



# College of the Siskiyous

## Technology Advisory Committee (TAC)

**Meeting Minutes**  
**May 14, 2019**  
**2:00-3:00 pm**  
**Board Room**

### Members

- ✓ Jason Aronson
- ✓ Jesse Cecil
- ✓ Josh Collins
- ✓ Nancy Coughlin
- Barbara Douglass
- Jim Gilmore
- ✓ Bethany Golly
- ✓ Melissa Green
- Kelly Groppi
- Kent Gross
- ✓ Jan Harris
- Doug Haugen
- ✓ Axel Hernandez
- ✓ Wayne Keller
- ✓ Anne-Marie Kuhlemann
- Darlene Melby
- ✓ Nathan Rexford
- Theresa Richmond
- ✓ Valerie Roberts
- Stephen Schoonmaker
- ✓ Meghan Witherell

**1) Approve Minutes:** No changes.

**2) Project and Support Capacity:** IT has a tendency to get overwhelmed and by taking on too many Banner and third-party projects. Now, the Banner team will be only taking on two projects a year in order to reduce backlog issues. The only two current projects are Automic and ADAP/SSO. Many of the projects are expensive, and will need grants or other departments' operating budgets.

Val wondered about other non-Banner third-party application projects with limited IT needs, such as those for Guided Pathways. Meghan brought up Electronic Transcripts. Wayne pointed out that "limited IT needs" usually involve much more time than advertised (time to set up basic configuration, time to set up single-sign on, and regular maintenance). Projects as such could be placed on a list of upcoming projects, but not in an official queue yet.

Meghan and Melissa wondered what about projects that are mandated by laws and regulations, or projects that can be funded through categorical funding. Wayne advised if there is a higher-priority project than one of the two on the list, one may be postponed to make time for the new project. After being approved through CQIP processes, the potential project would be brought to TAC for determination whether or not it should bump one of the current projects.

A similar lack of staffing has been occurring in Research - the ODS project was started, but cannot truly be completed with Research's current staffing of just Nathan.

Many of these issues seem to stem from a lack of communications regarding IT capacity and project timelines.

**3) Infrastructure Projects:**

- Firewall: IT is purchasing a next generation firewall that offers better, more modern network protection.
- Forcepoint: This data loss prevention system is being purchased soon
- OneDrive: This is a Microsoft cloud-based data storage solution. IT is planning to move personal (i.e. H drive) and shared drives (i.e. Public) to this storage solution. This would increase security,

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and reduce our Tech Services overhead with purchasing and maintaining physical servers. This would also improve our data backups in case of accidental or malicious deletions.

### 4) Approved Banner Projects:

- Automic - in progress right now, great steps are being made
- ADAP/SSO - also in progress right now
- Self Service Banner 9 - next year's project - unknown timeframe for beginning or end
- Banner Communication Manager - will be worked on after Self Service Banner 9

### 5) Other:

- Ellucian software license contracts have decreased more than \$60,000 annually by dropping unused software. Ellucian hosting was costing \$41,000 a month and is now \$26,000 a month, saving \$180,000 annually on hosting costs. Due to these changes, the College is saving more than \$900,000 annually.
- Nathan wondered with the new system administrator coming on, what will issues or questions will go to him/her, and what will be assigned to the Banner consultants. Wayne advises the system administrator will support both Banner and Windows environments. This individual will move more applications to the cloud and Active Directory for the Single Sign-On project. The Network Administrator (Chris Wehman) is performing both network and system administration, so this will take a large load off Chris's shoulders and allow him to focus on network security. Consultants will be used when needed for expertise or extra help on projects, and these consultants will be funded by the department responsible for the project.
- Nathan suggested since we do not have a programmer on-campus that we enact some sort of process document entailing what kind of guidelines. Wayne advised the process starts once a ticket is submitted.