Installation of technology may reduce the number of students the room can accommodate

Scott expressed his concern that if there was too much technology incorporated into a class room it would not be utilized and would be a waste of time and money. He stated that this was the cause of the failure of the B1/S1 project—the instructors found the technology too complicated and therefore it was not utilized.

Penny suggested that the way to overcome this problem was to install the technology in a room or rooms that instructors who embrace technology would use. Over time as these instructors demonstrate the benefits other instructors would want to come on board.

Scott mentioned that a plan would need to be formulated for replacement of existing equipment, maintaining new equipment and guarding against wear and tear, and for determining which instructors currently had their own equipment and would therefore have less of a requirement for the new equipment.

There was a brief discussion regarding funding sources for the project but Morgan stated that the current objective per Stephen Eaton was to brainstorm only.

Morgan requested that Penny discuss the formation of a focus group that would consist of a select group of faculty, students and administrators. Penny stated that the group should consist of some who are technology adapted and some who aren't, in order to get a balanced perspective.

Action Item: (1) Penny to discuss formation of focus group with Stephen Eaton and recruit members.
Action Item: (2) Sean to recruit other students for the focus group.

7. Budget Allocation Proposals (BAP's)

Discussion:
Morgan briefly described the five current BAP's that are being presented to the committee for review. He reviewed the basic elements of the proposals and some of the supporting information in the proposals. He also discussed requisite information that was not provided but would be needed to make a final determination. The committee briefly discussed the merits of each proposal and made a determination as to whether to request additional information for later review, approve as submitted, or table until the next meeting

BAP: T01…Video Conference Unit Materials / Nance Nunes-Gill
Morgan stated that there needs to be some initial assessment. The proposal did not state where the equipment is to be installed. Penny stated that video is currently only being utilized by Child Development, and if so, are they requesting a second one? Also, if it is for Child Development will it be funded by them?

Morgan suggested that it might be needed for State St. and/or Ft. Irwin. If camera is to be set up at State St. or Ft. Irwin we don't have enough bandwidth for it to work well, if at all. If this is the case it will need to wait until next year when internet is upgraded at the sites.

Additional Considerations/Questions:
1. How will training be offered to faculty?
2. How would students be notified of which location to attend for these classes?
3. Penny would like to see higher level Math offered at Ft. Irwin but there is not a high enough enrollment. Could video address this?
4. There is no technical support for video in the evening when the classes would be held.

Status: Pending review of additional information
Action Item: Morgan to submit questions to IEC

BAP: T02…LiveScan Hardware and Software / Clint Dougherty
Committee would like to know how this project will be funded, where the equipment will be located, and if we have adequate space and security for the equipment. The committee agreed that the HR department can house the equipment properly

Penny stated that installing LiveScan onsite will make life easier for the college and will eliminate the problem of emergency hires who can't start due to delay in receiving their LiveScan results. This occasionally results in a class that is temporarily without an instructor.

It was agreed that the project would have minimal impact on IT resources after initial installation and will be very beneficial to the college.

Status: Committee approved

BAP: T03…Measurement Instruments to measure SLO's / Dr. Mike Karpel, Taylor Puryear
It was decided that there is not enough information in the proposal for the committee to make a determination. It is unclear if the proposal is for the purchase of hardware and/or software, and what if any impact it would have on IT resources.

Penny stated that in the future she would like to have a photograph of the equipment and more specific information where technology purchases are concerned.

Morgan suggested that it may be more appropriate to include this purchase with the completion of the Wellness Center.

Status: Pending review of additional information
Action Item: Morgan to request additional information

BAP: T04…Internet upgrade at State St. / Sandi Thomas

Issues and concerns that were discussed in regard to this proposal:
1. This facility is shared with Excelsior and may pose issues with them.
2. There is no way to determine how long we will occupy the facility.
3. How is this project being justified?
4. How is the project to be funded?
5. Is internet speed really an issue at State St. (does it affect enrollment?)
6. What is the impact on IT resources?
7. Would it provide more independence for the satellite campus?

