



Attendees:

Jason Beaudin, Director, Academic Technologies (AT)
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

1. Approval of Agenda
CG/JB
2. Approval of [May 24, 2018 Meeting Minutes](#)
CG/AC
3. Announcements – (All)
 - a. Bob –
 - i. Will be on vacation 6/25 – 6/28.
 1. Russ will be Bob's designee 6/25-6/27.
 2. Cindy will be Bob's designee 6/28.
 - ii. Congratulations to Juanita on her election to Chair-Elect for the International Association of Administrative Professionals (IAAP©) for the 2018-2019 governance year and will move into the Chair/President for the 2019-2020 governance year.
 - b. JMM – Will be on vacation 6/25 – 6/28.
 - c. JB – Will be on vacation 6/25-6/28.
 1. Derek Zellers is Jason's designee for AT.
 2. Joe Mendryzcki is Jason's designee for CDI.
4. Open Position Update – (All)
 - a. EA –
 - i. System Analyst position has been filled. Ray Rickell has accepted the position and is scheduled to start on 7/9.
 - ii. Human Resource Business Analyst position posted on 6/10 and closes 7/1. To date, ten applications have been received. Cindy anticipates extending the posting.
 - iii. WFD Business Analyst position will be reviewed at RTF on 6/25.
 - iv. The Business Analysts are moving into the EA Budget, effective 7/1.

- b. CMS –
 - i. Media Support Manager – this position will be re-posted. Chris believes we may need to revisit the job description prior to re-posting.
 - ii. Tech, User Support, Harrisburg Campus. This position has been moved to FT Temporary position for 1 –year. The position will be re-evaluated in FY 19-20.

- 5. Departmental Updates | Project List Review –
 - a. The [Current Project List](#) was reviewed:
 - b. Questions:
 - i. *AT: HBG CDI space – FLAG – The completion of the rooms are dependent upon Facilities completing their work. Currently it is unknown if facilities will be able to complete their work on schedule. If this happens the rooms will not be completed in the allotted time frame.*
 - ii. *CMS - PC purchase- PA Department of Education requires that not all funds are spent at once, so the PC order was split into 3 purchases: laptops, coming in now; desktops, delayed until mid-July and a bid in August, which should go out next week – and be back by mid-July. Apple labs will all go through the bookstore.*
 - 1. *RB – SCCM team has decided to talk about making some changes to the image, but will have it completed prior to imaging new machines.*
 - 2. *Folder Re-direction. Project continues. Harrisburg continues to work on about 100 users that need to be moved from old policy to new policy. All new employees are put into new policy. Second phase of this project will now begin to move remaining staff who were not in the old policy. Target completion date: 8/30/18*
 - iii. EA:
 - 1. *Banner 9 – Target “go live” date: October 2018.*
 - iv. PM:
 - 1. *On the report –*
 - a. *Page 1: Summary of timelines –*
 - b. *Q. Does this manually update? A. Yes.*
 - c. *NOTE: Projects are left on the summary tab for one cycle after completion and then moved to the completed tab.*
 - 2. *CollegeNET servers will be decommissioned on 6/21. Other systems will be and clean-up will be done the after 7/2.*
 - v. Network
 - 1. *System Access Report(SAR) – performed survey of current SAR administrators.*
 - a. *NEXT STEPS: continued investigation of survey results and replacement options for current system.*
 - i. *Must improve or find a replacement for Footprints.*
 - ii. *EA/NI teams will work together on this project.*



2. *Office 365 – priority project*
 - a. *OIST – the EA and NI teams have moved over. CMS team moved over 6/21. The admin team will be last.*
 - b. *Student Affairs –will move in July*
 - c. *College-wide admin staff – will move by the end of September*
 - d. *Faculty – will move by the end of December*

6. IT Governance Proposal Update (J. Beaudin)
 - a. Approved to proceed to cabinet with two minor changes
 - i. Adding academic affairs representative
 - ii. Committee member terms will be staggered.

7. OIST [Bi-Weekly](#) and [Quarterly Status Reports](#) (A. Chambers)
 - a. Upcoming Projects (research)
 - i. Would it be more efficient to include the Upcoming projects with the bi-weekly status reports. This will be done moving forward.

8. Retreat follow-up topic discussion -
 - a. Departmental Mantra's – directors will identify the mantra they wish to use for their department.
 - i. AT – Anywhere, Anytime
 - ii. CMS – Helping people succeed
 - iii. PM - Facilitating successful outcomes
 - iv. EA – Creating solutions
 - v. NI – Reliable connections & communication

 - b. The “Next Curve” *high* level brainstorming discussion
 - i. Artificial Intelligence (AI) – applying at HACC
 1. How can we use AI to control equipment?
 2. How can we tie HACC resources to personal AI?
 - ii. Digital literacy –
 1. How do we use at HACC?
 2. What components does IT use and how does it affect the rest of the college?
 - a. EX:
 - i. Now: Faculty teach from text, delivered by publisher
 - ii. Future: digital resource that contains digital plan, text books, etc., at no cost.
 1. Barriers – time (faculty, how does IT assist)?
 2. Money (college)
 - iii. Zoom auto dialer or have Zoom call out to attendees.



1. Note: adoption rate for Zoom is higher than expected.
 2. Can we plug Zoom video chat into different web pages?
 3. How do we deliver live interactive classes through a video connection?
 4. How do we effectively deliver student facing digital resources?
 5. Digital “kiosks” in public places (schools, etc.)
9. Capital Budget Updates (B. Messner)
- a. Reviewed [FY18-19 Approved OIST Capital Budget](#)
10. CIO Updates – (B. Messner)
- a. Amazon Web Services – we are researching how we can start to adapt more to web/cloud services. Specifically, we are identifying what cloud services are already adopted and looking at how we can create an organizational approach to our use of cloud services. The group is discussing the following:
 - i. How many tiers of storage should we have?
 - ii. What should sit in the cloud (always needs to be available)?
 - iii. Today, a lot of our “Software as a Service” products are cloud hosted.
 - iv. Future: how do we move core services to the cloud?
 1. Services, servers, etc.
 2. We are working with a vendor to identify and plan our migration.
 3. Starting small – looking at backups – how do we back up?
 4. Looking to involve our staff to become AWS experts.
 - b. Personal planning -
 - i. Business and Data Warehouse Analysts – In direct correlation to an audit finding, these positions have been transferred to IT, from a reporting standpoint. Doing this positions the functional area resource to be more involved and informed as it related to IT.
 - c. CMS –
 - i. The team is looking at how we deliver support services. By releasing tier one calls, our CMS team will be able to focus on their primary functions and break-fixes. Additionally, a third party will enable us to move to a 24/7 support.
 - ii. We are working on a Request for Bid for this project.
11. Open Discussion – (All)
- a. Topic: The future of technology in higher education. Specifically, how can HACC reinvent itself in higher education? Please be prepared to discuss the following at our next meeting:
 - i. How do we make sure our users are well informed and trained on the technology we have available to them?

Next Meeting – July 19, 2018, **TL209**



OIST Leadership Team Minutes

Thursday, June 21, 2018
TL209

Future Meetings Dates & Locations			
March 15	TL108B	August 16	TL209
April 19	TL209	September 20	TL209
May 17	TL108B	October 18	TL209
June 21	TL209	November 15	TL209
July 19	TL209		

“Enriching education through technology”