Meeting Information

Meeting Title: IT Committee		**Date:**	September 16, 2020
Location: Zoom Conference		**Time:**	**1:30 PM – 3:00 PM**
Dial In #:	**HC:** n/a	**PC:**	n/a
Meeting Called By: Faust Gorham	**Purpose:**		

Attendees

Checkmark or "X" indicates the attendee is present

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

Attendee	Representing	√
ASI President	ASI	√
Steve Garcia	Computer & Electrical Engineering	√
Ying Zhong	Library	√
Yong Choi	Management & Marketing	
Kyle Susa	Psychology	√
Brian Chen (non-voting)	ITS – Director of EApps	√
Kamye Salyards (non-voting)	ITS- Administrative Support	√
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 April 2020 Meeting	F. Gorham	
3.0	Approval of Agenda	F. Gorham	
4.0	Old Business	F. Gorham	
5.0	New Business - Student Technology Needs - Lab A - ITS Staffing cuts for 20-21 - Cares Funding - S2 Instruction - Classroom Upgrades - Current ITC Roadmap - Digital Transformation	F. Gorham	

	○ Identity Management		
6.0	Adjourn		

Meeting Minutes from September 16, 2020

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
INFORMATION TECHNOLOGY COMMITTEE MEETING
Wednesday, September 16, 2020
1:30 PM
Zoom Video Conference

PRESENT: Faust Gorham, AVP/CIO, Information Technology 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
       Steve Garcia, Computer & Electrical Engineering
       Kris Krishnan, IRPA
       Lori Blodorn, Human Resources
       Kyle Susa, Psychology
       James Drnek, Student Affairs
       Jeremy Warner, Communications
       Vanessa Chicaiza, ASI

ABSENT: Dwayne Cantrell, Enrollment Management
       Jennifer McCune, University Registrar
       Chris Diniz, ITS Infrastructure Services
       Queen King, University Controller
       Yong Choi, Management & Marketing

1. **Call to Order**
   Meeting was called to order by F. Gorham at 1:33 PM.
   Lori Blodorn, AVP of Human Resources was introduced and welcomed as a new member of the committee.

2. **Approval of Minutes from April 20, 2020 Meeting.**
   F. Gorham reviewed the April 20, 2020 meeting minutes.

   Motion/Second/Approved: J. Drnek moved to approve the minutes and K. Krishnan seconded
   the motion. The minutes were approved.

3. **Approval of Agenda**
    Over discussion, the following two items were requested to be added to the agenda:
    - Student Technology Needs
    - Lab A opening

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

4. **Old Business**

    F. Gorham summarized the closing out of the Spring semester and the student assistance that was provided:

    We received back 125 out of 150 Chromebooks that were issued to students. 10 Hotspots are still out, but we are working to recover them.

    Lessons learned on Chromebooks – There are inherent limitations on how they can be used. Some tools cannot be run on them, Web app only and not desktop applications. This led to discussions over the Summer on acquiring laptops instead of Chromebooks instead of laptops.

5. **Student Tech Needs** – We purchased 500 laptops, 100 hotspots to be reimbursed from CARES fund.

    ETA – 9/18/2020, an email to students receiving a laptop goes out today 9/16/2020.150 goes out Monday, 9/23/2020, next group of 350 will go out the following week. 400 of the 500 have been requested.

    Hotspots are in higher demand than laptops with 560 requests so far. All students who will be receiving one have been informed. As of now, we have enough to cover the requests received.

    Checkout guideline – students can use the equipment through May 2021. Hotspots will be turned off once the student has graduated. The funding for the hotspots is yet to be determined.

    Lab A – Due to students reporting overlapping of class times due to S2 instruction and Zoom instruction with not enough travel time in between (380 students have less than 30 minutes in between) , some not having anywhere to print, and some not having a place to access internet easily, a request for an open lab on campus was granted. The decision to safely deliver access was based on 3 things – large space, available technology and internet access.

    Lab A will now be open:

    Monday – Thursday 8:00 AM – 5:30 PM

    Friday   8:00 AM – 11:30 AM

We will track usage and a student assistant staff member will be on site to ensure safety guidelines are being followed. Usage will be based on first come first served basis with a max of 4 hours per student and Facilities will clean restroom near the lab regularly throughout the day.

ITS Staffing Cuts -
- Digital Transformation - MPP
- 2 ITCs within Client Services
- 1 Developer with Enterprise Applications
- 1 Systems Engineer within Infrastructure
- 1 Telecom Engineer within Infrastructure

Some service waits may be longer, but we will still continue to do our best to provide all services that people need.

CARES Funding –

S2 Instruction – We have created carts for faculty to utilize and properly position equipment for 25 classrooms.

- Almost all equipment has been received – 250K investment for Fall 2020. As far as we know it is going well.

Action Item – Lisa Zuzarte will provide a list to Faust Gorham of all S2 instructors.

- All equipment is completely mobile

- From safetly and change management, some faculty may want to continue to deliver instruction a certain was even after campus returns to in person instruction.

Classroom Upgrades – F. Gorham shared the master space list. In looking at the total amount – 137 total, 14 are at Antelope Valley, we determined where investment needs to be made based on utilization. 2.5 million will be allocated for technology, furniture and facilities repair and maintenance costs for 48 classrooms over the next year.

Conversation regarding the concern of inaccurate reporting on utilization concluded that if departments do not always utilize the appropriate spaces, there may be insufficient data on a room if it is utilized more than report shows.

Current ITC Roadmap – F. Gorham stated that we are getting very close to completing the 5-year roadmap. Congratulations to the ITC. Some items to be noted:
- All items marked in pink are refresh items
- Computer labs are aging, even in instances where they are not used

F. Gorham asked the committee for the authorization and discretion to purchase the hotspots and the service costs for the virtual computer lab. The request was made to repurpose the funding for Smart Classrooms and Technology Refresh to the purchase of

hotspots and the virtual lab through May of 2021 will help students during the distance learning model we have been placed under.

Motion/Second/Approved: J. Drnek moved to approve reallocation of funding from smart classroom upgrades and lab technology refresh to hotspots and the virtual computer lab. K. Krishnan seconded the motion. The funding allocation change was approved.

Decisions have been made for the following:
- Defer the survey
- PCI Compliance – Still need to find a vendor
- Guest Wifi – No funding model to continue this
- OneCard – Transact is completed and RunnerCards are now able to be issued with an online uploaded photo (this feature was not possible before)
- Common HR System (PageUp) – We are in wave 5 or 6, so about 2 years from completion
- VOIP – In progress, many departments are changing to VOIP

Identity Management – Project is starting, new governance body is being formed. F. Gorham shared the [CSUB Identity Management Governance](). An implementation committee will need to be formed as well.

The governance body will:
- define identity management process roles and responsibilities for obtaining access to information and services
- propose and prioritize projects for the identity management group
- develop policies, coordinate and negotiate access to information and services

Digital Transformation – Adobe Sign is being used by most departments. MG and Tammara Sherman have developed a team to work on full implementation. Brian Chen is looking for a new product to provide an authorization chain in PeopleSoft. Departments need to optimize digital transformation to be more virtual. At home scanning has been very convenient.

Additional questions, comments:

Many thanks from J. Drnek, L. Zuzarte, K. Krishnan and I. Ebon were expressed to the entire IT team for being very responsive, professional, kind and always providing a great experience to them and the campus.

2:42 PM Meeting was adjourned.