



NAPA VALLEY COLLEGE  
TECHNOLOGY COMMITTEE MEETING

**Minutes**

**October 22<sup>nd</sup>, 2021**

**1:00pm – 2:30pm**

<https://napavalley-edu.zoom.us/j/99205514123?pwd=dXVFSG1Gek1jNUpYbjdNS2Q4RzQ0UT09>

**1.0 Call to Order**

**Start Time:** 1:07pm

**Present:** David Soto Gonzalez, Stan Hitchcock, Melinda Tran, Christopher Farmer, Patti Morgan, Diane Van Deusen, Melinda Tran, Jose Sanchez, Brandon Tofanelli, Robert Van Der Velde, Ryan Poorman, and David Prince.

**Note:** Regina Orozco was unable to make it due to clinicals and we are still short one member from the Academic Senate

**2.0 Introduction of Guests**

Roger welcomed Robert Van Der Velde and David Prince to the meeting. David Prince wanted to learn more about our campus Committees and Robert Van Der Velde wanted to address anything related to the Budget & Planning Committee.

**3.0 Adoption of Agenda**

Approval motioned by Roger Clague, seconded by all members.

**4.0 Approval of Minutes**

**4.1** September 10, 2021

Approval motioned by Stan Hitchcock, seconded by all members. Melinda Tran, Patti Morgan, and Chris Farmer abstained because they were unable to attend the meeting.

**5.0 Public Comments/Announcements**

There were no public comments or announcements

**6.0 Discussion Items**

**6.1 Data Governance**

Roger brought the subject of “Data Governance” to the floor because it is a very important topic that needs to be addressed. Two years ago, the College got dinged for not having policies in place that addressed the STIF (Student Centric Funding Formula). We don’t have any data strategy or data governance in place. This was first mentioned in 2019. Jose and Sheree found everything that was related. It has become Roger’s belief that we have relied very heavily on the knowledge of our employees rather than having a process in place. After the DTC

meeting, Roger will have a meeting with the auditors soon after the District Technology meeting is done. Roger's goal is to put a skeleton together for the data strategy and governance. He proposes a format with both context and vision. Questions that will be asked are: What is the data for? How do we use our data in the business sense and within education? How is that data delivered? These are all questions that will be answered with this documentation. Roger will have more to share at the next meeting.

Data for the sake of data is worth nothing really. Roger has created drafts for this skeleton already and would like to make the finished document linkable. In our case we will reference MIS data etc. This must be accessible as well. Roger went through various sections and explained everything. Roger has done this before and it is an industry standard that he is trying to get NVC to.

Roger asked members for questions and thoughts. Stan asked if this has always been a thing. Data Governance has really come to fruition within the last five years or so. All the IT website had was one page that had some definitions listed. We have duplicated data in some areas. Meaning, when there is a name change, it must be changed in many different areas rather than in one spot. Data Governance is a very hot topic right now. Roger would like to use the document below as a skeleton for it.

#### [Data Governance Document](#)

Patti thinks this has been needed for a while and noted that she discussed this with Jose in the past. Rya asked if this includes what we already do or accreditation. The document is what Roger is proposing goes to the auditors because the information at hand is very limited and doesn't really meet the need. Data Governance is a very integral part of the plan and security needs to be addressed. Until now, it only addressed hardware. Per Jose, next to the students themselves, data is the most important.

Roger would like to create a working group. Ryan asked, "From the student perspective, we all understand they are protected and how they would protect their own data, or should that be included as part of this? We should have communications components..." It will be us, students, Faculty etc. that would have a protocol as would everyone else. Roger will include communications in discussion later this afternoon. Stan asked David Soto Gonzalez for his take. Overall, David believes this will be a good idea but is still reading the document.

Roger will bring this to the auditors this afternoon, then continue with the Committee.

