

November 14, 2022

## Technology Advisory Committee Mtg. Minutes

### Members\Attendees:

- |                    |                         |                     |
|--------------------|-------------------------|---------------------|
| ✓ Aronson, Jason   | ○ Groppi, Kelly         | ○ Rexford, Nathan   |
| ✓ Cecil, Jesse     | ✓ Kaae, Desiree         | ✓ Walton, Patrick   |
| ✓ Collins, Josh    | ○ Klever, Mark          | ✓ Weston, Regina    |
| ○ Coughlin, Nancy  | ✓ Kuhlemann, Anne-Marie | ✓ Witherell, Meghan |
| ✓ Donaldson, Matt  | ✓ Nordin, Chris         |                     |
| ✓ Fernandez, Maria | ✓ Perlas, Char          |                     |

### ConexED Implementation Initiative Proposal

Regina Weston gave a brief presentation to the committee about the ConexED student services platform that the College will soon be purchasing and implementing. She explained that the College needs to implement a case management solution to fulfill new requirements and that the implementation of the ConexED solution will be funded through Basic Needs. Matt Donaldson then reviewed the list of major features ConexED will provide.

He then presented the initiative proposal, which is focused on efforts to technologically integrate ConexED with the College's information systems by implementing single sign-on (SSO), Ethos API integration, and FTP data exchange. He gave an estimate of the resource hours needed for this initiative, highlighting the fact that the IT Systems Analyst\Programmer tasks would likely have to be performed by a consultant. He did not expect any additional costs associated with the integration effort. Finally, he shared his view that Student Services should implement a project to plan the implementation ConexED to include migrating existing business processes as well as creating new ones.

Josh Collins asked about additional licensing costs for expanded use. Regina explained that the product will be licensed for the entire campus so there will be no additional costs for implementing additional features or expanding it to include additional departments.

### Classroom\Lab Service Development

Matt Donaldson briefed the committee on the IT department's plans to develop the Classroom\Lab service by, first, defining the service and, second, establishing and implement technological standards.

#### Service Definition

Service definition will be performed collaboratively between IT and Instruction. It will include enumerating and categorizing all classrooms, labs, and conference rooms as well as defining the service level agreement (SLA).

#### Standardization

After the service has been defined, IT will work with Instruction to define technological standards for all classroom categories. Then, once the standards have been defined, IT will create an implementation system to deploy, maintain, and update the standard. The benefits of standardization include having a common setup in classrooms, improved support, and the ability to ensure proper licensing.

Maria Fernandez stressed the importance of working collaboratively with Instruction throughout this process.

### **Physical Plant and Instructional Support Grant**

Matt Donaldson informed the committee that the College has been allocated \$4.7 million from the state's Physical Plant and Instructional Support Grant. These funds would be expended over the next three fiscal years. All funds must be encumbered or expended by June 30, 2027. The College has decided to use \$3 million for facilities and \$1.3 million for a refresh of classroom technology. Use of the remaining \$0.4 million has yet to be determined. He then gave a breakdown of the \$1.3 million rough order-of-magnitude (ROM) estimate indicating how these funds would be spent on technology for both student and instructor use as well as supporting infrastructure. IT will work with Instruction to prioritize and schedule the classroom refresh over the 3-years. Through this effort, the classroom standard will be applied to all classrooms.

### **IT Staffing Update**

Matt Donaldson gave an update on the IT department's efforts to address staffing needs.

- **Systems Analyst\Programmer** ~ After six months with no qualified candidates, IT has decided to end this recruitment until the College has a remote work policy.
- **Systems Administrator** ~ A recruitment for a 2-year interim Systems Administrator is currently open.
- **Network Administrator** ~ A personnel requisition for this position has been submitted and, hopefully, the recruitment will be open soon.
- **Business Analyst I** ~ IT will begin this recruitment in January.