

**Technology Planning Committee Minutes**

September 21, 2023

**MEMBERS PRESENT:** Erik Sorenson, Leigh Dooley, Colin Trujillo, Courtney Sousa, Gustavo Vasquez, Brian Van Pelt, Jessica Herrera, Madeline Lopez, Stephanie Byrd, Jose Ramirez

**Agenda Items:**

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| **Item** | **Facilitator** | **Time** |
| **Welcome New Year/New Members**  Erik welcomed new TPC members: Courtney Sousa, Enrollment Services Advisor; Gustavo Vasquez, Learning Technology Specialist at the Del Norte Learning Center; and Madeline Lopez, Assistant Professor, Forestry and Natural Resources | **Erik** |  |
| **CVC-OEI Update**  Leigh Dooley gave an update on CVC-OEI. CVC OEI is a program by which students throughout California can register for classes at any California Community College. CR has made it to HOME College status which means that CR students can now register for classes at other colleges in the CVC-OEI system. As of August, CR is in the process of becoming a Teaching College. Once CR is a Teaching College, students from across the state can register for CR classes without a separate registration process. This is a heavy lift for IT and Admissions and they are doing a fantastic job. They should finish right around Thanksgiving and students from Community Colleges across the state should be able to enroll in CR classes for the Spring semester.  Colin asked who provides tutoring for students who are CR students but register for classes at other colleges and vice versa. Leigh said she is unsure but would find out.  Erik asked if students from other colleges will get a CR email account if they are taking a class at CR. Leigh and Courtney said they will find out but they believe that the students would get a CR email address. | **Leigh** |  |
| **Technology Annual Plan**  Erik has begun writing up the Technology Annual Plan and would like input from TPC. A few priorities Erik has identified that he believes should be included in the Annual Plan are:   1. **Phone system replacement.** The Cisco license expires at the conclusion of the 2024/25 academic year for the current phone system. The District will need to decide if it wants to stick with Cisco and buy new equipment and licenses or if it wants to move to a cloud based system. Microsoft Teams may be another option. Moving to the cloud takes the server off campus which would give people access on their cell phones and laptops. Another consideration is that in the next few years the staff that have experience working on the POTs lines will be retiring and it can be difficult to find people with that experience and knowledge. 2. **Campus surveillance**. IT is looking at some options for the new Creative Arts building including security cameras, panic buttons and access controls (doors, windows, etc.). They would like to expand to include other areas of campus. The Sciences and Humanities access controls were end of life when they were placed and are starting to fail. IT staff and public safety are going to meet next month to discuss some options and Erik will report back to TPC. 3. **Modernizing Computer Deployment.** IT is working on backing up computers across campus with Microsoft One Drive. This gives employees access to their documents wherever they log in making it so they can easily move from one computer to the next. 4. **Teams Roll Out.** IT has been working on the Teams roll out for a couple of years. They are working with a security company to tighten up security before they roll it out. Erik would like to get Teams going for TPC so the TPC members can get familiar with it. Teams should close the loop on the need for Google Docs.   Erik will be discussing the Technology Annual Plan with Crystal Morse and will bring back or better draft document to the next TPC meeting to review. In the meantime, he asked TPC members for any feedback they may have or ideas of items that should be included in the Annual Plan. Some ideas that were mentioned were:   * Wifi Access * Internal communications when there is a loss of power. * Increasing IT Staff. * Solutions for staff, faculty & students traveling out of country | **Erik** |  |
| **Interim AP 7170 - (AP3720/AP3723)**  Erik asked TPC to review Interim AP 7170 that was sent out for constituent review following a first read at College Council. He said it looks pretty good except that he is concerned that it doesn’t state whose responsibility it is to make sure an employee who is teleworking has the technology necessary to work remotely. Equipment may need to be purchased and acquired. Most employees now have a laptop but not all.  Colin asked if CR has the ergonomic and safety checklist that is referenced in the Interim AP 7170. Courtney stated that employees are required to watch a video about ergonomics in order to work remotely but she doesn’t recall a checklist. The AP should reflect whatever is actually required.  Erik said he would like TPC to review the APs related to Information Security. Those APs were drafted right before COVID when remote work wasn’t common and are in need of an update. Erik shared AP 3720 and AP 3721 from Mt. Sac as samples. He asked TPC members to look over the samples provided and CR’s corresponding APs to discuss at the next meeting. | **Erik** |  |
| **Additions**  Erik shared that MGM had a big data breach recently. MGM’s help desk provided someone access to something they should not have been given access to and that person was able to get access to everything. This underscores the importance of help desk training. IT wants to help people but they have to verify who people are as there is a lot of fraud happening and if the wrong person is given the consequences can be dire. | **Erik** |  |

1. **Future Agenda Items?**

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| Adjourn |

There being no further business, the meeting was adjourned.