State St. maintains that slow internet speed does not enable them to conduct classes effectively, however there is no data to support this, e.g. classes cancelled due to internet speed or inability to offer courses based on slow internet speed. It is agreed however that there is some impact on the office computer functionality and usage.

It is estimated that the cost of this project, which would entail installation of fiber optic cable, could cost upwards of $60,000. There is the possibility that Excelsior would partner in the project and share the expense, but we don't currently know if they have already found their own solution and are therefore not interested in a partnership with us.

There is no guarantee that we will occupy the facility long enough to recoup the cost. It could end up being an expensive, short term solution. Additionally, the committee doesn't believe that internet speed is even a factor in enrollment at the facility. Even if it were to increase enrollment there is no way to forecast the profitability of the project over the long term.

Scott suggested that if more classes were offered at the facility it might justify the project and Morgan and Scott agree that it would have minimal impact on IT resources.

Status: Pending review of additional information and data

BAP: T05…Computers to photo and video editing programs / Kim Lytle
This proposal states that the request is being made to replace old computers. The committee would like to know what criteria was used to determine that the computers are "old", what the impact of using the old computers is, and how many new computers are needed.

The committee feels at this time that the request may be reasonable but the BAP is incomplete. They would need to be provided with additional information so that the proposals can be evaluated properly.

Status: Pending review of additional information

8. Next Meeting
Next meeting will be held December 18, 2014 from 11:00 am-12:00 noon in the admin conference room.

Meeting Adjournment
Meeting was adjourned at 12:08 pm

Recorder
Susan Rollinson, 11.05 am to 12:08 pm

BARSTOW COMMUNITY COLLEGE DISTRICT

Technology Committee
November 18, 2014
11:00 pm – 12:00 pm
LRC – L40

1. **Welcome.**

2. **Approval of Agenda.**

3. **Review/Approval of Meeting Notes from October 30, 2014.**

4. **Strategic Technology Plan.**

5. **Password Policy.**

6. **Classroom of the Future by Stephen Eaton.**

7. **Budget Allocation Proposals (BAPs)**

8. **Other**

9. **Next Meeting – Thursday, December 18, 2014, 11:00 am in the Admin Conference Room.**

BARSTOW COMMUNITY COLLEGE DISTRICT

Technology Committee
January 15, 2015
11:00 pm – 12:00 pm
Admin Conference Room

1. **Welcome.**

2. **Approval of Agenda.**

3. **Review/Approval of Meeting Notes from October 30, 2014.**

4. **Technology Committee Member Replacement.**

5. **Strategic Technology Plan.**

6. **Technology Change Updates.**

    a. **Website.**

    b. **Intrusion Detection System.**

7. **Equipment Rotation.**

8. **IT Projects for 2015.**

9. **Other**

10. **Next Meeting – Thursday, February 19, 2015, 11:00 am in the Admin Conference Room.**

Barstow Community College District
Technology Committee
Minutes: January 15, 2015 from 11:00 am to 12:00 pm
Admin Conference Room

Present: Morgan Bohnsack- Chair, James Lee, Sean White

Absent: Penny Shreve, Zephyr Riley, Jacob Batarseh, Sona Vartanian

Call-to-Order

The meeting was called to order at 11:00 am.

1. Welcome:

Morgan welcomed members of the technology committee to the January meeting and passed out meeting agenda, October's meeting minutes (for approval), and handouts.

2. Approval of Agenda:

Motion for approval: Sean
Seconded: James
Agenda approved as submitted

3. Review/approval of meeting notes from October 30, 2014:

Motion for approval: Sean
Seconded: James
Meeting Minutes approved as submitted

4. Technology Committee Member Replacement

Morgan informed the members present of the resignation of Scott Dewald who was a member of this year's Technology Committee and the need for a replacement. He suggested replacing with a member of the IT department since that was the role that Scott was on the committee. Morgan provided the options of the current staff in the IT department including Glenn Barr, Carl Delzell, Maria Riley, and Susan Rollinson. The members in attendance thought brining in a member with a fresh perspective would be beneficial and Sean nominated Susan Rollinson the newly hired database analyst for the spot and the members in attendance agreed with this nomination.

