

BARSTOW COMMUNITY COLLEGE DISTRICT

Technology Committee

September 23, 2015

10:00 am – 11:30 am

Student Services Conference Room

- 1. Welcome.**
- 2. Approval of Agenda.**
- 3. Review/Approval of Meeting Notes from May 11, 2015.**
- 4. Technology Change/Updates from the last Technology Committee Meeting.**
 - a. Intrusion Detection System.**
 - b. SARS.**
 - i. Integration.**
 - ii. TRAK/ALRT/E-SARS.**
 - c. OpenCCCApply.**
 - d. ARGOS.**
 - e. Data Warehouse.**
 - f. Network Performance.**
 - i. Main Campus.**
 - ii. State Street.**
- 5. Technology Committee Meeting Times.**
- 6. Technology Committee Scribe.**
- 7. Strategic Priority #4.**
- 8. Other**

Barstow Community College District

Technology Committee

Minutes: September 23, 2015 from 10:00 am to 11:30 am

Student Services Conference Room

Present: Morgan Bohnsack- Chair, Penny Shreve, Sona Vartanian.

Absent: Zephyr Riley, Jacob Batarseh, James Lee, Aaron 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, September's meeting minutes (for approval), and handouts.

2. Approval of Agenda:

Motion for approval: Penny

Seconded: Sona

3. Review/approval of meeting notes from May 11, 2015:

Motion for approval: Penny

Seconded: Sona

4. Technology Changes Updates

a. Intrusion Detection System

Morgan discussed that the firewall was deployed in June and has been operational since that time. All seems to be working well. There was an issue with the firewall, however the secondary firewall took care of the issue.

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.

TRAK/ALRT/E-SARS is ready to be deployed, only thing remaining is training from SARS for BCC staff.

c. OpenCCApply

OpenCCApply was deployed in June, there are some issues that remain with the OpenCCApply which are being drafted in a SOW to be resolved.

d. ARGOS

ARGOS is up and running, database connections remain, which should be resolved by the end of the month. Emails from IT will be sent to all of the Managers on campus to determine what Campus Reports are still needed before migrating all of them into the new ARGOS system.

e. Data Warehouse

A data warehouse was created, and only 12 tables were moved into the data warehouse. We (IT) are still waiting on creating pieces in the data warehouse before migrating all of the data into the new environment.

f. 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. Switches are being replaced campuswide to be able to use the new speed in the buildings across the campus.

ii. State St.

Upgrade is complete, they are now on a 50/5 connection to the internet.

5. Technology Committee Meeting Times

Committee agreed to have the Technology Committee Meetings take place on the 3rd Thursday of the month from 1:00 pm to 2:30 pm. More meetings are an option as issues become a higher priority.

6. Technology Committee Scribe

Committee elected to have James Lee continue as the Technology Committee scribe.

7. Strategic Priority #4

The committee reviewed Strategic Priority #4. Came up with 2 items. See attachment. To be finalized at the next Technology Committee Meeting.

8. Other

No items brought up.

10. Next Meeting

October 22, 2015 in the Student Services Conference Room from 1:00 pm to 2:30 pm.

Meeting Adjournment

Meeting was adjourned at 11:30 am.

Recorder

Morgan Bohnsack, 09.23.2015

BARSTOW COMMUNITY COLLEGE DISTRICT

Technology Committee

October 22, 2015

10:00 am – 11:30 am

Student Services Conference Room

- 1. Welcome.**
- 2. Approval of Agenda.**
- 3. Review/Approval of Meeting Notes from September 23, 2015.**
- 4. Technology Change/Updates from the last Technology Committee Meeting.**
- 5. Strategic Priority #4.**
- 6. Other**
- 7. Next Meeting: October 19, 2015 from 1:00 pm to 2:30 pm.**

Barstow Community College District

Technology Committee

Minutes: October 22, 2015 from 1:00 pm to 2:30 pm

Student Services Conferences Room

Present: Morgan Bohnsack- Chair, Penny Shreve, Jacob Batarseh, Sona Vartanian, Susan Rollinson, James Lee, David Garcia

Absent: Zephyr Riley, Aaron White

Call-to-Order

The meeting was called to order at 1:00 pm

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: Susan

Seconded: Susan

Agenda approved with corrections to time of meeting and date on the footer.

