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| AGENDA/MINUTES | |
| Team Name | BTAC |
| Date | 01/16/19 |
| Time | 3:30 p.m. – 4:30 p.m. |
| Location | A113 |

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| Facilitator | | Michelle Kaiser | | | | | Recorder | Brooke Cook | | | |
| Team members | | | | | | | | | | Present X  Absent 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 | O | Amy Oelke | | | O | | Myrna Perkins |
| O | Erin Renard | | X | Kurtis Teal |  |  | | |  | |  |
| Guests | | | | | | | | | | | |
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| New Business | | | | | | | | | | | Reporter |
| 1. Call to order and Agenda bash  * Brooke will resend the meeting invite with the link to the Minutes/Agenda in it.  1. Approval of last meeting minutes 2. 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 |
| Old Business | | | | | | | | | | | Reporter |
| 1. Classroom Planning Update  * Colleen, Brian Howe, and Michelle met with a possible donor. * We would try to go through an endowment with the college to update the room. * C-150 is the classroom we are looking to upgrade to an Active Learning Classroom. * Won’t hear anything until End of February. * Looks favorable and they might do furniture and all. * ALC team put in for a grant to work on another classroom that might be able to be upgraded as well.  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  * Waiting on new interactive TV for strategic plan GVP  1. New Portal –  * Currently we are working on setting up a team.  1. Banner into the ECloud  * 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 –  * February 1st – April 1st for the Institution 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  * Pilot for Science & Math for Fall. * Spring is going good.  1. Ellucian Ethos Identity  * Implemented in Test environment (meet with support to square away a few things). * Complex * Will be notice & training * Will not be able to have months of planning before implementation.  1. Miscellaneous  * Was brought up we have seen a substantial increase in SPAM. Asked what was going on. Stated there is an increase everywhere. Some of it might be due to the fact that it is tax season etc. Question everything. We would rather people validate the e-mails instead of clinking on a link if they are not sure. The SPAM people use different domains each time so our firewalls don’t always catch them. If get something do not forward the message it is best to screenshot it if questioning its validity. * Endpoint is going to go away and we will switch to another software that is already currently in production. | | | | | | | | | | | Michelle Kaiser |
| Action Items | | | | | | | | | | | Reporter |
| 1. Brooke will resend the meeting invite with the meetings/agenda link. 2. Brooke will invite Diane Engle to the Libris Demonstration. 3. Everyone please promote the Cyber Security for people to complete it as soon as possible. | | | | | | | | | | | 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* |  |