Status: Committee approved Susan Rollinson to fill the vacant seat on the technology committee.
Action: Morgan to invite Susan to take the vacant seat on the committee.

5. Strategic Technology Plan

Morgan provided information to the committee on the current strategic technology plan needing an addendum to include the language about the replacement of devices schedules included in the new strategic technology plan that will take effect July 1. This will allow the IT department to move forward with any replacement checks on the schedule outlined in the handout provided to the committee until the new strategic technology plan takes effect.

Status: Committee members agreed to move forward with this item.
Action: Morgan will move forward with the addendum to the current strategic technology plan through the appropriate channels.

6. Technology Changes Update

a. Website

Morgan updated the committee on the status of the website launch. He informed the committee the website did go live briefly but reverted back to the old website because of issues and complaints about the new website. Morgan as the current website designer has been working on the issues that were brought up during the initial launch. Attempting go live again with the website as early as this Friday. The website launch timeline will be an item discussed at the Management Council Meeting held later today. Once launched issues and updates will be addressed as needed.

b. Intrusion Detection System

Morgan updated the committee on the capabilities of the new system including the ability to identify issues faster than the current reports that are sent to address issues. Threats such as illegal downloads can be identified through the system and the user will be able to be identified and action taken to avoid the threats.

Action: Morgan will be moving forward with the proposal to the VP of admin services who will review and determine a funding source for the project.

Other:

The IT department is looking at replacing current DS3 internet line to a full gig circuit to dramatically increase internet speed.

Morgan discussed approaching senior students from Devry University to help assist with IT projects on campus to provide them with real life field experience while saving the college from hiring additional IT staff or vendors to accomplish IT goals. There was mention of opening this opportunity to CBIS students at BCC as well.

7. Equipment Rotation

Once the language about the replacement of campus devices is added to the current strategic technology plan work will begin on reviewing the need to replace the oldest devices on campus first to the newest within the replacement schedule. It was discussed that some devices have been repaired or replaced on an as-needed basis or when funding was available for projects such as the new Xerox machine replacements observed over the last week.

A brief discussion about the password policy which had been an agenda item in the last few meetings took place. The VP of admin services recommended the password policy require users to change passwords every 180 days rather than all at once e.g. at the beginning of each semester.

8. IT Projects for 2015

Morgan proposed the question: What are the IT needs on campus in 2015?

Morgan went over some existing plans with the committee:

Password Safe:

Program to store all passwords securely through encryption. Has individual user option to allow safe password storage.

Looking at revamping existing fixed asset programs. The 3 current systems don't communicate with each other which can be troublesome when trying to locate an item or inventory. Looking for a system that is more effective and allows for more effective inventory and tracking.

There is another program being developed to track software. Things like licenses that we have are difficult to track and if exceeding license agreements fines can be imposed.

New IT project suggestions from committee:

Student ID card system software is outdated. No student ID number on card, no expiration date, etc. can cause problems and no way to identify if the student is current or past. Current system needs to be looked at upgrading or replacing with a new system.

Action: Committee members to look at ID and see what changes would be good to make to current student ID card.

9. Other

None

10. Next Meeting

The next Technology Committee meeting will be held on Thursday, February 19, 2014 in admin. conference room.

Action: Morgan will check with committee members to see if date/time works with new semester schedule.

Meeting Adjournment

Meeting was adjourned at 11:36 am.

