



## Meeting Information

<b>Meeting Title:</b> IT Committee	<b>Date:</b> April 30, 2020
<b>Location:</b> ITS – Silver Conference Room	<b>Time:</b> 2:00 PM – 3:30 PM
<b>Dial In #:</b>	<b>HC:</b> n/a
<b>Meeting Called By:</b> Faust Gorham	<b>PC:</b> n/a
	<b>Purpose:</b>

## Attendees

Checkmark or “X” indicates the attendee is present

Attendee	Representing	✓
Rebecca Weller	Faculty Teaching & Learning	x
Imeh Ebong	GRASP	x
Dwayne Cantrell	Enrollment Management	
James Dneek	Student Affairs	x
Lisa Zuzarte	Academic Operations	x
Chris Diniz (non-voting)	ITS – Interim Deputy CIO	x
Kellie Garcia	Human Resources	x
Kris Krishnan	IRPA	x
Jeremy Warner	Communications	x
Faust Gorham	ITS- AVP/CIO	x
Queen King	University Controller	x

Attendee	Representing	✓
ASI President	ASI	x
Steve Garcia	Computer & Electrical Engineering	x
Ying Zhong	Library	x
Yong Choi	Management & Marketing	x
Kyle Susa	Psychology	x
Brian Chen (non-voting)	ITS – Director of EApps	x
Kamye Salyards (non-voting)	ITS- Administrative Support	x
Jennifer McCune	University Registrar	

## Agenda

#	Agenda Topic	Submitted/Led By	Time Allotted
1.0	Welcome & Call to Order	F. Gorham	
2.0	Approve Minutes from January 29, 2020 Meeting	F. Gorham	
3.0	Approval of Agenda	F. Gorham	
4.0	Old Business - Transact - LMS Evaluation	F. Gorham Rich Nelson Madhu Gogulapati	
5.0	New Business <ul style="list-style-type: none"> <li>• Covid-19 Discussion <ul style="list-style-type: none"> <li>- Needs now and planning for future</li> <li>- Confidential Document Submission</li> <li>- Virtual Computer Lab</li> </ul> </li> <li>• Adobe Sign</li> <li>• Approve ITC Roadmap and new budget request</li> </ul>	J. Warner/F.Gorham  Madhu Gogulapati Chris Diniz Madhu Gogulapati F. Gorham	
6.0	Adjourn		

## Meeting Minutes from April 30, 2020

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CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
INFORMATION TECHNOLOGY COMMITTEE MEETING  
Thursday, April 30, 2020  
2:00 PM  
Zoom Video Conference

**PRESENT:** Faust Gorham, AVP/CIO, Information Technology Services  
Chris Diniz, ITS Infrastructure Services  
Ying Zhong, Library  
Brian Chen, ITS Enterprise Applications  
Lisa Zuzarte, Academic Operations & Support  
Rebecca Weller, Faculty Teaching & Learning  
Imeh Ebong, GRASP  
Kamye Salyards, Administrative Support, ITS  
Aaron Wan, ASI  
Steve Garcia, Computer & Electrical Engineering  
Kris Krishnan, IRPA  
Kellie Garcia, Human Resources  
Kyle Susa, Psychology  
James Drnek, Student Affairs  
Queen King, University Controller  
Yong Choi, Management & Marketing  
Madhu Gogulapati, ITS Project Management  
Richard Nelson, ITS Support Services

**ABSENT:** Dwayne Cantrell, Enrollment Management  
Jeremy Warner, Communications  
Jennifer McCune, University Registrar

### 1. Call to Order

Meeting was called to order by F. Gorham at 2:05 PM..

### 2. Approval of Minutes from January 29, 2020 Meeting.

F. Gorham reviewed the January 29, 2020 meeting minutes, explaining that some projects that were discussed have not moved forward due to COVID-19 and the emergency expenses related to distance learning.

**Motion/Second/Approved:** K. Krishnan moved to approve the minutes and I. Ebong seconded the motion. The minutes were approved.