3. Review/approval of meeting notes from September 23, 2015:

Motion for approval: Sona

Seconded: Susan

Meeting Minutes approved as submitted, no changes.

4. Technology Change/Updates from last Technology Committee Meeting:

Morgan provided a technology update on several projects going on. Discussion about the main campus internet upgrades taking place including upgrading from DS3 to new circuit. Looking at upgrading additional existing switches on main campus. Morgan identified the administration building being the next building for upgrading switches and then Mr. Walters will determine with other administration the priority of the Student Services building or Learning Resource Center for the next upgrades. Morgan did mention that the LRC would be the cheaper of the two upgrades. Furthermore, Morgan informed the committee that in their annual program review they submitted a Budget Allocation Proposal (BAP) for approximately \$400,000 to replace all existing switches campus wide. If the BAP is not approved then IT will work on replacing switches in each building once priorities are identified. Optimization of the new switches is still ongoing to obtain most efficiency from the upgrade. Morgan informed the committee that the State St. off-campus site was upgraded, but they are still experiencing some issues with some programs including FIN2K and are looking into a solution to the problem.

5. Strategic Priority #4

The committee reviewed the goals and objectives developed at the September meeting for discussion before submitting the final goals and priorities to Stephen Eaton. Goal #1 was approved by all in attendance. For Goal# 2 there was discussion of the current data breach policy and Morgan informed the committee that there wasn't a current one. A committee member also suggested an additional activity for Goal #2 that training/demonstration for cyber emergency or intrusive problems should be conducted to gauge its effectiveness and simulate an actual cyber emergency or intrusive problems. The committee questioned who would be responsible for Goals 1 and 2 and Morgan identified that the IT department would be the responsible department.

Further discussion about Goals 1 and 2 continued including what were some of the outcomes of Goal #1 which included promoting cyber safety for all facets of the college, surveys for gauging effectiveness, and reduction in firewall and spam issues.

Technology Committee

Meeting Date: October 22, 2015

Minutes Approved: January 21, 2016

Goal #2 Morgan provided a brief scenario which could be utilized to create a cyber-emergency and how would IT and the college react to such a threat.

Morgan also mentioned that the Disaster Recovery Plan will be a working document after drills and other issues are identified the plan may need to be amended.

With input from the committee Morgan said he would send out the finalized objectives and goals for committee review.

6. Other

Committee member asked about the status of the computer usage agreement for students/employees. Morgan identified that all employees are completing the computer usage agreement while completing other new hire paperwork. Students only are currently required to click “agree” on the on-screen prompt before logging into windows on campus computers.

Committee member asked about new hires being added to email distribution groups and employees no longer with the district being removed. Committee members identified that adding new was done through a manual process by the Deans of Instruction and that removing them can be done at supervisor’s request, but did ensure no access was provided to these existing accounts once separated from the district. Some email accounts stay active such as retired faculty to address issues that may come after retirements.

7. Next Meeting

Next meeting will be held 01/22/2016 at 1:00 pm

Meeting Adjournment

Meeting was adjourned at 2:00 pm.

Recorder

James Lee, 10.30.15

BARSTOW COMMUNITY COLLEGE DISTRICT

Technology Committee

January 21, 2016

1:00 pm – 2:30 pm

Administration Conference Room

- 1. Welcome.**
- 2. Approval of Agenda.**
- 3. Review/Approval of Meeting Notes from October 21, 2015.**
- 4. Technology Change/Updates from the last Technology Committee Meeting.**
- 5. Administration Policy and Procedure 3720.**
- 6. Other**
- 7. Next Meeting: February 18, 2016 from 1:00 pm to 2:30 pm.**

Barstow Community College District

Technology Committee

Minutes: January 21, 2016 from 1:00 pm to 2:30 pm

Admin Conference Room

Present: Morgan Bohnsack- Chair, Penny Shreve, Jacob Batarseh, Zephyr Riley, James Lee, David Garcia, Michael Mayoros

Absent: Sona Vartanian, Aaron White

Call-to-Order

The meeting was called to order at 1:05 pm.