Recorder

James Lee, 1.15.15

BARSTOW COMMUNITY COLLEGE DISTRICT

Technology Committee
February 19, 2015
11:00 pm – 12:00 pm
Admin Conference Room

1. **Welcome.**

2. **Approval of Agenda.**

3. **Review/Approval of Meeting Notes from October 30, 2014.**

4. **Review/Approval of Meeting Notes from January 15, 2015.**

5. **Technology Change Updates.**

   a. **Website.**

   b. **Intrusion Detection System.**

   c. **SARS Integration.**

   d. **OpenCCCApply.**

   e. **DegreeWorks.**

   f. **ARGOS.**

6. **Strategic Technology Plan.**

7. **Disaster Recovery Plan.**

8. **Other**

9. **Next Meeting – Thursday, March 19, 2015, 11:00 am in the Admin Conference Room.**

Barstow Community College District
Technology Committee
Minutes: February 19, 2015 from 11:00 am to 12:40 pm
Administrative Conference Room - A11

Present: Morgan Bohnsack- Chair, Penny Shreve, Sean White, Zephyr Riley, Sona Vartanian, Raul Salinas

Absent: James Lee, Jacob Batarseh

Call-to-Order
The meeting was called to order at 11:02 am.

1. Welcome:
Morgan welcomed members of the technology committee to the February meeting and passed out meeting agenda, January's meeting notes (for approval), and handouts.

Morgan introduced Susan Rollinson, the new member of the Technology Committee who is replacing Scott Dewald.

Morgan introduced Raul Salinas, the IT student worker. Sona noted that Raul has been extremely helpful in assisting her with her computer issues.

Morgan notified the committee that the next scheduled meeting date will need to be changed and is to be determined.

2. Approval of Agenda:
Motion for approval by Penny
Seconded by Sona
Agenda approved as submitted

3. Review/approval of meeting notes from October 15, 20145
Morgan advised committee to disregard this item as it was on the agenda in error.

4. Review/approval of meeting notes from January 15, 20145
No questions on notes
Motion for approval by Penny
Seconded by Sona
Meeting Notes approved as submitted

5. Technology Change Updates
Presented by Morgan:
   a.   **Website**
        The new Barstow College website, which went live on February 2nd, but he is still working on a few things prior to establishing that the website redesign is completed. During the continued development the Website Development Committee, Department Heads, the Technology Committee, and the President will need to have input into the content. Requests for changes after development is complete are to go through Nancy Olson, for subsequent approval by Stephen Eaton Penny clarified that major changes would need to have VP approval but not corrections or minor additions.
   b.   **Intrusion Detection System**
         George has found funding for the system and it will be installed in about a month but there is no actual date determined yet.
   c.   **SARS Integration**

There has been a delay in implementation. There are changes and corrections that need to be made by Shell [SIG] but she is currently unavailable. It is anticipated that the SARS implementation will be complete some time during the current semester. There is also the potential that SARS will be able to replace TrackIt.

    d. OpenCCCApply

It is anticipated that OpenCCCApply will be implemented by the end of March 2015. We are currently waiting on a download from Paddy [SIG] which should be here by next Monday. The implementation must be complete by the end of March because XAP requires a 90 day notice that their services are to be discontinued.

    e. DegreeWorks

This project will not be scheduled until the implementation of SARS and XAP are complete. The server is in the server room but needs to have another rack installed.

    f. Argos

Argos is partially installed but will need to wait until SARS, OpenCCCApply and DegreeWorks implementations are completed.

6. Strategic Technology Plan

Discussion:

Per Morgan the plan needs to be revised. He stated that George feels that it is taking too long and should now include only the components that are absolutely necessary, according to priority. Once the revisions have been made the plan will then need to be submitted for approval. Further evaluation of Ft. Irwin and State St. may be necessary in order to improve technology at all sites. The committee will go over the list of all technology on campus and decide what needs to be replaced, then submit the revised plan for review and approval.

Penny suggested that the plan should also be submitted to the Academic Senate for their review and input, prior to presenting it to the Board. It was decided that a copy will be given to Sona who will then present it to the Academic Senate. It will need to be delivered to Sona by February 27th in order to get it on the agenda. After Academic Senate review Sona will discuss the results with George prior to him presenting it to Cabinet.

7. Disaster Recovery Plan

Morgan reviewed the handouts, which were copies of Glendale Community and Las Posita's Colleges' Disaster Recovery Plans.

