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

2. Approval of February 15, 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.

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

3. Announcements – (All)
   a. JMM – propose published minutes be shorter with link to the newsletter site for those who want details. Minutes (moving forward they will be high level, shorter. Longer updates will be used for updating the newsletter site. Approved.
   b. RHM –
      i. *Halogens – Reminded the team that reviews were due and that goals should be aligned with the CSP and include diversity training.
   c. RB – OIST Retreat 5/17
      i. Theme: Business Continuity
      ii. Planning team reviewed plans for presenters and team presentations.

4. Open Position Update – (All)
   a. CMS –
      i. GBG - Nathan Tasker, part-time, user support technician has resigned. He will work through the end of March.
   b. EA – Systems analyst – 12 applicants, 3 have been scheduled for screening next week.
   c. AT - CDI coordinator – conducting interviews today. The committee has asked four candidates to interview.

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5. Departmental Updates – 15 minutes each
   a. Academic Technologies (J. Beaudin)
      i. March 5th: AT/CMS teams met with Mersive representative
      ii. March 6th: AT/CMS teams met with Epson representative
      iii. Brandon Sheppard, instructional equipment, has made progress on solving the mount locking and calibration issues, will be reviewing with team on Friday, March 9th
   iv. Quality Assurance Process
      1. Two checklist under development
         a. For end-user - CDI will be helping conduct QA to verify room performs to meet teaching and learning needs
   v. Classroom Training
      1. CDI continues to offer classroom technology training.
      2. Jason is reaching out to faculty in Harrisburg Evans 107 and Lancaster E347 to see if they need additional support and training with their classrooms being upgraded over Spring Break 2018.
   vi. Classroom Specification Guide Review ½ Day Meeting
      1. April 4th (Lancaster E328) with AT and CMS. This meeting will be held once a semester (Spring, Summer, Fall) to review the guide for recommended changes or updates and brainstorm new ideas.
   vii. Daylight Rollout
      1. CDI has been conducted 8 session, 18 sessions are upcoming on the schedule
      2. Melany McNew has completed the faculty-oriented Daylight videos and will be working on student videos.
      3. CDI will be presenting at CITE in April.
      4. Daylight will be turned on May 15.
   viii. Development and Deployment of Classroom Technology Training
      1. Gettysburg has been approved to develop a CDI Learning Space to mirror the model being designed for Whitaker 126.
      2. AT is requesting Capital funds to update CDI Learning Space in Lancaster.
   ix. Hatsize/Class Software Virtualization Pilot
      1. No updates.
   x. One-Button Studio Deployment
      1. Harrisburg OBS: most of the technology has been delivered. Derek Zellers, systems administrator, has been working with Harrisburg facilities and CMS to ensure electrical and data requirements are being met.
         a. Kudos (ask SS for info on Tom Haney, et al)
      2. Gettysburg is planning to install an OBS in their learning commons as part of their renovations.

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3. York may submit a HACC Foundation request for April cycle. AT has provided parts lists, budget, justification, and design to support York in submitting their request.

b. Computing and Media Support (C. Fuller)
   i. Technology Investment Committee (TIC) Update –
      1. Starting to receive capital requests
      2. TIC will meet after all requests are received.
      3. NOTE: HBG will not have their budget until 3/23
   ii. Staff – Darby Miller is now a collegewide employee and will support Apple labs across all campuses
   iii. Extron Help Button –
      1. All technology rooms have help buttons installed.
      2. Several at Midtown and Lebanon still need configured.
      3. Manuals were received.
      4. On target for 4/1 completion.
   iv. Cognitio Forms
         a. All attendees have been notified of their training date and given pre-training assignments.
      2. SAR Form – in progress. Expect completion by May 1.
      3. Back up - Kris Neimi-Blain will back up Chris on this project.
   v. Folder Redirection
      1. Completion status: GBG 60%, HBG 30%, LAN & LEB 100%, York 25%

c. Enterprise Applications (C. Gavazzi) (see notes)
   i. Servers: The servers hosting Banner Development and Pre-Production were moved to the Lancaster Data Center on March 6.
   ii. Workforce Development Registration System
   iii. CollegeNet: termination letter to be sent this week ending all services as of 6/30/18
   iv. Raiser's Edge/Financial Edge:
      1. AP Vendor Integration: deployed to production.
      2. Graduate Data Integration: Data for new graduates will be exported from Banner and uploaded to Raiser's Edge. This project is in testing.
   v. Payroll Deduction Integration: This functionality is targeted for deployment prior to the Day of Giving.
   vi. Banner 9:
      1. Quarterly upgrades were deployed February 25, 2018 with minimal post-implementation issues. Kudos to the HEAAT functional users for their
testing efforts. The next deployment is tentatively scheduled for the end of May.


