



**Attendees:**

Russ Bricker, Director, IT (NI)  
Aginah Chambers, Project Manager  
Chris Fuller, Director, Computing and Media Support (CMS)  
Cindy Gavazzi, Director, Enterprise Applications (EA)  
Bob Messner, Vice President, Information Technology/CIO  
Juanita Mort, Executive Assistant  
*Absent:* Jason Beaudin, Director, Academic Technologies (AT)

1. Approval of Agenda

Chris Fuller moved to approve the agenda as presented. Russ Bricker seconded the motion. Motion Carried.

2. Approval of [July 23, 2018 Meeting Minutes](#)

The minutes were distributed for review prior to this meeting. There being no changes, the chair asked for a motion to approve.

Cindy Gavazzi moved to accept the minutes as distributed and disseminate to the college community. Chris Fuller seconded the motion. Motion Carried.

3. Announcements – (All)

a. Bob – reviewed approved changes for TIAA CREF to new employees.

1. New employees will be on 8% match – current stay at 10%
2. Directors were asked to make sure any of their team who supervise members are aware.

b. Jason:

i. Kudos to:

1. The Campus IT, Academic Affairs, and Facilities teams for their excellent efforts in ensuring the successful completion of nine general-purpose classroom upgrades college-wide; with only QA and any resulting work remaining, HACC is on track to have completely overhauled nine classrooms in effectively 3 months - an astounding number, especially given the scope of the classroom upgrades.
2. Chris Gable, technician, user support, Harrisburg Campus, for helping the Academic Technologies team with hanging plenum-rated boxes above the ceiling in the One Button Studio and Center for Design and Instruction spaces, ensuring that progress in these spaces could continue during a terribly busy time for the Campus.



3. Brandon Sheppard, specialist, instructional equipment, Harrisburg Campus, for working on 5 classroom upgrades this summer - something that in theory should have taken at least one other individual to complete.
  4. Nick Nerhood, campus IT director, Harrisburg Campus, for his flexibility and planning, working with his staff to ensure appropriate human and technology resources were available for all of the various projects running at Harrisburg Campus during this summer.
- c. Chris –
- i. Kudos to:
    1. Nick Nerhood and his team for working every Friday over the summer to ensure that the PC roll out went off without a hitch.
    2. Cody Neff, technician, user support, and Todd Price, student worker, both from Harrisburg Campus, for working in switchgear over summer, coming in early to meet delivery trucks.
    3. Cody Neff for working on CIS, professor, Carl Petersheim's lab.
4. Open Position Update – (All)
- a. Harrisburg –
    - i. Media position – Christopher Holtzinger has been hired and will start on 8/20.
    - ii. Replacement for Tom Haney. The position will be posted on 8/17.
  - b. EA –
    - i. Human Resource (HR) Business Analyst - 4 interviews conducted 7/31/18; 2 withdrew before second round; 2 candidates went through second round interview with open sessions on 8/9/18
    - ii. Work Force Development (WFD) Business Analyst – the posting closed on 8/12 with 8 applicants.
5. Departmental Updates | Project List Review – *\*please review status report prior to meeting*
- a. Academic Technologies (J. Beaudin)
    - i. Of the 10 classrooms schedule for completion this summer, nine will be completed. The 10th (in SM/HBG) will not be done because of a reorientation of the room and the time needed to complete before the semester starts.
  - b. Computing and Media Support (C. Fuller)
    - i. PC Rollout –
      1. Phase 1 & 2 of roll out continue. Chris reports that the team is a few days ahead of schedule. Including the PC purchase and lease that expired in June, 907 PC's have been rolled out.
      2. Phase 3 – The purchase/lease of 648 PC's has been awarded to Capella.
    - ii. 24/7 helpdesk – the Request for Proposal submission period has ended. Fourteen proposals were received, four of which will be invited to present to our team in mid-September.



