



NAPA VALLEY COLLEGE
TECHNOLOGY COMMITTEE MEETING

Minutes

December 9th, 2022

9:30am – 11:00am

Meeting Link

<https://napavalley-edu.zoom.us/j/85653471695?pwd=V1hPWWNqMUI3dFFeEcksvVnMxQIRiUT09>

Present: Daniel Vega, Cathy Gillis, Kelly McCann, Matt Cowell, Chris Farmer, Christy Pruitt, Claudette Shatto, Brandon Tofanelli, Emery Stafford, and Gary Strommen

Note: Patti Morgan, and Melinda Tran were unable to attend, and we are still short a student representative.

1.0 Call to Order

Start Time: 9:39am

2.0 Introduction of Guests

Daniel introduced Cathy Gillis, Kelly McCann, and Matt Cowell as guests. Matt was asked to attend in Bob Van Der Velde's absence.

3.0 Adoption of Agenda

Adoption was motioned by Claudette Shatto and seconded by Christy Pruitt in the chat. Members added aye to the chat.

4.0 Approval of Minutes

4.1 November 18, 2022

Emery would like to amend the minutes, remove remarks from the chat. Remove everyone's remarks second by Claudette. All members voted aye. If you don't want your meeting chat in the minutes, make a note directly. Members discussed what would happen if it had to do with the discussion. Moving forward if members want their chat message in the minutes, they will add **Record:** before their comment or suggestion. All members agreed. Chris votes aye, Christy Pruitt said aye, Claudette. With these changes, the minutes were approved. This was motioned by Christy Pruitt, second by Claudette Shatto in the chat. All members agreed.

5.0 Public Comments/Announcements

Emery asked for public comment, there were none.

6.0 Discussion Items

6.1 **Technology Master Plan** – *Members will discuss next steps for the plan prior to winter break. Workgroup members will also start discussing a schedule for working on various parts of the plan.*

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

Emery mentioned members discussed creating an initial workgroup at the last meeting. Daniel noted that he thinks members need to figure out what the plan is. Should we build out the Appendix first, then branch out for the rest of the plan? Daniel asked the committee for questions, concerns, or anything. Christy will propose this to her committee so they can work on the standards section of the Appendix. Communication strategies may need to be added. Christy asked about a prioritization document that can be added. There was a prioritization list that was sent to campus after the cyberattack. It may be a good starting point for this. Christy's committee might have some thoughts or feedback. Another thing not listed might be a software list. For the Educational Technology piece, we may want to create a chart to help with this need. Daniel welcomes all help. There are standards for everything. The standards for communications could be added to the appendix area as well. Website standards pertain to up time, ADA compliance information, etc. These are industry standards. This will help with what computers we should have, which will help with a starting point for hardware standards.

Software is sometimes what pushes the hardware standard. The baseline would be the Office Suite. Chris added that historically, minimum requirements, leasing agreements, how the district ensures computers are replaced on time. When it comes to network infrastructure, switches can cost 20k. Christy added that having the IT budget added to the plan would be beneficial for Committee members to further finalize a working plan. Daniel notes that right now we are working to get a base, here is what we need. We cannot go to the historical. Going forward, what will the budget look like. Christy added that the committee needs to advocate for IT budget.

Daniel added that this committee will be involved in a lot of decisions moving forward. The Committee will be Guinea pigs for campus technology. Cathy Gillis added that she will be the proof of concept for 1434/35. Within the conversations in Distance Education, we are moving more to hybrid models. We need this budget to revamp all the classrooms. Christy asked Daniel to bring the budget back to DTC so they can help advocate. Cathy agrees but also noted that the camera is not required because it is a shared interest of several groups to retain them. Christy has gotten feedback about Zoom issues in the classroom.

