Members\Attendees:

- ✓ Matt Donaldson
- o Stephen Schoonmaker
- ✓ Darlene Melby
- ✓ Char Perlas
- o Melissa Green
- ✓ Valerie Roberts
- ✓ Meghan Witherell

- o Kent Gross
- o Nathan Rexford
- o Doug Haugen
- ✓ Axel Hernandez
- o Kelly Groppi
- o Nancy Coughlin
- ✓ Anne-Marie Kuhlemann

- ✓ Josh Collins
- o Alison Varty
- o Jesse Cecil
- ✓ Maria Fernandez
- ✓ Barbara Douglass
- o Jason Aronson

SSO Restructuring – Phase II: Provisioning

Matt Donaldson gave an update on the SSO Restructuring project, focusing on the implementation of new provisioning processes scheduled for the end of the day on Friday, 12/18 and answered various questions. He also asked for approval for two procedural changes:

1 ~ Changing the Default Password

He explained the security vulnerability presented by the use of *eaglesMMDDYY* for the default password and proposed changing it to *S######MMDDYY*. Josh Collins agreed that the change would be a needed improvement in security but expressed concerns about the use of the 'S number' in the password. Meghan Witherell indicated that when Banner was first setup the college was advised that it should treat the 'S number' as confidential, similar to a Social Security number. Matt Donaldson pointed out the 'S number' is currently given to the student in the same email that informs students of their default password. Further, if a student needs help resetting a password, they will normally be walked through the process of resetting their password on their own and, thus, it would not be necessary to communicate their 'S number.' Consequently, it will normally not be necessary to communicate the 'S number' to students in any additional way. With this understanding, the committee agreed to this change.

Matt Donaldson said that he would communicate this change but asked that committee members review their existing content for any mention of the current default password and update it to reflect the change. He will also reach out directly to Athena Oreck to ensure that the email currently sent to new students is updated.

2 ~ Deleting Unregistered Student Accounts in Active Directory

Matt Donaldson explained that indefinitely maintaining accounts in Active Directory (AD) for individuals that applied but never register incurs some licensing costs and proposed that such accounts be deleted after one year. Megah Witherrell suggested that this was reasonable since students who do not register are required to re-apply after a year anyway. Barbara Douglass clarified that, if the account remains in Banner, when the student re-applies it will not create a new Banner account but will match the new application with the existing Banner account. The committee agreed to deleting unregistered student accounts in AD after one year.

Procedural Discussion

During the discussion, Josh Collins asked whether we needed to have motions and formal votes on items. Matt Donaldson said his understanding was that, since we are an advisory body, we were not required to follow Roberts Rules of Order but believed this should be verified and that we should probably discuss formalizing procedures.

"Closed Captioning for Zoom" Initative Proposal ~ Placed in Technology Portfolio

Matt Donaldson provided an overview of this proposal. He also related that the CCC TechCenter said that they plan on including Otter for Business in their Zoom offerings in the coming calendar year, but no other details were available. He then stated that he believed all agreed that this initiative should proceed. With no objections, this initiative was recommended to be placed in the Technology Portfolio.

"Elumen Online Catalog" Initative Proposal ~ Placed in Technology Portfolio

Char Perlas gave an overview of the initiatve proposal, explaining that the product has already been purchased and work has begun on the initiative. Barbara Douglass said that COS Resource Hour estimates were based on feedback from the vendor on a similar effort with the College of the Redwoods. There was some discussion about the large work effort that will be needed by Nancy Miller to do the initial setup for the 2021-2022 academic year. Char stated that Nancy is creating a schedule for completion by 7/1/21. It was agreed that the committee recommends placing this initiative in the Technology Portfolio.

ICT Accessibility Proposal Initiative ~ Tabled

Due to time constraints on the meeting, Matt Donaldson proposed tabling this item for discussion in the TAC's next meeting in February. The initiative's sponsor, Char Perlas, concurred.