## **6.2 Technology Plan**

Roger started a process like what was shown previously. He has been bogged down by the ISER documentation as well as Data Governance and would like to table the Technology Plan for the next meeting. Patti asked if cloud technology would be included. The work

done so far is having the cloud included in a big way. A meeting took place with Ellucian about our cloud migration this morning and it should be completed by June or July of 2022. If we can get back to 100% of classes in person, then we would be pushing so hard to migrate everything to the cloud.

Roger also came up with a vision that the College can work towards. "Getting to Wow..." This means that every student that walks into a technology enabled classroom should say, "Wow, learning in this classroom is going to be great..." We want that to be for all constituency groups. Patti noted that the change in leadership shook up the entire college and destroyed a lot of relationships. Jose noted we are talking about the "cloud first" mentality instead of having some resources in the cloud. This part of the infrastructure is weak, those conversations are less likely to happen because we are focusing on cloud first, instead of the stuff to support it.

### **6.3 ISER Documentation**

Roger is taking what he believes will be close to the very final draft to Robyn and Jim McGowan. He would like to put this document to bed so we can focus on what else is needed.

[ISER Draft](#)

### **6.4 Technology Refresh Plan**

Roger is investigating leasing programs as well as purchasing computing equipment. We in Colleges have always bought stuff so we can own it. Due to this approach, we have switches and routers that are 15 or more years old. IT is looking at this aggressively and doing a cost-benefit analysis of leasing for four years. Roger is working with Huntington Technology Finance and noted that leasing pricing would be better priced than purchasing. Due to this we would have even better pricing than now. This is on the basis that a lease option could be more cost effective. It ties us into meeting our refresh plan and smooths out cash flow for the college. Roger will report back to the Committee on a refresh policy.

David Soto Gonzalez asked if this was a way to replace all the current technology. Roger confirmed that it would generally replace all technology. Some technology has slightly longer refresh cycles than others than others because it's not the cost of equipment, it's that staff to maintain it. We should have all technology equipment up to industry changes.

Robert Van Der Velde said there was an effort to begin the refresh plan but just a start just to the refresh plan happened. Bob also supports leasing. He noted that we are in a unique spot because of Covid, and we have access to funds for a refresh. There is 5.9 million that has not been allocated and it must be spent by August of 2023. He added that it might be better for us to purchase some items now. Expenditures for improving Wi-Fi or desktop refreshes would be fair game. IT needs to identify what is needed and spend some monies. Members added to the chat. Jose: A comprehensive plan includes EVERYTHING. different standards

depending on criticality and function, but everything would have a stated standard we intend to adhere to. Can we use a portion of that money to invest into infrastructure? VDI is a large spend to stand up, but once running is much easier to plan as part of your ongoing refresh. Roger told the Finance department.

The “Return to Work” software will be taken from these funds as well. Roger would like to use the funds to help with student success in addition to these things too. Jose also shared his pipe dream about VDI and the way we do computing. When VDI is stood up you’re looking at less than it was to put it in place. Over the course of time and within this virtual life, students and Faculty can have their work with full performance and functionality. Bob made a good point. We are at a wacky point in time. Had we taken this approach years ago we would have been ready to do VDI. We need that long term version, otherwise that’s when things fall apart.

Roger added to the conversation. “We are small enough to do great things. We are big enough to be thought leaders and on the leading edge of technology, rather than the bleeding edge...” Roger also shared potential thoughts for vision with the President. To every student their number one choice will be NVC, every household will have alumni, student etc. Every department can buy into achieving this. Roger asked for more questions. Members discussed the possibility of creating a Computer Technology vocational program. This happened when the Broadcast Engineering program was on campus. It guaranteed every student that graduated from the vocational program got a job straight out of High school. Roger has not looked at it because there is no reason that we should be able to investigate that. Bob Van Der Velde wondered if all of the ancient machines could be replaced by the end of this semester and if that target was still in place. Roger noted that IT is actively taken stock of what we have but there are systems out there that will not run Windows 10. IT has been adding RAM to what can take it, if the system cannot be upgraded it will be gone though. It is a slow process because a lot of these systems are in use. Through upgrade of hardware or software we will bring systems up to date. We are on track and should have the lion share of systems upgraded by the end of the term.