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:

A committee member noticed the footer was incorrect on the agenda. Other than this correction the agenda was moved for a motion for approval.

Motion for approval: James Lee

Seconded: Jacob Batarseh

Morgan went over agenda and handouts with the committee.

3. Review/approval of meeting notes from October 21, 2015:

A committee member noticed that there was an error on the minutes from October in section 2 that the person who seconded the motion was Sona rather than Susan. Other than this correction the minutes from October were moved for a motion for approval.

Motion for approval: Penny Shreve

Seconded: Jacob Batarseh

4. Technology Change/Updates from last Technology Committee Meeting:

IT has updated switches in the Administration Building. Still looking at replacing phones some phones in the Admin building. What is the benefit? Phones link to computer which can be a bottleneck with slower phones. Phones outdated and with increased speed from replaced switches has established the need for upgraded phones. Timeline is not set and dependent on when switches are upgraded to certain areas. Have new phones had good reviews? Yes, so far in the areas. No complaints on the new phones from users with the exception of one incident due to faulty equipment.

Board item on last evening board agenda for funding for IT from report from Ellucian. Have Banner Rep out for year or so to determine most efficient uses. Banner Rep is tentatively scheduled to be out in March of 2016.

Other Board item is to approve additional switches. (5) LRC, (4) student services.

Old speed when IT Director came on board: 30/40 MB/S

Current speed with upgrades: 80/90 MB/S

The main campus consists of (2) one gig circuits primary-Time Warner, secondary-Verizon.

Technology Committee

Meeting Date: January 21, 2016

Minutes Approved:

Verizon circuit is back-up for Time Warner.

Current speed in it 600-900 MB/S. Equipment is not cheap so it may take a while to implement in B, S, T buildings.

Server to server- 6 physical and each have 10 virtual servers, 10 Gig between server to server, building to building 1 Gig in next 6-8 years look to upgrade to 10 Gigs between building to building.

Restrictions on S drive?

Committee member Question: Why is access denied to students when double-clicking on the S drive?

Answer: Transitioning from campus E1 to canvas. If issue comes up e-mail IT HelpDesk. Discussion of temp username/password for instructors to login students temporary for evening classes, etc. Then once IT corrects issue on student's accounts have the students use their regular login.

Committee discussion of generic username/password for computer commons other areas for non-students doing admission applications, online orientation, etc. IT will look into these issues.

Board item requested storage array's from 10 TB to 50 TB was approved. Now approved, can start ordering equipment with Mr. Walters' approval. Existing array will be used for video surveillance, new 50 TB will be located in the computer commons for back-up. Other new 50 TB will be existing storage.

Upgraded some computer labs/rooms to Windows 10, T10 & B4.

Next classrooms will be upgraded to Win 10 between Spring/Summer, shooting for all computers to be upgraded to Win 10 by fall 2016.

Wireless connectivity is being looked at for all sites, new wireless equipment does not support old switches. Looking at increasing access points.

Next year, wireless is expected to increase drastically. Fort Irwin currently has no wifi-access and are waiting on approval from personnel at Fort Irwin to move forward with wifi-access.

Committee Question: Wireless timeout, what is the current timeout and can this be extended.

Answer: Current timeout is 3 hours, intention to change student for full day. Staff would be 7 days. Still secure, but allows for students and staff to use as needed when on campus without interruption.

Have picked up Office 2016. Can request if you want installed. Waiting on changing student accounts since classes and curriculum are still using Office 2013.

5. Strategic Priority #4

AP 3720

New AP was created by Morgan Bohnsack, George Walters, Maureen Davis, and BCC Legal Advisors.

Some issues that are addressed in new AP:

- Viewing questionable material
- Bit torrents

New firewall will identify who, when, where, and take action if necessary, old firewall didn't have those capabilities.