- c. Enterprise Applications (C. Gavazzi)
    - i. Banner 9 Application Navigator: On Schedule
      - 1. 23 Test/Trial Sessions completed across all campuses between April and August
      - 2. Go Live version to be installed 8/19
      - 3. ~130 Early Adopters and Power Users will be given access to Banner 9 Application Navigator Production on 8/22
      - 4. All users will be moved to Banner 9 Application Navigator by October 1. Banner 8 INB will be decommissioned in October.
    - ii. BDMS upgrade to Secure Path:
      - 1. Upgrade completed 8/13
      - 2. EA staff is supporting users with questions, training and documentation.
  - d. Project Management (A. Chambers)
    - i. OIST Business Continuity Plan – Revisions have been made and confirmation has been sent to the IT VP / CIO.
    - ii. PCI Compliance – Kick-off meeting scheduled 9/18/18. Project Charter has been sent to Stakeholders and potential Sponsors for review. Feedback has been requested in advance of the kick-off meeting.
    - iii. Cyber Security Awareness – August email is scheduled to be sent today (08/16/18)
  - e. Systems Services (R. Bricker)
    - i. WiFi Project
      - 1. Netrepid Will be on-site on Monday, 8/20, to work with Dave Shaffer to begin making configuration changes to existing APs.
    - ii. Office 365
      - 1. Project continues. So far OIST, Student Affairs, Library, Finance, and Institutional Research teams have been migrated.
    - iii. SAN (network storage) Project
      - 1. Continues, working with Harrisburg staff to convert existing Hyper-V servers to VMware and new SAN.
    - iv. Virtual Desktop (VDI) Project
      - 1. Met with Jennifer Obrien, coordinator, financial aid, and Kelley Engle, department chair, engineering and technology, to prepare for the CIS 105 classes in the fall.
    - v. Harrisburg 10G/Fiber Project
      - 1. Project continues but is delayed into September due to delayed delivery of 96-strand cable by vendor.
    - vi. Email Distribution Lists
      - 1. Close to completion of the Adjunct distribution lists. Working with EA team and David Feller.
6. Amazon Web Services (R. Messner) –



- a. Discussion: how do we better leverage cloud services?
  - i. Reviewed possible ways to use this service to benefit us.
  - ii. Reviewed documentation from the SummitGroup regarding partner with us on how to implement and build.
    - 1. Trying to build a foundation of another environment to stack services for HACC.
    - 2. Do we have the bandwidth to contract with them now, due to project load or shall we push it off for 1 year?
    - 3. Decision: read documentation and provide feedback to RHM by 8/31.
- 7. IT Governance Proposal Update (J. Beaudin) – will be presented to Cabinet for approval on 8/20/18.
- 8. Alternate Work Schedule (B. Messner)
  - a. Before approving an AWS request, the supervisor should ask the following questions:
    - i. What is employees' primary responsibility and would an AWS affect that? Our staff should work hours that serve the institution well.
    - ii. Does it create a void that will put the institution at risk?
    - iii. Any adjusted work scheduled that employees work less than 10 days per pay period must go to Bob for approval.
    - iv. Questions to ask when receiving requests.
      - 1. How does it benefit the institution?
      - 2. Does it have a negative impact to the institution?
- 9. [Web Content Owners](#) Update (B. Messner/C. Gavazzi) No update – meeting next week.
- 10. Work Breakdown Structure (A. Chambers)
  - a. Reviewed the use of the WBS and how it can be used to our advantage moving forward.
    - i. Represents all the work that is included as part of the project scope and is beneficial for the following reasons:
      - 1. Identifies the amount of work required
      - 2. Lays the framework for developing estimate for the project schedule and overall completion date
      - 3. Helps identify the skills and resources required for the project
      - 4. Provides a framework for assigning work
      - 5. Assists with managing scope
      - 6. Helps the Project Manager and team understand the project
      - 7. Can be used as a template or reference for future projects

Moving forward, more focus will be placed on the development of the WBS and schedule so that the project can be efficiently tracked.
- 11. CIO Updates – (B. Messner)



- a. Cabinet Agenda – reviewed 8/20/18 with team.

12. Open Discussion – (All) (see above conversation and incorporate here)

- a. Topic: The future of technology in higher education. Specifically, how can HACC reinvent itself in higher education?
  - i. Where were we (5 years ago)?
    - 1. In years 1-5 – OIST needed operational procedures, lease vs. buy, server/datacenter/reliability, ability to meet the users where they need to be met, providing the services they wanted when the need them.
  - ii. Where are we now? –
    - 1. Overall, we have made some big strides in OIST. Our operation is running much better now than 5 years ago. We are doing a good job at managing projects and filling open positons – made some big strides overall in IT.
  - iii. Where do we go from here? What will the next 5 years hold?
    - 1. How do we grow? Move forward? How can we meet the following needs?
      - a. Net operational
      - b. Net financial
      - c. Set us apart from other institutions.
      - d. What can we do to help strengthen the college financially or gain more initiatives?

These answers will help us build our 2019-2022 OIST Strategic Plan.

The group was asked to think outside the box, to be less safe, to identify more cutting edge/risk taking with ideas for this group to review and create a solid plan.

Examples:

- 2. Get rid of all pcs on campus (CMS)
- 3. Move every application into the cloud (EA)
- 4. How do we reinvent networking at HACC knowing that connectivity to the internet is our impediment – how do we resolve? (NI)
- 5. How do we break away from large software programs?

13. Executive Session

14. Meeting adjourned: 4:00 pm

Next Meeting – September 20, TL209

Future Meetings Dates & Locations			
September 20	TL209	October 18	TL209
November 15	TL209		