Discussion:

Morgan stated that Barstow College does not currently have a Disaster Recovery Plan. In the event that an earthquake were to destroy our computer equipment we have no means of reestablishing those systems. We need to determine what are priorities are for the resumption of work for the entire campus. One possibility is using the "cloud" to store our data, which is currently in planning by the Chancellor's Office. We could also use old servers that are still in our possession to address the hardware aspect.
All of our servers currently reside in one building (which makes us more vulnerable) but that is being corrected.

We currently back up everything on shared drives but we are more selective about what is backed up on networks— data being the most critical. If we use the cloud we would pay the Chancellor's Office for the space and they would move the data.

The committee made a list of Barstow's software and systems and prioritized it based on the business impact to the college. Priority was based on the critical number of days that business could continue without the use of the systems. Priorities were determined on a college wide basis as opposed to the needs of individual departments. The following list is preliminary and the committee members will reevaluate it after additional consideration. Additional factors for prioritizing include the time frame within the term (e.g. beginning, middle, end, break,) and systems' dependencies to other systems.

Barstow College Business Systems Impact Matrix

#	Item	Functionality/Issues	Priority (#Days)
1	Internet Access / DNS		1-2
2	Email / Exchange		1-2
3	Banner	Must be restored before My SSB	1-2
4	EPICS	Human Resources - Personnel and Position Control	3-5
5	NeoGov	Online Job Search - Non critical	11-14
6	Shared Drives	Includes Campus Data (or Argos)	6-10
7	Financial 2000	Purchasing, Fixed Assets, Reporting	11-14
8	Moodle	Online Class Management (Nancy's or Campus EAI)	1-2
9	SARS / TrackIt?	Student Counseling (can be input after encounter)	3-5
10	Campus Data (or Argos)	Reporting, usage varies by department	3-5
11	Phones	Criticality depends on if internet is restored	3-5
12	Portal	All functions – very critical	1-2
13	Library	Non critical	11-14
14	FIN Provisioning	(Active Directory) Will affect new students/employees	6-10
15	A/O		1-2
16	Class Climate	Online Survey - Non critical	2 Weeks
17	Web Server		3-5
18	Surveillance System	Non critical	2 Weeks
19	Wi-Fi	Non critical	2 Weeks
20	MY SSB	Student and Faculty Self Service - dependent on the Portal	3-5
21	Payroll	County System	3-5

Questions:
How safe is the cloud?
    Per Morgan the cloud is very secure so it will not be an issue

Action Items:
Committee to give additional consideration to Disaster Recovery issues and refine the matrix.
Copy of the Disaster Recovery Plan to be delivered to Sona to submit to Academic Senate

8. Other
   a. Email Bounce Backs
      Morgan notified the committee that our current issue with email bounce backs may be related to our server upgrade [Scenic]. He has contacted Scenic and is working with them to fix the problem, hopefully to be resolved within the next two days.

   b. Email Vulnerability
   Morgan also advised that we don't currently block email significantly so be careful when opening email from someone you don't recognize.

   c. Student ID Cards
      Sean presented the committee with rough drafts of potential Student ID cards designs. There was discussion regarding whether or not B#s should be printed on the cards due to security issues, and if "term" should be printed on the cards as opposed to using stickers. It was decided that it may incur too much additional expense and resources (re-printing of cards each term) to print term on the cards. Sean was not certain if there will be a fee for the design change of the blank cards. There is the possibility that new software will need to purchased, as

the current software is very limited in regard to what it can print on the cards.

There was discussion regarding use of the ID computer software as an "ID Management" system. The system could be used to verify B#s and student information, including proof of enrollment, and proof of fee payment.

Action Item(s):
Sean to recreate the hand sketched designs into color proofs and resubmit to committee.