New AP allows to take action against violators of policy where old AP did not.

Committee suggestions for AP:

- More clarity or definitions of copyright/licenses section. To help define what actually is considered an act of copyright/licenses.
- Ensure "personal" language on e-mails, etc. is defined.

Comments on AP will be brought back to Mr. Walters.

6. Other

Would like to replace 1 Gig fiber line to 10 Gig fiber line from Student Services to Computer Commons for back-up.

No other major changes except wireless and other items in Agenda Item 4.

Generic students accounts for faculty to login students who aren't able to access S drive was discussed again.

Committee Question: Do we have a current spam filter for email?

Answer: Currently don't have dedicated spam filter for e-mail. Maybe looking into getting one. About 95% of incoming email is spam. IT blocks account of incoming spam as best as possible. IT can look to see what spam filters are available. Maybe lunchtime training on spam prevention.

Committee Question: Can email account size be increased?

Answer: Looking to convert from Exchange to Office 365 is something to be explored to deal with spam and storage limits. With Microsoft Office 365 Microsoft spam filters would reduce spam drastically, and increased storage space would be available as it is web based. Request for increased inbox space would more than likely be denied because of current limited storage.

Committee Question: Can we reduce large attachments being set to Barstow College listserv; can this be prevented? Can training be provided to convert to PDF?

Answer: Can look into training and awareness of the effect of sending large files to multiple users, maybe send link or convert to PDF to reduce attachment size before sending to large campus email groups.

7. Next Meeting

Next meeting is tentatively scheduled for February 18, 2016 from 1:00 pm-2:30 pm. Location TBD. Will be checking with Sona Vartanian and others who didn't attend to see if the day and time works for them. Morgan will send out next meeting invitation once committee has determined best time/day for all committee members.

Meeting Adjournment

Meeting was adjourned at 2:43 pm.

Recorder

James Lee, 01.22.16

Technology Committee
Meeting Date: January 21, 2016
Minutes Approved:

BARSTOW COMMUNITY COLLEGE DISTRICT

Technology Committee

April 21, 2016

09:00 am – 11:00 am

Administration Conference Room

- 1. Welcome.**
- 2. Approval of Agenda.**
- 3. Review/Approval of Meeting Notes from February 18, 2016.**
- 4. Technology Change/Updates from the last Technology Committee Meeting.**
- 5. Strategic Priorities.**
- 6. Strategic Technology Master Plan.**
- 7. Other**
- 8. Next Meeting: May 19, 2016 from 09:00 am to 11:00 am.**

Barstow Community College District

Technology Committee

Minutes: April 21, 2016 from 10:00 pm to 12:00 pm

LRC Conference Room

Present: Morgan Bohnsack- Chair, Penny Shreve, Zephyr Riley, James Lee, David Garcia, Michael Mayoros, Aaron White

Absent: Sona Vartanian, Jacob Batarseh

Call-to-Order

The meeting was called to order at 10:03 am.

1. Welcome

Morgan welcomed members of the Technology Committee to the April meeting and passed out meeting agenda, February's meeting minutes (for approval), and handouts.

2. Approval of Agenda

A committee member noticed the time was incorrect needs to be changed from 0900-1100 to 1000 to 1200 the year in the footer was incorrect and needs to be changed from 2015 to 2016. Other than these corrections the agenda was moved for a motion for approval.

Motion for approval: James Lee

Seconded: Aaron White

April 21, 2016 Agenda was approved with the above minor corrections.

Morgan went over agenda and handouts with the committee.

3. Review/approval of meeting notes from February 18, 2016

Motion for approval: Penny Shreve

Seconded: Zephyr Riley

February 18, 2016 minutes were approved.

4. Technology Change/Updates from last Technology Committee Meeting

Replaced a couple switches in Student Services Building. Received positive feedback from Student Services staff that the switches has greatly reduced time of running reports and other technology functions. Additional switches available to further improve Students Services area.

Replaced storage around campus. Slight issues in converting to new storage due to passwords etc. Needed to transition to new storage array. Performance has been good so far, the old storage array is planned to be used for the campus video surveillance system. Looking at backing up users my documents folders to have a more comprehensive backup.

