**NAPA VALLEY COLLEGE**
**TECHNOLOGY COMMITTEE MEETING**
**Minutes**
**November 4,2022**
**9:30am – 11:00am**

**Present:** Sheree Marcos, Daniel Vega, Gary Strommen, Chris Farmer, Claudette Shatto, Denise Kaduri, Cathy Gillis, Emery Stafford, Christine Pruitt, Stan Hitchcock, San Lu, Brandon Tofanelli.

**Note:** Patti Morgan was out of the office. Melinda Tran was unable to attend.

## 1.0  Call to Order

> **Start Time:** 9:30am

## 2.0  Introduction of Guests

> Daniel introduced our guests; Denise Kaduri, Cathy Gillis, and Stan Hitchcock.

## 3.0  Adoption of Agenda

> **4.1**   May 5th, 2022
>
>> Adoption of agenda motioned by Claudette Shatto and seconded by Chris Farmer.

## 4.0  Approval of Minutes

> **4.1**   May 5th, 2022
>
>> Approval of minutes motioned by Chris Farmer and seconded by Claudette Shatto. Gary Strommen abstained from approval because of not being on the Committee yet.

## 5.0  Public Comments/Announcements

> Daniel asked for public comments or announcements. Cathy Gillis noted Canvas Day on December 2nd. Denise discussed the process for the new website. She is currently talking to different departments to check their pages and having various meetings. Daniel discussed the differentiation between Intranet and internet. Maybe something to discuss, good hybrid meeting to have with people. What is changing, what is staying etc. This should be added to the next agenda as a discussion item. Denise and Daniel will discuss this portion offline.

## 6.0  Discussion Items

**6.1   Technology Master Plan Approval Update –** *the Committee will review the most recent technology master plan and discuss it.*

The current Technology Plan was straightforward from the past. The hope is to add more information for security measures taken and new technology on campus. Daniel asked for concerns. Chris asked what the new timeline was since we have been out of a plan for some time. Daniel asked if they would like to approve this now.

Chris would like to set a timeline for the future. Committee members mentioned to add hyperlinks for the documents. People will not like that certain things are not developed yet. Emery asked what the purpose it was. Daniel explained that it was to show what technology the college has.

Daniel noted previously we got through the policies stuff, and we are still working on the appendix. Things included are what type of technology there is, network infrastructure, standards, Service Level Agreements, etc. Daniel wants to update that. Emery asked what is the effect of approving it? Daniel said eventually it is tied to how initiatives are budgeted. This will help with District-wide budgeting. If there is no inventory of what we have and what we need then why approve. Do we want to continue approving this or we want to finish it off.

Claudette feels a lot has changed since May. She has no idea of how effective this is for where we are at today. Members agree that we should start from the beginning. We need to dive into this again with new eyes. Claudette would also say want to understand who we are hiring from the outside to really help guide us. Daniel added that we can add them to the conversation. Advanced Systems Group and AMS.NET may be added to the conversation in the future. We can have them come in and have them help us make this document better.

Claudette for her to make any voting decisions at all. Most has been policy wording, but we need the technology. Christine would like to see standards to be something addressed early on. In her committee and in hallways. What are our standards? Might want to create workgroups to get this plan situated.

If this plan goes to the Budget and Planning Committee, they would not like to approve it as they had concerns with it the last time. Daniel agrees. Since June 10th, we have been following a standard to build back better. IT has been using AMS.NET for that. There will be new stuff will be coming in to refresh for older systems to take away the vulnerability that is

caused by older hardware/software. We are going with Lenovo which had better pricing, and better usage/security.

The systems will have 5-year warranties and we will get premier support. Standardizing the classrooms so everything works with a touch panel. Claudette does not want to move the current plan forward. Claudette discussed next steps; some parts of the plan went to the board already. Emery and Chris mentioned how nothing happened with the tech plan. The improvements happened because of the security incident we had in June. Daniel wants to work for the plan. Christine suggested that next steps include creating workgroups to get the plan recreated and/or updated.

*6.2* **Computer Refresh Strategy Document Review –** *the Committee will review the computer refresh strategy and discuss it.*

There is a document that was created in 2016-2017, that will be combined with current inventory. All computers running windows 7 or the first version of windows 10 must be replaced for insurance purposes. This removes the vulnerabilities. From there, we can start discussing what systems we want for the operations side of the house and for Faculty. The first batch will be a leased model because we need to start somewhere with leasing. Emery asked if this is separate from the tech plan. Daniel noted it would be a part of the appendix area, which is the "living document" part. Gary asked, "…when talking about replacing computers, do you see if we can upgrade…" The only version of windows 10 that can be loaded on the 7020's will not take the newest version of the Operating System and is no longer supported.

We are looking at 175 computers during this first round. Emery asked how many computers per day? If correctly planned, 10-20 computers a day. (If the company images them). They will include AMD processors, 64gb ram, chip hard drives, good processor, along with a 5-year warranty. Emery asked if just 16gb with a high clock speed would suffice. Emery asked if this was client or server side. If we spend this money upfront, we can spend less money later. Chris wants to encourage the District to lease computers. It makes sense to get to a regular replacement strategy. Hoping we do not lose sight of that on campus. Gary asked if we are no longer able to do business with Dell. The reason was the previous Vice President of Business and Finance not allowing us to work with Dell.

