



Attendees:

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

1. Approval of Agenda JB/RB
2. Approval of [September 19, 2018 Meeting Minutes](#) RB/JB
3. Announcements – (All)
 - a. JB
 - i. Kudos to the following teams for working together to convert Harrisburg, Stabler 106 into an emergency Zoom classroom in 10 days! This will allow three students from Gettysburg to connect and take a class they require to graduate. This class was cancelled in Gettysburg due to the extremely low enrollment.
 1. Harrisburg Media Services team (Chris Holtzinger, Brandon Sheppard, Chris Gable, Pete Miller, and Nick Nerhood);
 2. The Academic Technologies Team (Sue Savidge, Derek Zellers, Melany McNew, and Joe Tubioli);
 3. Rich Cardamone, executive business director and the Harrisburg Facilities team
 4. The Gettysburg campus staff: Scott Decker, Dory Uhlman, Melinda Eash, AnnMarie Malchenson
 - ii. Kudos to Sue Savidge on attaining Extron Certified Specialist certification
 - iii. Kudos to Derek Zellers on attaining Extron Pro certification.
 - b. RHM-
 - i. Share the preliminary audit findings from SEK and updated the group regarding compliance with Gramm-Leach-Bliley Act which requires financial institutions and companies that offer consumers financial products or services like loans, financial or investment advice, or insurance – to explain their information-sharing practices to their customers and to safeguard sensitive data. This will be added to our project list to be discussed further in the future.



4. Open Position Update – (All)
 - a. WFD Business Data Analyst – the second posting resulted in 12 applicants, one withdrew, three were selected for interviews scheduled for 10/22 and two were selected for second interviews, team interviews and open sessions on 10/29.

5. Departmental Updates | Project List Review – **please review status report prior to meeting*
 - a. Academic Technologies (J. Beaudin) (see notes) ask JB for notes.
 - i. Classroom technology: Room selections for Round 2 have been requested. Gettysburg, York, and Lebanon have provided room requests and prioritization decisions. Room meetings are commencing.
 - ii. Hatsize: we are awaiting a new master agreement from the company that purchased Hatsize.
 - iii. Zoom Video Classroom: we are currently offering a single section of EDUC261 in a Zoom classroom on Harrisburg Campus, connecting to a room on Gettysburg Campus with three students in it. EDUC261 is a high-level course required for Education degrees, and sometimes has low frequency of offering. The students in Gettysburg will be able to continue along their path to their degree because of this class. So far, the technology seems to work well, and the early impressions of the experience from the faculty member teaching the course were favorable.
 - b. Computing and Media Support (C. Fuller) (no report)
 - c. Enterprise Applications (C. Gavazzi) (see notes)
 - i. Banner:
 1. Quarterly upgrade scheduled for November 25. Testing deadline is November 9.
 2. Banner 9 Application Navigator: 10/31/18 is the last date Banner 8 INB will be available as a link on MyHACC. Unless there is a bug in Banner 9 that prevents a functional process from being completed successfully, users will not be permitted to use Banner 8. There are a few processes with bugs in the current production software that will be resolved with the 11/25 upgrade. Users of those functions (Payroll and Registrar) will have access to Banner 8 until the patch is applied to production as part of the quarterly upgrade.
 3. Student Self-Service 9.7: Analysis is underway for the Drop Roster functionality in Banner, which is proposed as a replacement for the custom forms currently, used for Confirmation of Attendance. Functional users have a deadline of 10/31 to confirm if Drop Roster will satisfy the SGP for confirmation of attendance. The EA team has an alternate solution if baseline cannot be used.
 4. Presented to CEO regarding the rollout of Banner 9 on 10/24.