Looking to increase fiber lines to 40 gig for longer term solution and to stay current with 21st century technology and speeds. Currently the campus video surveillance system only records about 10 days on current storage, looking to increase at least to 30 days with old server. Cameras and surveillance equipment is also another area that is antiquated and needs to be replaced.

Code Blues (Emergency Phones) on campus, some are cautioned taped off (not operational), working with vendor to repair the existing broken ones.

Technology Committee

Meeting Date: April 21, 2016

Minutes Approved: May 9, 2016

Ellucian is on campus to work with Heather Minehart in Admissions and Records on Banner to maximize efficiency/effectiveness.

Argos – Being tested. A few reports have been run successfully.

Personnel Change – Felicia Martinez will be replacing Susan as the Database Analyst II in the IT Department.

5. Strategic Priorities

The Technology Committee has been tasked to review the strategic priorities that are technology related.

Committee Reviewed Strategic Priority 4 – safety for all.

First two goals are technology specific. Day-by-day improvements are being made to strategic goals and activities with options for if Budget Allocation Proposals (BAPs) don't get approved.

Cyber security training is still a need although a presentation on SPAM was presented at All College meeting. Training is still an important activity.

There was a consensus by the committee that all goals and activities are still needed and some are already in progress.

6. Strategic Technology Master Plan

Mr. George Walters has asked the Technology Committee to review and update the Strategic Technology Master Plan. Morgan presented current and past Strategic Technology Master Plans. Morgan also informed the committee that he has reviewed many external community college's Strategic Technology Master Plans and had begun a draft of the updated plan for BCC. A committee member asked the timeline we had to complete this project and Morgan informed us as soon as possible, since the current Strategic Technology Master Plan is out-of-date and needs to include more information that will be useful to all on campus and can be a useful resource tool for all technology related items in the district. Our first task was to develop an outline and Morgan asked the committee for input. He shared what he developed and with committee input we developed the below tentative outline. Of course things may be changed or consolidated over the development of the document:

- 1) Title Page
- 2) Table of Contents
- 3) President's Welcome
- 4) BCC Background
- 5) Mission and Vision Statements
- 6) Executive Summary
 - a) Overview
 - b) Reasons for Change
 - c) Purpose
- 7) Document History
 - a) Technology Committee
- 8) Information Technology Department/Tech Support
 - a) Define roles of IT Department
 - b) Who does IT serve
 - c) Liability protection policy
 - d) IT services provided
 - e) IT roles
- 9) Data and Database
 - a) Where our data lives and travels
 - b) Oracle
 - c) Banner
 - d) Argos
 - e) Cloud etc.

- 10) Infrastructure and Hardware
 - a) Plan and Diagram and/or Usage and Needs
 - b) Building Needs
 - i) Existing
 - ii) Future
 - c) Usage needs/Age of Infrastructure/Testing to determine needs/upgrades
 - d) Campus wide existing hardware
 - i) Switches
 - ii) Arrays
 - iii) Servers
 - iv) Network lines etc.
 - v) Process to replace end user devices
- 11) Software
 - a) Existing Software and Licensing Agreements (see appendix F for details)
 - b) Licensing and Upgrades
 - c) New Software Process/Requirements
- 12) Appendix
 - a) Inventory
 - b) Contact Info
 - c) Technology Plan Process and Approval
 - d) Forms
 - e) End User Help
 - i) Wi-Fi access information/policy
 - ii) Troubleshooting etc.
 - f) Full detailed software inventory

Morgan will take the committee input and continue to work on the Strategic Technology Master Plan and present updates to the technology committee for further review and input.

7. Other

Brief Password Policy Discussion
Brief Wi-Fi Length/Expiration Discussion

8. Next Meeting: May 19, 2016 from 9:00 am to 11:00 am.

The technology committee discussed the best meeting times for all committee members, reviewed current schedule for Sona and Jacob and realized May 19 would not be the best meeting time since it is the last day for finals in the computer commons and the day before graduation.

