

**TECHNOLOGY COMMITTEE MEETING  
Minutes**

**April 21<sup>st</sup>, 2023  
9:30am – 11:00am**

**1.0 Call to Order**

**Start Time:** 9:43am

**Present:** Sheree Marcos, Matt Cowell, Daniel Vega, Claudette Shatto, Christy Pruitt,



oversees grades. If it is in on the gradebook within Canvas, does it automatically go to Self-Service. Committee members discussed creating a charge to show what works with what and what talks to what. Claudette suggested adding a Flex Day workshop for Spring of 2024. Denise agreed that this is all valuable training for Flex Day. Matching up hardware and infrastructure for the migration to the cloud. Denise added that a workflow chart would be a good start. What are all the main systems used on campus, add onto that, how do we change it if we need to update it...How does the campus communicate that need? Christy noted that other Committees do forums for their plans and that this could be a good thing for the District Technology Committee moving forward. The Committee discussed making a recommendation to IT so that the flowcharts can be started. Emery could take the lead on how we obtain campus needs from the campus community. Members also discussed requesting unit plans to see what technology is being requested. Daniel noted that in the private sector, IT would report to the president only, since we work in higher education, more conversations are needed. Denise offered her help for making flowcharts, as did Brandon. Emery asked, "Who is doing work on current inventory? Both Jim and Chris are working on this in IT and a draft may become available at the next meeting. At the same time as creating this document, new hardware is being deployed. We are also adding software that allows us to take inventory. Updates will be controlled by IT as well. Matt asked if this was software that the department already had. It was explained that some of this is in spreadsheets, however, Track-IT can do inventory as well. Daniel added that any piece of software touching the network should be on the list, no matter if it is paid for or not. It will be good to take a deep dive into the software so we can determine what other features could be used if we paid. In some cases, we have two different pieces of software that do the same thing. For instance, Adobe: The College maintains the whole suite. San added that when new software is implemented, we also need to remain mindful of accessibility issues that can arise. DSPS has software that tracks the database online. Can this be done in Colleague? What other software can we supplement to meet that need? Christy remembered developing a forum for requests and looking at them in a systematic way. Daniel asked if he had seen any examples out there and would look them up. Back when Robert Butler was on campus, there was a form for new software requests. Another example is that there are a lot of people with personal Canva accounts or using the free version because we do not have an Enterprise Canva account. This is a waste of money. Daniel added that if an application is listed in the MyApps page, it somehow touches or uses SSO (Single-Sign-On) IT is in the test phase on some of the software, so it is possible that if one is clicked, it does nothing.

We can write stuff on who's in charge of what on the website. The governance –

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resources like Self-Service. This may be a six-month project starting in the summer months. There will also be a map created to show the range of Wi-Fi. Live 25 interconnects with Colleague but would help us create an interactive/digital map that will take people into the college. Live 25 is still in the early discussion phase.

Denise shared that she learned ASNVC students are hoping to make the various directory signs interactive, like a scrolling marque. This would be like the airport. Conversations are starting around this need. Christy noted that she may get a recommendation on the form from her Committee.

Building 2000 is getting remodeled. Daniel explained that they will have a

what they need before heading into finals. She asked that all feedback be shared with her and thanked everyone for their hard work.

Christy talked to Christopher Howe and certain links still do not work because conversion work is still being done. Users were asked to send an email to [websupport@napavalley.edu](mailto:websupport@napavalley.edu) so it can generate a ticket that can be quickly worked on. Christy also wants to look at the 2019 plan on Tuesday

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