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| AGENDA/MINUTES |
| Team Name | BTAC |
| Date | 03/05/19 |
| Time | 3:30 p.m. – 4:30 p.m. |
| Location | A113 |

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| Facilitator | Michelle Kaiser | Recorder | Brooke Cook/Renee Demel |
| Team members | Present XAbsent O |
| O | Brenda Brack | X | Renee Demel | X | Diane Engle | X | Cristi Gale |
| X | Michael Halbleib | X | Michelle Kaiser | O | Randy Klinger | X | Claudia Mather |
| X | Todd Mobray | X | Todd Moore | X | Amy Oelke | O | Myrna Perkins |
| X | Erin Renard | X | Kurtis Teal |  |  |  |  |
| Guests |
|  |  |  |   |  |  |  |  |
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| New Business | Reporter |
| 1. Call to order and Agenda bash
2. Approval of last meeting minutes
3. Ellucian Ethos Integration
* Michelle gave a refresher of what this is. Amy Oelke is heading this up and there will be training at some time. This is a work in progress.
1. StarFish – Title IV
* Student tracking software that Title IV is looking into. For more information, contact SSS or Randy Thode.
1. Libris – Implementation
* Software that has been purchased to remove all photo storage on on-premises servers and to provide storage in an organized manner in the cloud.
1. Smarter ID – Solution student identity team to review
* For facial recognition.
* Todd Mobray will be attending a webinar on March 6th to find out more information on this product. Todd did share link to webinar.
* <http://www.smarterservices.com/solutions/smarterid/>
* <http://www.smarterservices.com/sidpc/>
1. Ellucian ODSL -
* Online Training – Michelle will be reaching out to Ellucian for this training to be held for heavy Banner users. This will possibly occur after July 1st.
1. New Student E-mail Retention Policy is being reviewed.
 | Michelle KaiserTodd Mobray |
| Old Business | Reporter |
| 1. Classroom Planning Update
* ALC – a donor will fund the first classroom – implementation after graduation
* C150
* Will fund from new furniture for the students (chairs and desks) to new technology (Hovercams and Interactive TV’s)
* Sony Vision Exchange will be used for Drag and drop management within the classroom for teaching tool.
1. O365 Upgrade for Employees – week of March 25 – 29, 2019
* We have been working with President’s Staff on this.
* Impact E-mail Only at this time.
* E-mail may be intermittently down during this week.
* We have to upgrade E-mail first and then everything else will follow.
* Will be in the Cloud.
* We will have communications going out.
* A big reason these dates were chosen is we had to plan around payroll and Bartonline sessions.
1. O365 Upgrade for Students – Update
* We should have a better grasp once we get to the students since the employees will already be done.
* Change all student e-mail addresses from bartoncougars.org to bartonccc.edu
* Students will have concurrent access to both e-mail addresses for a brief time.
* Looking at this summer, but not quite sure until we get the employees completed.
* Nothing on desktops in classrooms will be changing and it won’t impact O365 on classrooms online etc.
* Currently if someone sets up an e-mail we keep it forever. Michelle is looking at different policies of what other community colleges and 4 year institutions are currently doing. With keeping e-mail forever we can’t afford to move.
1. Password Manager – Last report using Dashlane, only works for web passwords, not local applications – also looking at LastPass.
* Can’t afford for all 500 employees.
* We didn’t ask if there was a price break for institutions.
* Currently we haven’t had a demo for LastPass yet.
* Kurt showed us the pro version of dashlane already.
* There will be more to come on this topic.
1. Strategic Plan update on IT projects
* Interactive TV will be taken to GVP and setup with training.
1. New Portal –
* Portal team met once so far.
* Students voiced that they would like a new portal to be more basic and simple – pictures.
1. Banner into the ECloud
* Michelle will speak to Dr. Heilman about this move.
* Michelle and Mark will go through a cost summary plugging numbers in for the cost of each server running on premises.
* Ellucian was on site and met with the President’s Cabinet.
* Looked favorable to move everything to the cloud and we are pursuing it further.
* By next meeting will hopefully have something more to present.
* With Banner Version 9 – it has increased our servers since it is totally different than previous version. IT is spending more time on servers than functionality. If we move to the cloud it would benefit students and employees.
* More to come on this.
1. Cyber Security Training –
* Kicks off on March 18th and will take less than 1 hour
* Mandatory Training.
* Asked for members to please promote to everyone to get this training done as soon as possible.
* Reminders are auto sent and they will stop once training is complete (incentive).
* New Content & shorter (last year it was a little less than an hour)
* Will be another group divided that will receive special training. These people work with personal info on students. They will get a notification from their supervisor if they need to complete this additional training.
1. Banner – Banner 9 Self Service
* Still in testing.
1. BOL Software – Examity update
* Is not going well.
* Software was changed which required different training than first offered.
* Also, there isn’t enough staff, which was promised, to handle proctoring of testing. Todd Mobray is working through this.
* Pilot for Science & Math for Fall.
* Spring is going good.
1. Ellucian Ethos Identity
* Is in production.
* Will be notice & training
1. Miscellaneous
* There was a phishing test that has been going on the past few days and shared some of the results with the team.
* Was mentioned the need for employees putting in Tech Requests to Please mark them as Strategic Planning or If Technology is needed.
* Was mentioned the revision of the Technology Purchasing Policy - $200 will be removed from the policy.
1. Libris – Digital Asset Management Software solution (Saas)
* Currently we are using our server to store and backup files. Some people are using google drive, flickr, etc. Libris would allow us to store them in the cloud and the pricing is favorable.
* With what we are paying in the budget for this year it would be the same cost, however for next year if we don’t move to another solution it would increase the budget and we would still not be organized for digital assets.
* We have another meeting in PR department that is being set up.
* Bart Online manages video content for online courses.
* PR & Athletics is who we need to work with on this.
* This will also automatically roll at times into the archive area.
* Asked and there were no other suggestions for a solution.
* This will also help us not to duplicate some storage.
* Raw type files will convert to JPEG for downloading. Libris will allow viewing of raw and other proprietary files types.
* This would be more for institutional videos – we are running out of room currently for storage.
* Asked if anyone would like to join demonstration – Diane Engle says she would like to be invited.
 | Michelle Kaiser |
| Action Items | Reporter |
|  | 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 PLANNING |
| “BARTON EXPERIENCE” | CONTINGENCY PLANNING |



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

|  |  |
| --- | --- |
| **Drive Student Success**  | **Emphasize Institutional Effectiveness** |
| *1. Prioritize retention and completion strategies* | *6. Develop, enhance, and align business processes* |
| *2. Enhance the Quality of Teaching and Learning* | *7. Cultivate a service-minded, welcoming and safe environment* |
|  |  |
| **Cultivate Community Engagement**  | **Optimize Employee Experience**  |
| *3. Cultivate and Strengthen Partnerships* | *8. Support a culture in which employees are engaged and productive* |
| *4. Reinforce Public Recognition of Barton Community College* |  *9. Develop, enhance, and align business human resource processes* |
| *5. Provide Cultural and Learning Experiences for the community* |  |