Through discussion the committee established the next meeting tentative date of May 9, 2016 from 10:00 am- 12:00 pm or 11:00 am- 1:00 pm. Morgan will run the proposed dates and times by all committee members to try and accommodate all committee member's schedules.

Meeting Adjournment

Meeting was adjourned at 11:50 am.

Recorder

James Lee, 04.22.16

BARSTOW COMMUNITY COLLEGE DISTRICT

Technology Committee

February 18, 2016

1:00 pm – 2:30 pm

Administration Conference Room

- 1. Welcome.**
- 2. Approval of Agenda.**
- 3. Review/Approval of Meeting Notes from January 21, 2016.**
- 4. Technology Change/Updates from the last Technology Committee Meeting.**
- 5. Administration Policy and Procedure 3720.**
- 6. Other**
- 7. Next Meeting: February 18, 2016 from 1:00 pm to 2:30 pm.**

Barstow Community College District

Technology Committee

Minutes: February 18, 2016 from 1:00 pm to 2:30 pm

Admin Conference Room

Present: Morgan Bohnsack- Chair, Penny Shreve, Jacob Batarseh, Zephyr Riley, David Garcia, Michael Mayoros, Tara Guiffredo

Absent: Sona Vartanian, Aaron White, James Lee

Call-to-Order

The meeting was called to order at 1:05 pm.

1. Welcome:

Morgan welcomed members of the Technology Committee to the February meeting and passed out meeting agenda, January's meeting minutes (for approval), and handouts.

2. Approval of Agenda:

Motion for approval: Penny Shreve

Seconded: Jacob Batarseh

Morgan went over agenda and handouts with the committee.

3. Review/approval of meeting notes from January 21, 2016:

Motion for approval: Penny Shreve

Seconded: Zephyr Riley

4. Technology Change/Updates from last Technology Committee Meeting:

IT is continuing to update switches on the campus, specifically in the Administration Building. They have plans to continue updating the LRC and Student Services next.

IT has MS Office 2016 available to those staff members that need it installed. At the moment it is not being deployed to the students as the instructors are not teaching in MS 2016 as of yet.

CampusEAI has been discontinued, and is no longer being used on the campus.

5. Continued Discussion of AP3720

Issues were raised in the last committee meeting about faculty making copies of software, which is contrary to AP3720's written dialogue. Issues were brought before George Walters for comment. Reply back from George and Morgan, if a member of the faculty or staff are in need of a specific piece of software, a requisition should be generated to purchase the software. Copying the software would violate the copyright law. If a license is needed, the college will get the license the proper way.

6. Other

Morgan mentioned that he would be teaching the CIS494 class. That class is the Senior Project, and if there were any suggestions that a group of seniors might be able to do, he could task them to work on it for the college.

Jacob mentioned email attachment issues. It was mentioned that when we transition to O365 most of the email issues should go away.

Canvas portal. Morgan will email Nancy to get the link for Canvas.

Wireless on the campus. Morgan has a plan for improving the wireless on the campus, but it depends on the implementation of the switches on the campus, as the new A/P's are post POE and the current switches are pre POE.

The scrolling marquee banner on the Barstow website, when clicked doesn't go anywhere. Morgan will check with Chris Clarke on the scrolling marquee.

7. Next Meeting

Next meeting has been scheduled for April 21, 2016 at 0900 in Next meeting is tentatively scheduled for February 18, 2016 from 1:00 pm-2:30 pm. Location TBD. Will be checking with Sona Vartanian and others who didn't attend to see if the day and time works for them. Morgan will send out next meeting invitation once committee has determined best time/day for all committee members.

Meeting Adjournment

Meeting was adjourned at 2:15 pm.