### 3. Approval of Agenda

**Motion/Second/Approved:** J. Drnek moved to approve the minutes and I. Ebong seconded the motion. The agenda was approved.

### 4. Old Business

Transact – R. Nelson reported on the progress of the installation of Transact for our new one card system, explaining delays due to COVID-19 and the traveling limitations with the vendor.

- Estimated “Go Live” before May 15<sup>th</sup> but planning for May 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>.
- Updated Queen King that we are working with her team and their reporting.

- Next week coordination with accounting team will take place on reporting from the Transact system.
- Assured the committee that Meal Plans are still maintained by Aramark and therefore would not be affected in the cutover.
- Assured the committee that Access Control using the RunnerCard is managed by a wholly separate system and therefore will be affected

LMS Evaluation – M. Gogulapati reported that we have been given the approval by President Zelezney to move from the evaluation phase to implementation phase of Canvas.

- Total Supported – FTLC and ITS Support Services
  - 153 Faculty – 300+ courses
  - 6,100 students
- So many tools that can be added but much is related to cost
- We will have BlackBoard until June 2021
- 1 Year transition period

## 5. New Business

Covid-19 Discussion – Needs now and for the future

- Taking paper processes to electronic
  - No workflows, forms are not conducive to filling out online
  - The task is tough, but we are making progress
  - 2 out of the 5 budget items on the roadmap are related to this issue
  - We have OnBase in place, but we still must implement the digital process
- Digital workflows will need to be part of our practice from now on
  - OnBase works well for back-end office users, but not good for front-end users
    - M. Gogulapati has built in a few workflows, but it is not the answer for the add/drop form
    - Need a simple forms tool for most of the forms we need to automate
  - We just purchased Dell Boomi, an integration tool – they also sell a forms and workflow tool. It has not yet been evaluated.
  - We have entered a lot of data into OnBase; we need to keep that as our backend solution since it works well.

Electronic Signature

- No digital signatures, this is used for tracking and authentication and locks documents so they cannot be altered after received

Confidential Document Submission

- Documents are packaged – students can now fill out all paperwork, sign, then submit via the online form that M. Gogulapati and his team implemented
- Working with Financial Aid on completion – will only take about 2 weeks

Virtual Computer Lab – Apporto

- C. Diniz provided a demonstration of the new virtual computer lab
  - Anyone with a csub.edu can log in
  - # of apps: 33
  - # of unique users since starting: 390

- # of unique people that logged in within the last 2 weeks: 191
- Total time used in Apporto: 728 hours
- Max time spent per user: 12 hours
- Min time spent per user: 1 minute
- Average time spent per user: 42 minutes
- Can be used for classroom scheduling when it becomes challenging
- Virtual Level I desktop – we have the ability to provide this. Level I users' MPP will receive an email asking if they want this feature. This gives a secure option to access data from non-stateside computers.
- Email – is it safe and secure?
  - No level I data should be emailed; level 2 is ok
  - There is an option to store in Box and send links to secure documents via email

Adobe Sign – It is currently being evaluated – allows users to complete a form or document and sign electronically

- Looking at how the forms can be published – the team is determining the best way to unify the process
- Multiple things can be done with conditional logic, signing – limitations to workflows have been found, so also looking at Dell Boomi to see if they can do some things that are limited by Adobe Sign

Approve ITC roadmap and new budget request – F. Gorham gave an overview of the current ITC roadmap and the progress being made

- New items being requested to add –
  - Technology Refresh – Security
  - VOIP Implementation – install
  - VOIP Implementation – maintenance
  - Online Form and Workflow Developer
  - Digital Transformation – Responsive front-end forms and easy approval solution

**Request for approval was made by F. Gorham for a vote to approve the additions to the ITC roadmap. All items were approved unanimously.**

**\*Last minute topic**

- B. Chen gave a brief update on the ERP firewall
  - Most visible change – MFA for myHR
  - We now have the ability to move more data than before
  - Direct deposit page has a code in place in case user has DUO
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Meeting adjourned at 3:12 PM