

03/14/22

Technology Advisory Committee Mtg. Minutes

Members\Attendees:

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|--------------------|-------------------------|---------------------|
| ○ Aronson, Jason | ○ Groppi, Kelly | ✓ Nordin, Chris |
| ✓ Cecil, Jesse | ○ Gross, Kent | ✓ Perlas, Char |
| ○ Collins, Josh | ○ Haugen, Doug | ○ Rexford, Nathan |
| ○ Coughlin, Nancy | ✓ Klever, Mark | ✓ Walton, Patrick |
| ✓ Donaldson, Matt | ✓ Kuhlemann, Anne-Marie | ● Witherell, Meghan |
| ✓ Fernandez, Maria | ✓ Melby, Darlene | |

Participation in 4CIS Consortium

Matt Donaldson gave a brief presentation on the College's participation in the 4CIS (California Community College Cohort for Information Systems) Consortium. He explained that 4CIS is a collection of CCCs that utilize Banner for their Student Information System and are interested in moving towards a statewide shared ERP system. The group consists of 5 districts – Kern, Pasadena, West Valley-Mission, Coast College, Foothill\DeAnza – and so COS will be the sixth. The primary purpose of the group is to collaborate on shared solutions to simplify a possible transition to a shared ERP system. There is no cost to the College and our participation only requires the IT Director to participate in weekly meetings of the group. The great benefit is the ability to network with other Banner schools. Matt will be making a presentation on the College to the group during the CISOA conference next week.

Enterprise Application Staffing Issues

Matt Donaldson briefed the committee on his department's challenges with staffing the Enterprise Application team. He started with a brief history of what has taken place with staffing over the last two years. He then enumerated what the department has done in the short-term to compensate for the lack of staffing including:

- Performing documentation and knowledge transfer before staff departs.
- Off-loading more tasks to OculusIT consultants
- One-year agreement with Ellucian Professional Services
- Look to engage Max as an after-hours consultant
- Recruit for the Systems Programmer\Analyst position

Matt mentioned that the department has always struggled to recruit the Systems Analyst position and, after a 4-week posting, we have no applicants. He is now trying grassroots recruiting efforts.

He then addressed long-term plans. First and foremost, the department must complete the documentation of the Enterprise Application systems. He also indicated that the College needs to allow remote work for positions like this to be competitive. Finally, the College needs to analyze moving to OpenSaaS Banner to reduce the amount of technical skills required to administer the College's ERP system.

FY22-23 Operational Plan

Matt Donaldson gave an overview of the department's operational plan for FY22-23. He began by enumerating the some of the accomplishments, current needs, and road map for the Client Services line of service. Emphasis will be on implementing the Workstation standard and defining and creating a hardware lifecycle for both printing and classroom and labs.

He then performed a similar review of Enterprise Application Services. He noted that the previously discussed staffing issues will be a significant challenge in executing the plan over the coming year.

Next, he reviewed Infrastructure Services. There was some discussion concerning the implementation of two-factor authentication. Darlene Melby mentioned that the College will be required to implement this technology in order to maintain its cybersecurity insurance. The question was raised whether this would be required of students. Matt responded that this has not yet been determined but believed it should not be required but an option.

Finally, Matt displayed the high-level timeline that has been created to map the implementation of the plan over the next year and a half. He explained that this timeline would be revised quarterly to reflect realites as the plan moves forward.

Canvas Studio Initiative Proposal

Maria Fernandez presented the Canvas Studio Initiative Proposal, explaining what the software does and why it should be continued. She explained that the Chancellor's office has funded this for the last two years, it could be HEERF funded this year, and would need to be included in the Academic Affairs budget continuing thereafter. There was general consensus on continuing to use this solution.

Nursing Simulation Lab Upgrade

Matt Donaldson presented the Nursing Simulation Lab Upgrade Initiative Proposal. He began by explaining the need to upgrade in light of the fact that the current software is no longer provided by the vendor. He then indicated that the upgrade will be funded by the RHSI Endowment. A question was raised concerning the future of the Nursing program and Mark Klever explained what options are being explored. There was general consensus on proceeding with the upgrade.

Future Meetings

Matt Donaldson reported that the following items are planned for upcoming meetings:

April 11	<ul style="list-style-type: none">• Texting system (Zipwhip replacement)• UDOIT for Canvas
May 9	<ul style="list-style-type: none">• Workstation Standard