## **6.5 Survey Instruments**

Tabled for next meeting

## **6.6 Active Projects**

At chat bot can be rolled out that is better than the one we are using. Roger has been working on active projects and picked on Daniel first. We are trying to expand student Wi-fi before more students come back on campus. There is also an upgrade to fiber that is needed on the south side of campus. IT is also still working with CENIC to get the 10GB pipeline. The backend servers will be replaced with 2012 and 2016.

A few months ago, none of our emergency phones worked. Now, 18 are working and the rest will be resolved soon. Replacements of old phones will be very soon.

Robert Van Der Velde discussed how the campus has been tasked with the implementation of a vaccination protocol. We anticipate there can be 2000 students that would be subject to vaccination. We have entered into an agreement with Cleared4 to manage documentation of student vaccination.

Patti Morgan is in the process of renegotiating the DocuSign contract and continuing to develop procedures for use. Student Affairs is also working diligently to bring a new document imaging system on board. There is hopefully a connection to Colleague that can be made and identified as received in the checklist. When we bring On Base integrated into Colleague. We might be able to use an internal document flow per Jose.

Stan noted that the big thing on his plat was looking at the total remodel of 3100. Project requires they will gut the building and Machine Tool/Welding will need to move somewhere else on a temporary basis.

Diane Van Deusen added to the conversation. She has been listening but does not have much to add. She has been teaching classes on campus and loving it.

Roger asked Jose. Larger projects collaborating with the Communications office, bringing up SharePoint pages for various units. Teams' sites and SharePoint. Teams' sites will be used with your immediate units. Math department team, Division site We have some rooms we would like to revamp with our AV companies. Extron is to have licensed technicians come in. We are also bringing Kramer in. They have full Enterprise solutions to see if we can get proof of concept so perhaps that can be implemented in the future. Ellucian cloud shift target is by June. Roger would like to move to Kramer because it is purposeful all end user support techs will be specialized and can fix it when needed. There will be podiums that are stand alone, so if one dies, it can quickly be replaced.

Chris Farmer updated the Committee. A big thing is the Ocelot chat bot to extend to the whole campus.

Brandon Tofanelli has been working on ongoing distance education support and gearing up for Canvas Day in December. A lot of workshops will be happening. We have also been adjusting access for students based on vaccine protocol.

David appreciates what he has heard.

Melinda Tran has no active projects but sees 30 or more students a week. In Counseling we can gather a lot of data from students. Remembering the student being the end user. Jose added to the chat: We might need to think about doing the add/suspend/re-add with Colleague codes. I need to switch to a meeting with the Kramer team to finalize our POC work.

According to Stan the Educational Technology Committee has not met yet and it was presented to Eileen. Melinda noted that students are

complete online learners that are completely online. There is a huge focus on on-site while a lot of online students need to be supported.

David Prince added to the chat: Thank you for the opportunity to attend... very informative, and (again) encouraging for the college.

## 6.7 Committee Reports

- Colleague Core (Jose)  
N/A
- Educational Technology Committee (Stan)  
N/A

## 7.0 Action Items

## 8.0 Next Meeting

November 5, @ 1:00pm

## 9.0 Adjournment

**End time:** 2:37pm

### Distribution

Roger Clague – Co-Chair  
Stanley Hitchcock – Co-Chair  
Diane Van Deusen  
Regina Orozco  
Melinda Tran  
Vacant – Acad. Senate Rep

Jose Sanchez  
Brandon Tofanelli  
Patricia Morgan  
Christopher Farmer  
David Soto Gonzalez

### Agenda & Minutes Only

Eileene Tejada  
Martin Shoemaker  
Douglas Roberts  
Amber Wade  
Dr. Ronald Kraft

### Bulletin Boards

Administrative Bldg.  
ASNVC Office  
Classified Lounge  
Faculty Lounge

**Topic:** District Technology Committee

**Time:** Sep 4, 2020 02:30 PM Pacific Time (US and Canada)

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