BARSTOW COMMUNITY COLLEGE DISTRICT

Technology Committee

May 9, 2016

10:00 am – 12:00 pm

Administration Conference Room

- 1. Welcome.**
- 2. Approval of Agenda.**
- 3. Review/Approval of Meeting Notes from April 21, 2016.**
- 4. Technology Change/Updates from the last Technology Committee Meeting.**
- 5. Strategic Technology Master Plan.**
- 6. Other**
- 7. Next Meeting: TBD: September, 2016.**

Barstow Community College District

Technology Committee

Minutes: May 9, 2016 from 10:00 am to 12:00 pm

LRC Conference Room

Present: Morgan Bohnsack- Chair, Penny Shreve, Zephyr Riley, James Lee, David Garcia, Michael Mayoros, Jacob Batarseh, Felecia Martinez

Absent: Sona Vartanian, Aaron White

Prior to the meeting the technology committee was asked to complete a survey regarding the technology committee.

Call-to-Order

The meeting was called to order at 10:15 am.

1. Welcome

Morgan welcomed everybody and passed out the meeting agenda and the last meeting's minutes for committee review.

2. Approval of Agenda

Morgan explained that there was a last minute change of location from the admin conference room to the LRC conference room and did not have adequate time to change the agenda prior to the meeting.

Motion for approval: James Lee

Seconded: Zephyr Riley

The agenda was approved with the changes noted on the change of location.

3. Review/approval of meeting notes from April 21, 2016

Morgan brought to the committee's attention that there was an error on the April 21, 2016 meeting notes in a couple areas where May 21 was listed where April 21 should have been.

Motion for approval: Jacob Batarseh

Seconded: Zephyr Riley

The meeting notes were approved with the changes to the dates noted for correction.

4. Technology Change/Updates from last Technology Committee Meeting

All switches in Student Services building have been upgraded, which will improve systems now and in the future. The current bottleneck in the system is the phone since they are lower gigabits and we typically run network port to phone and then phone to provide network to the computer.

Have received good feedback from student service staff on time reports run and other processes being sped up due to the replacement of the switches. Next building scheduled to get upgraded switches is in the computer commons.

Committee member recommendation: to replace switches in computer commons after end of semester. Mike said it would not take place during any finals or during the semester.

Overall goal of replacement of switches is to be able to increase capacity over the long term.

Technology Committee

Meeting Date: May 9, 2016

Minutes Approved: September 22, 2016

Would like to replace switches in S, T, B, Gym, and Cosmetology buildings. Current BAP on submitted with program review to replace all switches campus wide.

After switches are replaced in the LRC about half of all switches on campus will have been replaced.

5. Strategic Priorities

Committee was asked to review outline.

A couple questions and clarification on some items on outline.

Some minors changes to list items in the outline to make outline flow better and end document more reader friendly.

Some discussion/elaboration on some items from committee members & chair.

Recommendation to include a self-study section within current outline.

Action Item: Morgan will begin drafting up the Strategic Technology Master Plan and will bring a rough copy back when the technology committee resumes in the fall.

6. Strategic Technology Master Plan

Morgan reached out to Sona about participating in technology committee meeting committee member recommended that if Distance Education (DE) chair is not available maybe send a representative in their place.

Science faculty mentioned issues with student computers in T Building, they are slow and cannot connect to server.

Action item: Mike will reach out to faculty in the area and check student computers.

English Faculty in B4 and B6 requested to have computers in groups or more flexibility to move computers.

Action Item: Morgan will reach out to faculty to see what they are requesting.

Faculty computers are very old and need to be updated. Some 8-10 years old.

It is written into budget (if approved) will be working to replace the oldest computers first. It would all be after the new fiscal year.

Junk mail still a huge issue for some people on campus.

Morgan: All filters are on, can build rules on your own, adding more restrictions on fire wall may prevent others info from coming in.

Office 365 may be an option next fiscal year to reduce Spam. Could look at anti-spam package as a temporary solution until office 365 rolls out, if approved. Will look at addressing password policy next fiscal year.

Brief Wi-Fi Length/Expiration Discussion.

Action Item: Mike will look at anti-spam for the interim until a decision is made on office 365.

7. Next Meeting

Next meeting will take place in September.

Morgan will send out email to new 16/17 Technology Committee members to see availability for next meeting.

8. Meeting Adjournment

Meeting was adjourned at 11:34 am.

Recorder

James Lee, 05.19.16