



# College of the Siskiyous

## Technology Advisory Committee (TAC)

**Meeting Minutes**  
**December 10, 2019**  
**3:00 pm-4:00 pm**  
**LRC 101 (Fishbowl)**

### Members

- ✓ Jason Aronson
- Jesse Cecil
- ✓ Josh Collins
- Nancy Coughlin
- ✓ Barbara Douglass
- Bethany Golly
- Melissa Green
- Kelly Groppi
- Kent Gross

- ✓ Doug Haugen
- Axel Hernandez
- Wayne Keller
- ✓ Anne-Marie Kuhlemann
- Darlene Melby
- ✓ Nathan Rexford
- Theresa Richmond
- Valerie Roberts
- Stephen Schoonmaker
- ✓ Alison Varty
- ✓ Meghan Witherell

- 1) **Approve Minutes:** Topic was not brought up.
- 2) **Infrastructure Projects:** Tabled due to time.
- 3) **Banner Projects:**
  - a. **DegreeWorks Transfer Articulation** – started 12/3: SIG consultants came out last week (week of 12/2/19) and completed scheduled tasks. A lot more cleanup needs to happen unsure if it will need more time. Next visit will be next week (week of 12/16/19).
  - b. **SSB Requisition & Approvals** – starting 12/9: This project kicked off this week (week of 12/9/16). This was initially tied to CVC pathways but is no longer (not applicable). Currently scheduled for a three-week project, but may be a four week project.
  - c. **Third-Party Billing** – starting 2/10: was slated to start in January, but has been delayed due to only having one resource for multiple Finance projects.
  - d. **FLAC** – started 12/3: Faculty Load and Compensation: This HR project will change how the faculty team enters time, taking some work off Nancy and HR. This project is currently in the requirements phase.
  - e. **CTE Pathways grant-funded projects** – starting 1/6: Barbara and Meghan need to work together to identify scope and how the time will be used for the SIG consultant coming out. Meghan advises Financial Aid had four visits budgeted but only need two, so Dr. Schoonmaker and Char said Meghan could move the other two visits from Financial Aid SIG to Student SIG
  - f. **Banner Security** – starting 1/13: Some Banner security is set up by roles, but most permissions are assigned on a person-to-person basis.
  - g. **Banner SSB 9** – TBD: We are still under no deadline to transition to SSB 9. When we do decide to move to SSB 9, we can turn on modules as wanted, not all at one time.

## TAC (Technology Advisory Committee) Minutes

### 4) Open Discussion:

Year-end and tax updates: Q3 releases are being completed. Finance is done testing and have approved for changes to be moved to production. This update includes the new tax forms (new 1098s, new W4s).

Some emails from external Banner resources are not coming through. Barb has been working on this with Anne Marie and Jason.

Single Sign-On: No ongoing employee issues, but students are still having issues. Any student who has registered for a class in the last two years has been brought into the single sign-on process. We are trying to get notices posted on the login page to notify students of the changes and to reapply if they haven't been a student for more than two years. We are still trying to identify patterns with the issues.

Nathan advises student workers are noticing the issues with combining their work @siskiyous.edu email address along with their new student @siskiyous.edu email address, and the difficulties with sorting through which emails are personal and which emails are work-related. Tech Services needs to determine what the best course of action will be moving forward.

Meghan has security concerns about student workers receiving confidential information and being able to access it off-campus and after the end of their employment. Jason advises a solution is to introduce role-based accounts for students (i.e. RegistrationStudentWorker1, etc.). Meghan advises the potential issue with not being able to track who is using the account; Jason advises we could personalize the account names to denote who is using them (i.e. RegistrationStudentWorkerBG).

Josh brings up what happens if a staff member becomes a student, then is no longer a staff member. Jason advises HR will be advising staff they will have a certain amount of time to access anything from their employee emails, then their account will be purged, and their student account will start with no previous emails.

Josh - help desk staffing availability will vary through the rest of the month. Who is covering the help desk when the Student Help Desk workers are out, and is anyone covering while the campus is closed? Is there a necessity to help students during the campus closure when the changes occurred over a month beforehand? Bethany will be covering Student Help Desk until the campus is closed.

Are password changes being forced? The functionality to force password changes does not work currently, but IT staff are looking into the functionality. Students can change their password through logging into their email.