Chris circled the committee back to the agenda. Daniel suggested starting with the standards within the appendix. Chris asked, is it IT's role to manage communications? Daniel explained the technological aspect and chatted with Chris Farmer. How things are validated. Proof of concept issues, website issues, classroom issues, etc. and availability. Communications on new software, standardization, Chris added that there are also talks about purchasing a new CRM for the college. Daniel, in the past, we have worked too much in a silo.

New technology would go to the Committee, get vetted, and move forward from there. Emery explained that this is a way to document standard practices and would like to start with standards. Emery asked why everything that we do is in the appendix. Christy asked for more direction. Daniel noted that Classroom Technology standards, software, and communication. Security and 508 compliances will be moved to the standards section. Christy requests the administrators on the Committee to work on the unit plan or budget piece., Chris added that that is not under the prevue of this Committee. They do not run the department of IT. Christy noted that the funding has never been available for IT. Christy is only suggesting that we open it up.

Chris discussed processes related to funding. Budgetary flow components. How is IT funding being allocated. This came up in accreditation and they will ask again in January. The Committee should be prevue to what budget we have so it can be shared. Daniel will now include Chris Farmer in the conversation. The Educational Technology Committee will meet at the end of January and have something to bring to the DTC's first Spring meeting.

6.2 Room 1434/35 Update and Demo – Daniel will discuss the camera and upcoming demo for this room.

Configuration is still in process for this. This should be ready soon.

- 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 \(PDF Form\)](#)

The website is still being updated. Lease orders and purchase orders for replacement hardware will be entered soon. The switches in the library have an Estimated time of arrival for early February, then we can finish the library. Wi-Fi upgrades will be set up for the summer. There are also 10 classrooms on the docket for revamping. The equipment for those classrooms should be coming in the summer so we can begin the revamp. Daniel asked for feedback or questions. Christy discussed Something that came up at a recent listening session. Our application process is not automated. We are losing students. Christy wants this fixed as soon as possible. I don't think we can wait for this. The application process at the chancellor's office will be using superglue. There is a pre-requisite done for the chancellor's office. The software and server. Now we must meet with a vendor. Christy asked us to be crankier so it can be completed quicker. It is very uncomfortable that this has not been done yet. Daniel noted that we are working as fast as possible on this. Those issues are not uncommon. (Issues in classrooms) the vendor that helped in room 1436 passed away, we are scrambling to find a new one.

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

This is a work in progress. It is up and running. We still need to bring up the old SharePoint as a sharepoint.napavalley.edu site. Hopefully, this will be online today. Daniel wanted to make sure that the traffic and new DNS went properly to the internet because it could have taken 72+ hours. Confirmation of this is needed before bringing the old site back up. Gary added a question to the chat: When is faculty going to be given permission to update their department pages? Daniel noted that this will possibly be granted on Monday. Daniel suggested adding this to the agenda for the spring: how long do we want the old site available. Claudette suggested giving a deadline like you have 90 days (about 3 months) to save everything from the old site. Claudette also noted that the A-Z index is super cluttered. There are duplicates. Christy suggested using the sorting method from the old site for the new site. Members asked if it was a security reason as to why editing rights have not been granted yet. Daniel explained that there are many moving pieces.

7.0 Action Items

8.0 Next Meeting

- 8.1** TBD

Committee members will discuss the next semester meeting dates and times.

Members are aiming for a Feb 10th first meeting and every other week from there. Christy would like a view of the Committees Bylaws during the next meeting as well.

9.0 Adjournment

Motioned by Claudette, seconded by Christy and all members in attendance said aye through the chat.

Distribution

Daniel Vega – Co-Chair
Emery Stafford – Co-Chair
Christopher Farmer
Patti Morgan
Claudette Shatto

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

Agenda & Minutes Only

Eileene Tejada
Danielle Alexander
Jim Reeves
Amber Wade
Dr. Torrance Powell

Bulletin Boards

Administrative Bldg.
ASNVC Office
Classified Lounge
Faculty Lounge

Sheree Marcos is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

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