vii. Custom Forms Transformation:
1. Twenty-One custom forms will be migrated for access with Banner 9. Forms to be decommissioned will have access removed prior to Banner 9 implementation.
2. The EA Team is being trained on Oracle Application Extender (known as APEX) to support the use of APEX for custom forms development.
3. An implementation task force has been formed to champion the project and make critical decisions about timelines, testing, training, and deployment.
4. Installation of Ethos is dependent on the completion of the SAN project in order to build the virtual server to host the Ethos API deployments.

viii. College Code Conversion:
1. The conversion was run in Production on March 2.
2. Kudos to Meredith Jenkins, Tom Hale, Matt Gordon, Seth Chevalier, Rick Albright, and Erika Steenland for their dedication to the project. Thank you to Genita Mangum and Cindy Doherty for their leadership and support of this initiative.
3. Next steps: updates to Argos reports, user education regarding use of old vs. new college codes.

ix. Curriculog:
1. The software is being implemented for the course approval process. EA is supporting the integration of course data from Banner. Deployment is planned for Fall 2018; testing and full implementation is planned for Spring 2019.

x. Preferred Name and Gender:
1. While full functionality supporting Preferred Name and Gender will be available with the implementation of Banner 9, custom programs and third-party integrations, need to be analyzed for necessary updates.

xi. Faculty Load and Compensation (FLAC):
1. The Ellucian consultant will be on site March 20 - 22 for the final configuration workshop.

xii. Recruiter:
1. Initial stages only - Working with Student Affairs and Ellucian to secure a quote for upgrading the software and moving to the cloud

xiii. Banner Security Improvements:
1. Virtual Private Network (VPN) Connections: Users with a need for direct access the Banner database will be required to use a VPN connection. This is contingent on identifying affected users.

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xiv. Microsoft Access Reports
1. Fifty-one Microsoft Access reports with Banner ODBC connections were converted to Argos reports. There were 47 Student reports and 4 Financial Aid reports.
2. Kudos to Walt Adkins and the Systems Analysts and Business Analysts who worked on the report conversions during the PPRD/DEVL server move to leverage downtime.
3. Limited users who still require this access will be required to use a VPN connection.

xv. Password Reset using Text Messaging:
1. Awaiting testing feedback from the Library and Welcome Center.
2. Next steps: finalize rollout strategy, notify HR and Student regarding address change emails

d. Project Management (A. Chambers)
i. PCI Compliance – NOT SCHEDULED
1. Have been meeting regularly and started initial discussions of scope and who will be on the project team.

ii. Cyber Security Awareness – NOT SCHEDULED
1. Engagement has been requested for larger effort planned for October 2018. Have started initial discussions and draft of Core Team.

iii. Axiom / Xenegrade – ON TARGET (September 2018)
1. Received approval from Project Sponsors to move implementation from 07/2018 to 09/2018. Project Charter is pending Project Sponsors approval.
2. Discussions will occur between Functional Business Unit and Enterprise Applications to discuss Workforce Development Administrator position.
3. Other tasks are progressing on schedule.
4. Note: additional work and funds are required to build the integration between CashNet and Xenegrade. Finance and the project lead are working on the quote and researching additional funding sources. This may cause some delays.

iv. OIST BCP – ON TARGET (08/2018) –
1. Evelin Schwartz, systems administrator is compiling survey information for Critical Systems List.
2. First draft planned 4/30/18
3. Final draft of OIST BCP targeted for 6/30/2018.

v. Non-Academic Scheduling – ON TARGET (12/2018) –
1. CollegeNet funding for FY2019 removed from IT Budget.
2. Team agreed to move forward in the interim with the Outlook solution for non-academic space scheduling and Tableau for usage reporting. Future discussions on changes and new solutions will be managed outside of the project scope and proceed through the appropriate approval process.

