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| AGENDA/MINUTES |
| Team Name | BTAC |
| Date | 12/13/18 |
| Time | 3:30 p.m. – 4:30 p.m. |
| Location | A113 |

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| Facilitator | Michelle Kaiser | Recorder | Brooke Cook |
| Team members | Present XAbsent O |
| O | Brenda Brack | X | Renee Demel | O | Diane Engle | X | Cristi Gale |
| X | Michael Halbleib | X | Michelle Kaiser | O | Randy Klinger | X | Claudia Mather |
| X | Todd Mobray | O | Todd Moore | X | Amy Oelke | X | Myrna Perkins |
| O | Erin Renard | X | Kurtis Teal |  |  |  |  |
| Guests |
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| New Business | Reporter |
| 1. Call to order and Agenda bash –
2. Introductions
3. Approval of last meeting minutes
* Last Meeting was September 14th and they were approved.
* OSHA courses are official. Bookstore gets courses through software. There is no PayPal so business can see where the payment is coming from. Kurt stated we haven’t had our first person sign up yet.
1. New Portal –
* We are in the market to shop for a new portal.
* Michelle Kaiser asked everyone if they know of anyone so we can schedule with a vendor to look into. If you have a suggestion, please forward this on to Michelle. We are trying to keep the number of vendors to under 15 to look at.
* However we want it to be cloud hosted, integrate with Banner and a single sign-on source that you can access everything. (Doesn’t have to be Ellucian)
* We need to look at places with Dual authentication sign in because we know it is coming.
* We also want it simple, not to flashy.
* PR Will be involved (looks, color, feel).
* Different areas support different section of portal
* The BTAC committee will be involved. Also, Elaine Simmons has a list of people that are involved in on this project.
* Timeline is 2 years. First we will vet out software this spring into summer and then get it on strategic plan for cost purposes. It looks like it is a lot cheaper elsewhere.
* Want experience to be good for both student and employees
* Pushed out to Portal Team –not just IT decide on it.
* Current Portal uses 4 servers.
* When we have to do server maintenance it takes time because we have to be boot certain servers in a certain order. By getting this hosted on the cloud this will save a lot of time.
1. Banner into the ECloud –
* Ellucian will be on site January 7th to meet with Presidents Cabinet and we will look at strongly moving to Ellucian Cloud. (This will save time for IT & functional staff to service the servers and save on licensing with oracle. We will then be able to turn our attention to student & functionality).
* They were here today as a preliminary meeting.
1. Cyber Security Training –
* Starts on February 1st and will run through April 1st.
* This will be our 3rd round of training.
* Same length. Michelle asked for any recommendations on what to focus on. If someone has any suggestions to let her know.
* There will be a special group that receives an overall education piece. (These people are the ones that deal directly with sensitive information) It will be separate from Cyber Security Training.
1. Banner – Banner 9 Self Service
* Some of it is currently in test and the rest will go after the first of the year. Then it will roll out into production.
* You will type in username and password that you log in with e-mail every day.
* Students will be able to submit photos (maybe the person in charge of addresses to take care of this so students can’t just take selfies and post them here).
* Training will come. (Banner can run concurrently with the current old while training.)
1. BOL Software – Examity update
* Todd Mobray – Yesterday we had training with instructions for proctoring in the spring. We will have another training tonight at 6 p.m. We will have a pilot in Math/Science buildings
* We will leave it voluntary for those that need it in the spring.
* Then Student authentication process – Spring Section 3 on.
* Policy has 3 parts. This part is content technical side no software side yet.
* Instructors collecting student dates for exam.
* Finish with Banner 9.
* Wish List - Person eye test match up to photos when taking tests. (Facial recognition).
* Ilos changed name to VidGrid
* Possibly a data transfer from Panopto on Monday.
1. Ellucian Ethos Identity
* Plan to implement into production in January.
1. Internal Website update – Muse no longer supported as of December 21, 2018
* Faculty and Staff Page will now be called employee
* Monday it will be built in Drupal.
* Brandon will share new and old site.
1. Meeting in Jan and Feb – Brooke will look at meeting times in Jan. and Feb. due to scheduling conflicts to reschedule meeting.
 | Michelle Kaiser |
| Old Business | Reporter |
| 1. Classroom Planning Update
* C150 – Active Learning Classrooms – Colleen & Michelle, & Brian meet with Nex-tech to sponsor 1st classroom. This room is flexible with furniture.
* Active Learning Classroom will have 4 or 5 pods that you can share what students will be able to share what they are doing and it will share on the instructors screen.
* Working on another grant for Active Learning Classroom.
* On Strategic Plan already for GVP to update to touch screen in room.
1. O365 Upgrade for Employees – Update
* We will be sending an e-mail with a voting tab in January to update in February so we can determine when the best time to be down during the update is. It will mostly be on weekends & evenings. It will take about 10 to 30 minutes at a time.
1. O365 Upgrade for Students – Update
* Discuss Students move after employees. This update will be much simpler.
1. Password Manager – Last report using Dashlane, only works for web passwords, not local applications
* Save Us & PW note that is secure.
* Schedule 30 minute meeting demo in January for us. (Kurt show Michelle)
1. Strategic Plan update on IT projects
* Vendors discontent with doing quotes and then not seeing a purchase until 9 months later. Estimate on average for Tech Requests.
1. Campus Logic Update – Almost Done. Integration & Banner piece was not as smooth.
2. TimeClock Plus – wrap up in January.
3. Concourse Syllabus – Start in January. This will help clean up syllabus.
4. Live25 – this will move to the cloud on January 22, 2019. It will run faster and make scheduling easier. Training will come but not before it is rolled out live.
 | Michelle Kaiser |
| Action Items | Reporter |
| 1. In market to shop for a new portal – if have any suggestions please contact Michelle Kaiser. Would like to keep it less than 15 vendors to look at.
2. Cyber Security Training will start on February 1st – if you have any recommendations on what to include please let Michelle Kaiser know.
3. Brooke will look at schedules and send a meeting invite for January and February.
4. Colleen, Brian, & Michelle meet with Nex-Tech to discuss sponsoring 1st classroom for Active Learning Classrooms.
5. O365 Employee Update – Will send an e-mail in January with voting tabs of when can shut down system to do the update. (What works best for majority)
6. Password Manager – Kurt show Michelle and then Schedule 30 minute meeting demo in January for us.
 | Michelle Kaiser |
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**ENDS:**

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| ESSENTIAL SKILLS                              | REGIONAL WORKFORCE NEEDS    |
| WORK PREPAREDNESS                     | BARTON SERVICES AND REGIONAL LOCATIONS |
| ACADEMIC ADVANCEMENT              | STRATEGIC PLAN |
| “BARTON EXPERIENCE” | CONTINGENCY PLANNING |



***Barton Core Priorities/Strategic Plan Goals***

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| --- | --- |
| **Drive Student Success**  | **Emphasize Institutional Effectiveness** |
| *1. Improve Student Success and Completion* | *6. Develop, enhance, and align business processes* |
| *2. Enhance the Quality of Teaching and Learning* | *7. Provide a welcoming and safe environment* |
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| **Cultivate Community Engagement**  | **Optimize Employee Experience**  |
| *3. Cultivate and Strengthen Partnerships* | *8. Support a diverse culture in which employees are engaged and productive* |
| *4. Reinforce Public Recognition of Barton Community College* |  |
| *5. Provide Cultural and Learning Experiences for the community* |  |