

**Technology Planning Committee Minutes**

September 16, 2021  
10:00am – 11:00am

<https://redwoods-edu.zoom.us/j/99035861834?pwd=QlFYVThUMFVaMHl5c3Vyc1Z3aGJ5Zz09>

**MEMBERS PRESENT:** Erik Sorensen, Paul Chown, Reno Giovannetti, Darius Kalvaitis, Brian Van Pelt, Colin Trujillo, Jack Hill

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| **Item** | **Facilitator** | **Time** |
| **Welcome to TPC**  Erik welcomed President of ASCR Jack Hill to the meeting. He reported that the committee is still short one faculty member. The Vice President of Student Services, Mr. Clinton Slaughter has expressed a desire to join the meeting from time to time. | **Erik** | **9:00 – 9:05** |
| **ReadyEd App**  Erik discussed the new campus app ReadyEd. I.T. performed a quick implementation of the new app, and everything worked out the gate. 1900 people have downloaded the app, and 1300 have registered. Brian has access for updating the software. Next steps will be to tie into SSO and Canvas, then port over all data.  Brian stated most of the time on the app has been spent on contact tracing. The VPSS asked for public channel to be turned off because of concern about inappropriate content. It was confirmed that users are authenticated.  It was agreed that we need to create terms of service to include certain standards.  Colin asked if there was the possibility of departments receiving an alert when a student asks a question regarding their department to allow the department to respond directly to the student. There is not.  Erik wrapped up the agenda item by saying it was overall a successful rollout. | **Erik et al** | **9:05-9:20** |
| **Staff Directories**  Brian discussed the staff directory on the website. The directory was removed for security reasons. He is researching a way to put up a directory safely so that students are able to reach their professors.  Erik stated that each department has a generic email that could be used. It was also suggested to wait for the new Outlook and multi-factor authentication.  Jack asked if the app could be used to store the faculty directory. Paul stated that students can do a search in Webadvisor. Students who are not registered can click on the hyperlink of the class and the email of the instructor is there. Colin also stated that saavy students can obtain the email address of the instructor from the syllabus. | **Brian** | **9:20 – 9:35** |
| **IT Projects – in past, present, future**  **1) O365** - Started Oct 2020; Phase 1 Oct 2021 (FAC/Staff); Phase 2 Jan 2022; Teams, MFA – Coming Soon, SSO  Reno asked if there will be a new policy for student email addresses. Paul stated that students will begin receiving messages in November. After 2 yrs. Student emails are removed, and rebuilt upon re-registration. Jack asked if Zoom would be discontinued. Erik said no, Teams will be an additional option. Darius suggested having faculty test out Teams prior to the roll out. Paul stated that Teams will help us eliminate Pronto.  -----------------------------------------------------------------------------------------------------------  **2) Migrate Phone Service-** Started May 2021; Anticipated End Oct 2021  New Wave will be moving into the Cloud. Phones can come through Teams. Also allows use of Teams on cell phones.  ------------------------------------------------------------------------------------------------------------  **3) Contact Tracing App -** Started May 2021; Phase 1 completed Aug 2021; Phase 2 anticipated Jan/Feb  -----------------------------------------------------------------------------------------------------------  **9400 Install -** Started Jan 2020; Funded July 2021;Anticipated End December 2021  Replace Head-end Switch; Held up since August 2020. Max is installing power to the device.  ------------------------------------------------------------------------------------------------------------  **Paper Cut -** Started July 2021; Waiting on Vendor; Anticipated Roll out Jan 2022  Software not yet received; will change printing on campus; students can print remotely from their phones  ------------------------------------------------------------------------------------------------------------  **VDI/VM/Disaster Recovery -** Started Feb 2021; Received Equipment, Waiting on other projects to proceed. Spring 2022. Will allow for more remote connections to campus computers; Preparing and updating servers; move to the Cloud; Mission Critical; Needs 9400 install first.  ----------------------------------------------------------------------------------------------------------  **New Wi-Fi (Hoopa Upgrades)**  Starting Soon  Old equipment; Using two vendors now with poor access outside. Establish sub-committee to review and update the old equipment, or find a new solution.  -----------------------------------------------------------------------------------------------------------  **Switch Replacement** Starting Soon | **Erik/Jose** | **9:35-9:50** |

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