- ii. Runner Clean Address was deployed to production 10-8-18 for use with Banner 9 Application Navigator.
- iii. Email Distribution Lists:
 - 1. The creation of email distribution lists from Banner is wholly dependent on accurate staff data in Banner. Due to the multitude of data, elements and varying definitions (i.e. define adjunct), the HR Business Analyst is working to define data definitions and business requirements for each employee category, which will be used to extract data from Banner for the email distribution lists.
- iv. Data Warehouse:
 - 1. Business Analysts will be working with functional leaders to define business requirements for warehouse.
- v. Accuplacer:
 - 1. Deployed in production 10/8/18
 - 2. Reports and IR views: development in progress
- vi. ALEKS:
 - 1. Working to resolve some issues with the file contents; may be at risk; target - Prod 11/1
 - 2. Functional leaders are involved and are aware of risk
- d. Project Management (A. Chambers)
 - i. OIST BCP – Finalizing activities and targeting project completion October 2018.
 - ii. Non-Academic Scheduling - Finalizing activities and targeting project completion October 2018.
 - iii. PMIS – Working with division representatives to identify one or more solutions for managing projects. Team agrees to commit to the solution decided by the group and promote use of the solution for project management across the institution. Will reach out to Directors soon to capture additional IT requirements.
 - iv. Project Prioritization – Working on developing a portfolio governance and management framework that can be deployed across the institution. Effort is in the initial stages. Goal is for Leadership to establish criteria for which projects are evaluated against for selection and prioritization. More information will follow on this effort. In addition, there are some key definitions that should be developed by OIST such as the definition of a project, hours to use for estimates and project types. Will be scheduling a discussion with the Directors to document these definitions in detail.
- e. Systems Services (R. Bricker)
 - i. HBG Fiber project completed. – Library, Stabler, Arts, Cooper have all been completed and are operating at 10G. Bookstore has also been completed, but it is only at 1G. Still waiting for switching equipment to be delivered to complete Whitaker and Ted Lick connections.



- ii. HACC WIFI – Harrisburg campus WiFi survey to students will be sent out on 11/9. We are looking for their input on current WiFi performance since the October fall break. Dave Shaffer has been reviewing faculty survey results and rewiring existing APs or installing new ones as needed in the classroom setting.
 - iii. O365 Migration – remaining faculty will be migrated by the end of November. Board members will be migrated at the start of the December 4 board meeting.
 - iv. VDI project – continue to work with select staff to pilot solutions for the classroom. With the possible loss of Hatsize on 11/1, we are expanding this project to provide services to additional classes.
 - v. SAN project – Replication between Lancaster and Harrisburg is in operation. Working on replication between Harrisburg and Lancaster. Waiting for Gettysburg KINBER connection to be completed so that the York/Gettysburg replication services can be turned on.
 - vi. AUP Policy was approved at the last APO meeting. Edits to the Email policy were requested and will be presented at the next APO meeting to be scheduled in December.
 - vii. October Cybersecurity Awareness efforts have been successful. Participation results will be presented at the next meeting. We will not revert to our normal monthly email to staff to keep cybersecurity awareness in the forefront.
 - viii. Haccwifi.hacc.edu
6. Systems Access Request (SAR) Process –
- a. The process isn't the only issue – Getting the correct data in Banner is also an issue. If the information in Banner is not correct, the SAR can't process correctly.
 - i. Russ's team suggests creating an automated message to be delivered when something is missing from the request.
 - ii. Human Resources wasn't fully aware of what was needed to process. There is a group reviewing the form.
 - iii. Footprints not being renewed. We need at least find a replacement for the SAR form after service with Footprints has terminated.
 - 1. We must identify process to follow until completed and then follow up.
 - iv. What can we do to replicate and improve the SAR process or migrate to a space where it is safe and sustainable?
- ACTION ITEM: We need to work on gathering requirements to identify what this system needs to do.
7. Business Continuity Plan – cabinet has approved plan. Evelin Schwartz, system administrator, will start distributing to those listed in the document, post in our google drive and on hacctechnews.com.



- 8. Amazon Web Services
 - a. Signed a SOW with the Summit Group. Must establish an AWS account and then migrate our archival and student systems in the AWS cloud. Infrastructure as a service (IAAS).

- 9. Standard Operating Procedures and Checklists
 - a. Review templates – template approved – RB/CG – MC.
 - b. Naming convention: YEAR_OIST_SOP_FILENAME (EX:2018_OIST_SOP_DRESSCODE)
 - c. Group charged with reviewing examples and adding comments/suggestions. Will review next meeting.
 - i. [Changing the MyHACC photo – tabled for revisions](#)
 - ii. [Dress Code](#)
 - iii. [PC Rollout](#)
 - iv. [Purchasing Guidelines](#)
 - v. [Social Media Dissatisfaction](#)

- 10. Budget
 - a. Operating
 - b. Juanita will schedule budget-planning meetings with the group.
 - c. Looking for operating budgets to be flat – unless contractually obligated for an increase.

- 11. CIO Updates – (B. Messner)
 - a. Leadership Retreat – Topic: Project Prioritization

Next Meeting – TBD*, November’s meeting will be rescheduled.

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		