

**Technology Planning Committee Minutes**

April 21, 2022
9:00am – 10:00am

**MEMBERS PRESENT: Erik Sorensen, Paul Chown, Reno Giovannetti, Jessica Herrera, Colin Trujillo, Tom Cossey, Brian Van Pelt, Jose Ramirez**

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| **Item** | **Facilitator** | **Time** |
| The minutes of the February 17, 2022 TPC meeting were approved as presented.**Updating security protocols**Erik, Jose and Paul met with the Business Office regarding data safety and updating security protocols. A timeline is being created, with most of the work being done in summer. TPC meetings will continue during the summer. Included recommendations included: * Establish a vendor management policy (example) that would require all vendors to follow specific required technological practices before they are approved as a vendor/contractor for the college.  Jose called this a risk assessment form for vendors regarding security posture.
* Update AP 6360, 3640, 6350, and other related policies to require all vendors to follow specific required technological practices before they are approved as a vendor/contractor for the college.
* Update our DMARC policies that would reject any email domain who doesn’t have a working DMARC policy.
* Engage in regular email attack simulation training. Added “Report Message” option “Phishing” for reporting phishing email instead of emailing Jose.
* Make it a requirement for employees to attend a cyber-security training – Keenan or Microsoft training.

Payroll: Employees wishing to change routing/account numbers for direct deposit much communicate the change verbally, and not via email.  Reno mentioned accessibility issues when purchasing software. He suggested that be aligned with the vendor management policy requiring technological practices. Also discussed was an audit of current and future vendors of the District for accessibility and security. Colin discussed the possibility of errors when reporting a phishing. Jose will further investigate with Microsoft. In consideration of past transgression, Reno asked if there was a target group for the first round of training, and included in the onboarding process for new staff/faculty. Contract issues must be considered when discussing required training. Jose said there is no target group, but the issue covers a wide spectrum. | **Jose/Erik** | **9:05-9:25** |
| **Institutional Effectiveness Summit and annual plan**Reno discussed the flow chart process, which he called siloed. Is what we come up with, what people want? We need to re-align with the new Education Master Plan. He asked for discussion from the group regarding what should be included in the annual plan. Erik discussed the campus app, the student government Discord server, upgrade computer specs and other documentation regarding security. Erik will work with Angelina.Reno mentioned the summary list that was provided by Angelina. This is due October, 2023. Erik will talk to ASCR on Monday regarding upcoming changes for this summer. | **Reno/Erik/Paul** | **9:25-9:45** |
| **Evoke Replacement/Update**Molly has requested replacement of Evoke. I.T. is working through the process now. There are quite a few features available that we do not currently have, because we have not completed the upgrades. We would like to complete the Evoke upgrade this summer, let faculty use it in the fall and see if the upgrades meet their needs, or if we need to replace. Jose said the process that is used in Evoke increases our security risk because Evoke is currently on a server that is running an outdated version of Windows. Our current version of Evoke cannot be migrated to a new server without upgrading it first. Upgrading will also provide enhancements and usability of the program. Brian compiled a list of potential replacements for Molly. He is not aware of where we are in the process. The need for Evoke to be retired: not easy to use, limited functionality. Molly feels a new platform will make the website look better. We selected Evoke because it allows multiple users, and there are modules through Evoke that provide additional functionality. The goal is to make the website look better and be easier to use. It must also be affordable. Historical outcome: the more different people who are using Evoke to update the site, the more problems we have, and things do not look consistent. In the past, Brian made all of the edits to the site. Now he is asked to correct errors that other people make.Reno called this problem logistic in nature, and not due to the software. Too many fingers in the pie, not coordinating, and it affects the website as a whole. Is new software the solution to the problem, or proper coordination? Updating the look is different than updating the information.Erik reminded the group that we need faculty representation to make this decision. Brian discussed getting out a survey and asking for specific problems that people are having with Evoke so that we have data to work with. A task force of TPC will create the survey.Jose stated there has been a lot of work to get us where we are in Evoke, suggesting that a replacement is not the answer. We need to wait until the upgrades have been completed and then assess the situation.Tom asked how many people use Evoke, and what training they get prior to using it. Brian said in the early days training was provided. Now he trains individuals one on one.Jessica asked what kind of help desk tickets he gets regarding issues with Evoke. He gets half tickets and half emails regarding issues. Half of the tickets do not provide enough information. Evoke upgrades will be completed and then uploaded as a working product. Surveys will be developed and sent out this fall. | **Brian** | **9:45-9:55** |

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| Adjourn |

There being no further business, the meeting was adjourned at 10:05 a.m.