**6.3** **Computer Refresh Spreadsheet Update –** *the Committee will look at updates since the last computer refresh spreadsheet was created.*

Daniel displayed the previous refresh spreadsheet. Christine wants to bring up the Wi-Fi issues. Are we tracking Wi-Fi in the same way? We track Wi-Fi a lot better. Daniel displayed

the Meraki dashboard. For example, Claudette is unable to get to the self-service page over wi-fi. Daniel and Claudette will talk about that offline. Are we happy with our Wi-Fi situation? The college went from a 1gb circuit to a 10gb circuit thanks to CENIC last week. Claudette asked about Wi-Fi in classroom 1760. Not all classrooms have Wi-Fi access points just yet.

We did get a quote for adding Wi-Fi for the whole campus. Access points will be in each classroom once this is complete. It has been approved and will be partially paid by the student technology fee. The way we access Wi-Fi will change to employee/staff login and a student login in addition to having a landing page for guests. When you login as an employee, you will have access to the resources on campus. You will now be able to get to colleague over Wi-Fi. When colleague goes to the cloud, it will be easier. Daniel asked for further questions. Emery asked for a timeline. Daniel noted that we would probably be looking at this summer. There is hesitation because of shipping and backorders. The project will cost $350k and was verbally approved by the ASNVC body when Oscar and Daniel talked to them prior to the summer. This will be installed by AMS and will be a turnkey situation. The Committee was pleased.

**6.4** **Security –** *the Committee will discuss security changes, needs, and campaigns as it relates to the college campus.*

Old equipment continues to be a vulnerability. We had about 50 servers on the backend that ran all applications. We are mostly virtual now. Colleagues are virtual as well. With this change storage becomes an issue.

New storage has been purchased and will addresses redundancy issues for the campus. There will be 140TB of usable space. The redundancy might be setup in American Canyon. Security part of this is as well. Especially, when we turn Multifactor Authentication on. When logging in, you will get a text, you must enter this code to login. Daniel asked for the Committees help. How long should these refresh cycles happen. Daniel asked faculty for what kind of window of time would be needed for a token reset. Instead of having autologins we will require users to login to their own accounts on the computers prior to teaching class. This will also open the door for your desktop to be mimicked from what is in your office. The Committee discussed time configurations for this. There will still be discussion regarding this, however, an hour and a half seems like it would work for most instructors. Members were asked to bring this item back to their constituency groups

Daniel asked members to go back to their committees. Gary

confirmed that we were discussing instructor stations. What if you are recording and it goes to sleep. Daniel noted it may stop the recording. Christine noted that this hadn't happened in her experience. Claudette asked if Gary could help test this out. Claudette wondered if it is different on our campus. Daniel noted that there are prerequisites to meet before MFA can be turned on. Daniel asked for questions. Emery asked about a sign in issue. "…if you are logging in as you and it can tie to your SSO? Right now, he has to login to Email, canvas etc. If logged into Canvas everything else opens. Claudette suggested making the "myapps" page as the homepage. "Myapps" webpage is perfect. EOPS – how students' login to self-service. Whether we make the new link on the new site, whether it's my NVC or MyNVC portal, whether we can add everything students see. This is still in development and needs feedback. Christine assumed Self-Service had everything. Cathy noted students just login to the Canvas App. Claudette suggests clicking that green icon it should go to the "myapps" so they have everything. Once students are taught how to login to the canvas app, they do that. All members agree. Cathy notes students even typing full essays on their phone. Will that change sometime in the future where we have to login with no @ through self-service. This will be changed shortly. There is a limitation on the branding. Emery suggested adding text, so it shows **@student.napavalley.edu** or **@napavalley.edu** so students don't get confused. Daniel will ask Ellucian. Faculty and students will see a difference. We will need videos. Christine asked where discussions for Self-Service take place. Pushed by Colleague. Is there a place where these conversations happen? Cathy is on that Committee. Currently, it is just a steering workgroup. For example – reason why sections show up as default. These discussions happen in the Strategic Enrollment Outcomes workgroup. It was suggested that Christine talk to Jessica so she can be added to the workgroup moving forward.

There is a newer version of Self-Service. Trying to see if we can get a Demo for the Committee. This will include a mobile interface for the Student/Ellucian experience. Downloading an app, everything will come up on that. Database must be a true database. Couple of things going on right now. The plan is to move to the cloud during the summer so this will be a learning curve when everyone returns. Christine asked how do updates for software updates. Is there a regular schedule for that? Christine. Daniel responded patches were needed because of the disruption from the cyber-attack. There are some that have not been updated. Microsoft Office 365 is now becoming an issue. Microsoft Intune once implemented can restart and update from pushing it out. The virus software also kicks off in the beginning. Lenovo will be assisting in the future.

## 7.0   Action Items

add action items for next meeting. Timeline for tech plan, subcommittee creation, this room was chosen for the new tech and to get feedback. By next meeting the tech should be up. Cathy also since using the classroom. Would be happy to test

## 8.0  Next Meeting

**8.1**  November 18th,2022

Action items to be added for the next meeting; a timeline for the Technology Plan, the creation of subcommittees to work on parts of the Technology Plan and a possible demo from the company.

## 9.0   Adjournment

**End Time:** 10:53am

Motioned by Claudette Shatto and second by Chris farmer.

# Microsoft Teams meeting

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**Acknowledge that AB 361 Conditions have been met**

This item has been placed on the agenda to allow the committee to acknowledge that the conditions for holding AB 361 meetings have been met by the District. Napa County public health officials have recommended measures to promote social distancing;thus, pursuant to Government Code section 54953(e)(1)(A) and the Memorandum from Napa County Executive Officer Minh C. Tran and Public Health Officer Karen Relucio, M.D., dated September 27, 2021 regarding Recommendation for Continued Remote Attendance at Brown Act meetings, this meeting is being conductedelectronically. The committee will review these conditions every 30 days.