



NAPA VALLEY COLLEGE
TECHNOLOGY COMMITTEE MEETING
Minutes

April 21st, 2023
9:30am – 11:00am

1.0 Call to Order

Start Time: 9:43am

Present: Sheree Marcos, Matt Cowell, Daniel Vega, Claudette Shatto, Christy Pruitt, Denise Kaduri, Emery Stafford, Chris Farmer, Gary Strommen, and Brandon Tofanelli.

Note: Melinda Tran is out sick and will be unable to attend the meeting. Chris Farmer and Gary Strommen are joining us over Zoom.

2.0 Introduction of Guests

3.0 Adoption of Agenda

3.1 March 10th, 2023

Approval motioned by Christy Pruitt, seconded by Claudette Shatto. Gary Strommen requested attending the meeting remotely with just cause and Chris Farmer shared his address for the agenda because he is attending a conference. Gary requested just cause for zoom. Chris is at a conference, and he shared the address. All members voted aye.

Chris Farmer: 12300 Las Vegas Blvd S, Henderson, NV 89044 (Room 10132)

4.0 Approval of Minutes

4.1 February 24th, 2023

Christy wanted to make sure the draft of minutes was posted publicly, prior to the meeting and the line added after the email edit be removed. Members voted to postpone approving the minutes until the next meeting in May.

[Draft of Minutes from 2/24/2023](#)

5.0 Public Comments/Announcements

There were no public comments.

6.0 Discussion Items

6.1 Accreditation Updates – *Members will discuss any updates pertaining to accreditation needs.*

Daniel shared some information. A part of accreditation includes showcasing all the computers at the College. IT has received some but not all computers that will be replacing the Windows 7 devices on campus. So far, the iMac's, MacBook Pro's and iPads have been received for specific areas. All these computers are leased as well. There is a class that will be teaching "digital drawing" and it will require a network upgrade of classroom 3950 as well as the need for iPad pens. These have been received.

The next computers to be upgraded will be the computers that cannot update past a certain version on Windows 10. Hopefully, these computers will be on the next fiscal years' lease plan and eventually, all computers will be on a lease plan. Denise asked for more clarification and Daniel explained. There are a few scenarios with Windows 10. First, Microsoft stopped supporting that version of Windows 10, the version of Windows 10 can no longer accept security packages, others have Windows 10, but remain very slow. Daniel noted the security is the driving force behind the upgrades. At the same time of trying to time new leases we are also looking at what it would cost to continue leasing...

Christy explained what was noted by the Accreditation Team. The college lacks a Technology Master Plan and a Total Cost of Ownership. Law 3250 says that the District Technology Committee is responsible for bringing that plan into compliance, so the College does not get sanctioned. Daniel added that he needs to provide the date for the plan. A suggestion of a refresh cycle and other things that need to be handled was also in the notes from the Accreditation Team. (Talk to Christy) Emery shared a question from the Zoom chat. "do they support us for warranty throughout the lease term?" Yes, the campus went with a 5-year warranty, with a 3-year lease.

Christy added that there are a lot of great people in the room that have a wealth of resources and knowledge that we can use to better this plan. She hopes to encourage everyone in the room because everyone has great abilities.

There were no further questions on this topic.

6.2 Discuss Processes for the District in IT – *The Committee will begin reviewing existing IT processes and policies.*

Members discussed the need to review various policies and procedures when it comes to IT. We see this most with Self-Service due to inputting census information each semester. This is within Self-Service. Daniel asked members for details they would like to see. Members shared that they would like to see everything if possible. The broader opinion is that all processes from all areas on campus need to be broken down and explained so when something goes wrong, everyone knows who to go to or how to get the proper assistance. Currently, there is something that is breaking down along the way. This is causing vendors to not get paid in a timely fashion, students not being refunded on time as well. Denise offered to help. Daniel explained that there are certain processes that can be shown and others that cannot for security purposes.

Christy stopped members from moving away from the topic at hand. "We have a lot to do..." A software table has been started to obtain a complete inventory of software that is in use on campus.

Daniel also noted that obtaining inventory of all that we have is a first step. He suggested that be the session for the Committee this year. Brandon asked, "In terms of software, how does it work? Who do I go to if it does not work?" For instance, Faculty

oversees grades. If it is in on the gradebook within Canvas, does it automatically go to Self-Service. Committee members discussed creating a charge to show what works with what and what talks to what. Claudette suggested adding a Flex Day workshop for Spring of 2024. Denise agreed that this is all valuable training for Flex Day. Matching up hardware and infrastructure for the migration to the cloud. Denise added that a workflow chart would be a good start. What are all the main systems used on campus, add onto that, how do we change it if we need to update it...How does the campus communicate that need? Christy noted that other Committees do forums for their plans and that this could be a good thing for the District Technology Committee moving forward. The Committee discussed making a recommendation to IT so that the flowcharts can be started. Emery could take the lead on how we obtain campus needs from the campus community. Members also discussed requesting unit plans to see what technology is being requested. Daniel noted that in the private sector, IT would report to the president only, since we work in higher education, more conversations are needed. Denise offered her help for making flowcharts, as did Brandon. Emery asked, "Who is doing work on current inventory? Both Jim and Chris are working on this in IT and a draft may become available at the next meeting. At the same time as creating this document, new hardware is being deployed. We are also adding software that allows us to take inventory. Updates will be controlled by IT as well. Matt asked if this was software that the department already had. It was explained that some of this is in spreadsheets, however, Track-IT can do inventory as well. Daniel added that any piece of software touching the network should be on the list, no matter if it is paid for or not. It will be good to take a deep dive into the software so we can determine what other features could be used if we paid. In some cases, we have two different pieces of software that do the same thing. For instance, Adobe: The College maintains the whole suite. San added that when new software is implemented, we also need to remain mindful of accessibility issues that can arise. DSPS has software that tracks the database online. Can this be done in Colleague? What other software can we supplement to meet that need? Christy remembered developing a forum for requests and looking at them in a systematic way. Daniel asked if he had seen any examples out there and would look them up. Back when Robert Butler was on campus, there was a form for new software requests. Another example is that there are a lot of people with personal Canva accounts or using the free version because we do not have an Enterprise Canva account. This is a waste of money. Daniel added that if an application is listed in the MyApps page, it somehow touches or uses SSO (Single-Sign-On) IT is in the test phase on some of the software, so it is possible that if one is clicked, it does nothing.