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3. Team working on detailing tasks for June 2018 implementation (Outlook Implementation, Training and Communications Plan, Migration Plan and CollegeNet Decommission).

e. Networking and Infrastructure - (R. Bricker)
   i. WiFi Performance –
   1. Cisco tech support is working with Dave Shaffer on 3/15/2018 to troubleshoot our WiFi performance issues. We’ve had several staff complain via social media on the slowness of our new HACC WiFi network. Will continue to reach out to them to hear their issues and stay in touch during our troubleshooting process.
   ii. WiFi Addition –
   1. A new WiFi SSID has been created that will be used for large events were it will not be reasonable to create individual ids/passwords for everyone.
   iii. WFD –
   1. Remote Internet Access Project has been completed. WFD team now has a remote cellular device that will be used for their external assessment training.
   iv. Office 365 –
   1. Project has been delayed, as the CollegeNet replacement project required IT resources to research and test Exchange/Outlook capabilities. These resources will continue to be provided through the end of May.
   2. Office365 Migration team will start meeting in April to begin planning a timeline and user training materials.
   v. VDI Project –
   1. New vendor required set up prior to issuing a purchase order.
   2. Planning to test with Rob Schanke in his summer classes.
   vi. WAN Project –
   1. Delays in the Gettysburg KINBER upgrade continue as we wait for the easement issue between Weis and Comcast to be resolved.
   vii. Harrisburg Fiber Project –
   1. Integrated Engineering Services was selected to help develop a RFP for our fiber project.
   2. The RFP is due to EasternPCM by 3/16/2018 and will be posted on 3/20/2018. The deadline for the RFP is 4/10/2018, with a tentative schedule is to submit a proposal for approval at the May 1 board of trustees meeting.
   viii. Middle States - continuing to work with Lynold McGhee, director, institutional research, to provide access to review team.
   ix. Email Distribution Lists – Enterprise Applications and Network Infrastructure teams will be researching the possibility of automating several of our email distribution lists.
x. Retreat – This year’s event will be on May 17. Theme is business continuity.
xii. Backup Data Center –
   1. Banner PPROD and DEVL were successfully moved to the DR site March 5th-6th.
xii. Security Appliance Review –
   1. Presented to and received approval from President’s Cabinet on 2/22/2018 to implement a Poliwall security appliance to block internet-based traffic into the HACC campus from identified locations.
   2. Spring Cyber-Security Awareness Event – No update at this time other than April 16 will be our event week.
xiii. Wireless – end-user complaints on social media
   1. In order to understand the issues and find a resolution, Russ contacted those complaining.
   2. Steps taken to resolve – Cisco is working with David Shaffer, manager, networking and data center operations to troubleshoot and determine steps required to resolve issues.

6. Data Governance (All)
   a. Identify -
      i. Single Point of Contact for IT and educate external entities (to route questions to the appropriate person): No volunteers – Bob will continue to lead for now and work collectively on.
      ii. NI/Russ – focused on files, folders, folder structure, email, user retention – how users are accessing data on the network
      iii. EA/Cindy - focused more on the data, particularly student data, correctly validating that data and how long do we keep it and build policies to control it –
         1. We must define student, retention guidelines.

7. IT Governance Proposal Update (J. Beaudin)
   a. Final edits will be made by Juanita and Jason and submitted to the Task Force.

   a. Next steps: After review and approval by Bob, Russ will present to Shared Governance Committee for assignment to a Task Force.
      2. Proposed - Acceptable Use of Technology Policy.docx
      3. Proposed - Email Policy - Handbook.docx
      4. Proposed - Email Policy.docx

9. Cognito Forms (R. Messner) –
   a. Overview – Cognito Forms is being considered as an interim forms solution.

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i. One Year review period
   1. Review forms created and transferred to determine if we move forward, determine if there are issues, or stop using.
   b. This is not a document management system.
   c. Every functional area identified at least one colleague to attend training.
   d. Training – email invitation sent, hands-on training, 3/26 & 3/27

10. Cybersecurity (R. Bricker) -
   a. PCI Compliance Training – Kevin Nutt, data security administrator has finalized an online PCI training presentation through BrightSpace.
   b. Next steps:
      i. Work with the Office of Finance to begin providing this to our credit card handlers.
      ii. Annual training will be required by any user who handles credit cards.

11. Project Management Methodology (A. Chambers) -
   a. Introducing PMO and Methodology to Campus Leadership at Campus Leadership Meetings.
   b. Working with Melany McNew, instructional designer to build D2L portal for overview of methodology and templates. Would like to reach out to Coordinators / Stakeholders across the institution to request they complete the training, utilize the templates and provide feedback.
   c. Would also like to incorporate this group into the cloud solution review (to evaluate collaboration tools and pilot).
   d. Future plans include more detailed training courses.

12. Capital Budget Updates –
   a. Need final updates by 3/19 at noon.
   b. Reviewed capital submissions from other central organizations and campuses, except Harrisburg. V

13. CIO Updates – (B. Messner)
   a. Middle States -
      i. RHM will update the OIST team on 3/19 after the review team meets with Cabinet

Next Meeting – April 19, 2018, TL209
*items also in your 1:1 Basecamps

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