9. Next Meeting
Next meeting date is to be determined but will try to schedule for the 4th Thursday in March

Meeting Adjournment
Meeting was adjourned at 12:40 pm

Recorder
Susan Rollinson, 11.00 am to 12:40 pm

BARSTOW COMMUNITY COLLEGE DISTRICT

Technology Committee
May, 11 2015
10:00 pm – 12:00 pm
Student Services Conference Room

1. **Welcome.**

2. **Approval of Agenda.**

3. **Review/Approval of Meeting Notes from February 18, 2015**

4. **Technology Change Updates.**

   a. **Intrusion Detection System.**

   b. **SARS Integration.**

   c. **OpenCCCApply.**

   d. **ARGOS.**

   e. **Network Performance.**

      i. **Main Campus.**

      ii. **State Street.**

      iii. **Ft. Irwin.**

5. **Technology Committee Survey.**

6. **Strategic Technology Plan.**

7. **Disaster Recovery Plan.**

8. **Other**

9. **Next Meeting – Thursday, September 17, 2015, 11:00 am in the Admin Conference**

   Room.

Barstow Community College District
Technology Committee
Minutes: May 11, 2015 from 10:00 am to 12:00 pm
Student Services Conference Room

Present: Morgan Bohnsack- Chair, Penny Shreve, Susan Rollinson, James Lee

Absent: Zephyr Riley, Jacob Batarseh, Sona Vartanian, Sean White

Call-to-Order

The meeting was called to order at 10:00 am.

1. Welcome:

Morgan welcomed members of the technology committee to the May meeting and passed out meeting agenda, February's meeting minutes (for approval), and handouts.

2. Approval of Agenda:

Motion for approval: Penny
Seconded: Susan
Agenda approved as submitted with corrections to the time of meeting and date in agenda item 3.

3. Review/approval of meeting notes from February 19, 2015:

Motion for approval: Penny
Seconded: Susan
Meeting Minutes approved with correction to date of meeting.

4. Technology Changes Updates

a. Intrusion Detection System

Morgan discussed the increase of Spam that has recently been occurring on network email accounts and that the new IDS system would help protect and identify sources of Spam and other threats. The IDS is currently with the selected company and we are hoping on an implementation date by the end of May.

Note: Morgan let committee members know that they have recruited for the network administrator position, the candidate has accepted the position and is currently pending board approval at the May 20, 2015 Board of Trustees meeting with a potential start date of 5/21/15 with Board approval.

b. SARS Integration

Morgan informed the committee that the SARS system is up and running and is waiting on feedback from student services of any issues with the system or if the implementation has been successful and is serving its purpose.

c. OpenCCCApply

Morgan informed the committee that they are continuing to move forward with OpenCCCApply and have two upcoming deadlines including end of May and end of June for implementation.

d. ARGOS

Morgan described ARGOS as a new reporting program to replace Campus Data, but did report that Campus Data will remain active for a period of time while developing reports in ARGOS, training, and any issues worked out in ARGOS. Susan will be sending requests to managers on what reports they need developed. ARGOS has capabilities for users to create reports, but may be limited since Banner is such an expansive student database. Looking at different ways of organizing the listing of reports in ARGOS to make more user friendly and condensing reports which may be similar.

e. Network Performance

I. Main Campus

Morgan informed the committee that the upgrade to a 1 gig circuit will be about 3 times faster than current internet service. Need a two hour window to finalize the installation of the circuit and will probably occur after graduation when there is downtime.

II. State St.

Upgrade is in process. Have experienced difficulties in converting over to the new network. State St. will also be dark for 1-2 hours until new circuit is operational.

III. Fort Irwin

Trying to improve performance since Morgan's tenure at BCC over the last year/year and half. Were provided a quote for improved internet performance at $35,000 annually through Verizon. Met with Time Warner last week to discuss full gig circuit, cost TBD. Also, State St. could be upgraded to full gig circuit, currently waiting on proposals from Fort Irwin.

Off-Agenda: Degree works is on hold until other projects are completed including SARS integration and OpenCCCApply.

5. Technology Committee Survey

Committee members reviewed Survey Results from the Technology Committee (provided in agenda packet) to formulate suggestions on issues identified to report back to Institutional Effectiveness Committee (IEC).

Committee addressed questions of concern from the responses received back from the survey. Morgan expressed that the survey was only completed by 6 of the 9 committee members.