We can write stuff on who's in charge of what on the website. The governance – according to the plan and deemed most secure. Denise added that it can be more consolidated and talked about in the community. Claudette asked for a time check – 10:33am she must leave at 10:40am. She asked to formally establish workgroups. Christy wants to wait and do it at the next meeting because of issues she discussed earlier.

6.3 Institutional Technology Updates – *Daniel will share any updates around technology with the Committee and obtain feedback. Things included system replacements, Wi-Fi Project, Multifactor Authentication and more.*

[Current Technology Spreadsheet \(PDF Form\)](#)

[Most Recent Tech Plan w/Updates from May of 2022](#)

The Wi-Fi project got approved by the Associated Student Body. It is about \$460k and covers the whole campus, including the parking lots. This will give us full Wi-Fi coverage and bring login Wi-Fi so we can access internal

resources like Self-Service. This may be a six-month project starting in the summer months. There will also be a map created to show the range of Wi-Fi. Live 25 interconnects with Colleague but would help us create an interactive/digital map that will take people into the college. Live 25 is still in the early discussion phase.

Denise shared that she learned ASNVC students are hoping to make the various directory signs interactive, like a scrolling marquee. This would be like the airport. Conversations are starting around this need. Christy noted that she may get a recommendation on the form from her Committee.

Building 2000 is getting remodeled. Daniel explained that they will have a ceiling camera in the room to showcase dissections and more. Technology for Biology should be done by this summer. Dr. More in Academic Affairs is helping fund some of these things as well as bringing information back to Committees. Members explained being in full support of more funding for classrooms but are concerned that certain budgets are not talking to each other when they should.

Christy noted that she was not clear on all the budget stuff but assumes resource allocation will be doing most of that work. Having side conversations with Deans and Directors about what they should be talking about. This very thing was brought up in Accreditation three times and why there are concerns.

Emery asked how the CCC Apply application launch went. There is an issue with returning students where the Operator Equivalent is not being imported correctly. This is due to returning students having their applications manually input into the system to update their existing record. Independent contractor Matt Cervantes and Jerry from IT are currently working on this. At the same time, how students get their password has slightly changed. It used to be the 6-digit birthdate and because of how easy that is to hack, it has been changed to a randomized number. The programming for the initial email has also been changed so the correct password is shown in the email that goes to a new student's personal email during the initial registration process. CCC Apply is now working. Denise and Emery noted that this is a huge win for the College. International students will be a big one once student housing is complete as well. Denise asked what issue caused this to happen. This was due to the Cyberattack in June of 2022. 1-3 colleges were not using Superglue, but now they are.

Matt asked about various linked forms at the end of the appendix for the District Technology Plan. Some of these links were broken upon Eric Houck's departure from the campus. Sheree will look to see if these documents still exist somewhere and share them as they are found.

6.4 SharePoint Online and New Website – *Members discuss the transition to our new website and provide feedback.*

Denise updated the Committee regarding the Website. Training has been going great and has been successful. We are getting to that advanced level now. Everything seems stable. There is a current issue with broken links. Denise asked that everyone use the Web Support Feedback link at the bottom of the page to include link information.

Denise also sat in on a meeting for the Student Success Standards to hear feedback. She is working to meet faculty and staff needs, while being mindful of the various infrastructure and security protocols that are in place. Things have been locked down because of those protocols. Overall, the site is working though. MFA is still in the implementation phase as well. Another important piece is making sure Faculty have

what they need before heading into finals. She asked that all feedback be shared with her and thanked everyone for their hard work.

Christy talked to Christopher Howe and certain links still do not work because conversion work is still being done. Users were asked to send an email to websupport@napavalley.edu so it can generate a ticket that can be quickly worked on. Christy also wants to look at the 2019 plan on Tuesday. This will inform the senate so it can be added to the agenda for next month. Their next agenda is going out about a month early. This way feedback can be obtained from everyone. Items brought back from the DTC-ETC Committee are only examples of what is being recommended to the Committee and/or IT.

Hopefully by the end of the summer, our new NVC Sharepoint will be available as well to house internal documents.

6.5 DE-ETC Updates – *Placeholder for any DE-ETC related updates*

Postponed until next meeting.

6.6 Workgroup Updates – *Members will discuss any work done in their workgroups since the last meeting.*

Postponed until next meeting.

6.7 Tech Plan Documentation – *This is a placeholder for any Tech Plan documentation the Committee may discuss.*

[Current Tech Plan](#)

[IT Roadmap](#)

[NVC 2011 Tech Plan](#)

Moved by Christy seconded by Brandon all members voted aye.

7.0 Action Items

8.0 Next Meeting

8.1 May 5th, 2023

Matthew Cowell will be unable to attend this meeting because of an event going on in the Performing Arts Center for Cinco De Mayo.

9.0 Adjournment

End time: 11:08am

Distribution

Daniel Vega – Co-Chair
Emery Stafford – Co-Chair
Christopher Farmer
Matt Cowell
Claudette Shatto
Gary Strommen

Melinda Tran
Christy Pruitt
San Lu
Brandon Tofanelli
Vacant – ASNVC,
Student Rep

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