Reviewed Question # 4 which one respondent disagreed that "The Technology Committee members represent all parts of the College"

First the committee identified which there wasn't representation on the committee including: Fort Irwin, Online Office, Admission and Records, Maintenance, Special Programs and Services.

With current members there was suggestions to rotate members to have available representation and potentially go to participatory group and intervene in cases where there is regular non-representation.

Reviewed Question #5 which one respondent disagreed that "The Technology Committee plays an important role in decision-making"

Morgan provided the committee with an example of important decision making the committee has made in determining which IDS system to be implemented into the college. A couple suggestions to improve in this area were creating a checklist and to clearly define committee goals.

Reviewed Question #6 which 2 respondents disagreed and 1 respondent strongly disagreed that "The Technology Committee addresses issues and makes decisions in a timely manner"

Morgan provided a couple of examples of the Technology Committee addressing issues and making decisions on over the last year including the IDS system and the Technology Plan. Morgan explained to the committee that some processes take time so maybe providing more communication on the status of projects and providing timelines/flowcharts on activities so all committee members are aware of the status. Also suggested was the potential need for additional meetings per month as needed.

Reviewed Question #12 which one respondent strongly disagreed that "Most participants in the Technology Committee put aside personal agendas when it is time to formulate a recommendation"

Some suggestions from the committee included sticking to the agenda, develop guiding principles or values of the committee, creating a definition sheet, and review the tech committee mission.

Some discussion was conducted on how the technology committee could improve. Some suggestions included maybe meeting more frequently such as a second meeting, as needed. The possibility of conducting some business or providing updates via email. If in the event can't get a commitment to attend meetings regularly to follow-up with who appointed them to intervene or replace member. Make sure appropriate time is allocated for agenda topics and/or have a second meeting for spillover items.

The committee reviewed the remainder of the Technology Committee Survey Results.

Status: Committee members developed recommendations for submission back to IEC.
Action: Morgan will finalize recommendations and present or provide to IEC.

6. Strategic Technology Plan

Morgan informed the committee that there is scheduled to be a working plan of the 2015-2020 Strategic Technology Plan when the Technology Committee reconvenes in September 2015.

7. Disaster Recovery Plan

The committee reviewed Barstow College's Business Systems Impact Matrix (provided in agenda packet).

Committee reviewed priority dates which seemed to work, but could be challenging depending on when a disaster strikes which can be difficult to predict certain disasters.

The committee agreed that active directory and FIN provisioning need to be separated on the matrix.

The suggestion to send the matrix out to technology users to see if there is anything not currently on the list. HR/Business Office/Online Office/IT offices were suggested.

Once we have finalized item list we will develop disaster recovery plan, including possibly using old servers to run systems as back-up in the event of a disaster.

Disaster Recovery Team would be formed to make sure the least impact during a disaster and to make sure network systems are operating properly from the user's perspective.

Test Disaster Recovery Plan annually to make sure it works as needed. This also leads to the development of a Data Breach Plan which will be being developed over the summer 2015.

Status: Committee members had a couple suggestions including separating active directory and FIN provisioning and to send the list to technology users to see if any items are not included.
Action: Morgan will update list and get the list sent out to IT users to review for any missing items.

8. Other

Morgan informed the committee that there seems to be some inaccuracies on the data being reported for the Student Success Scorecard. Attempts have been made to contact the Chancellor's Office for notification of inaccurate data. Looking at checking data internally prior to submitting to Chancellor's Office to be included in Student Success Scorecard.

Data Integrity- Making changes to coding on the 15/16 college catalog for spring of 2016.

Recommendation was made to possibly change meeting to 10:30 am to allow for overflow of meeting items. This will need to be determined by the 15/16 Technology Committee based on schedules and availability and amount of agenda items addressed at each meeting.

Morgan informed the committee that the main campus may get a second 1 gig circuit over summer 2015.

10. Next Meeting

Will be determined by next Technology Committee Chair based off 15/16 member's availability.

Meeting Adjournment

Meeting was adjourned at 11:30 am.

Recorder

James Lee, 5.13.15