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| AGENDA/MINUTES |
| Team Name | BTAC |
| Date | 05/06/19 |
| Time | 3:30 p.m. – 4:30 p.m. |
| Location | A113 |

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| Facilitator | Michelle Kaiser | Recorder | Brooke Cook |
| Team members | Present XAbsent O |
| O | Brenda Brack | X | Renee Demel | O | Diane Engle | O | Cristi Gale |
| O | Michael Halbleib | X | Michelle Kaiser | O | Randy Klinger | O | Claudia Mather |
| X | Todd Mobray | O | Todd Moore | X | Amy Oelke | X | Myrna Perkins |
| X | Erin Renard | O | Kurtis Teal |  |  |  |  |
| Guests |
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| New Business | Reporter |
| 1. Call to order and Agenda bash
2. Approval of last meeting minutes – Won’t meet again until September.
3. LastPass Password solution for 70 people –
* More flexible than Dash Lane & less Expensive
* This has been purchased and IT will contact the 70 people that are to use it.
* This product also allows us to stay secure and remove people’s access to those passwords in case they terminate. Those employees will then still have access to their personal passwords for 30 days after they terminate. At that time they will be instructed that if they wish to continue this service they will need to buy their own license.
* More to come in next few months.
1. ALC – NexTECH will fund the first classroom – implementation after graduation
* Will work with Physical - Plan for Electrical.
* August 1st we should be up and running
1. Smarter ID – Solution student identity team to review –
* Todd went to a webinar – it is almost download free face identification in canvas (mostly learning management systems).
* Don’t get to choose which places that this pops up but can determine frequency and if opt out.
* They are very new and are not really quite doing full licenses yet – smaller basis.
* Could incorporate into enrollment & canvas would be good.
* If we choose this however we would be like a beta tester.
1. Ellucian Cloud Move – Where’s Banner and What’s Moving –
* Banner will go to Cloud and it will still be the same just stored in cloud and not on servers.
* Job submissions & Reporting might be different for end users.
* With moving to Cloud, IT we will be able to get to projects sooner.
1. Vision for Institution –
* Every time we add a software we have to add a server so it talks to Banner.
* Consolidate to Ellucian Ethos Integration.
* Ethos Identity will help lessen our confusion for our institution as it will require less passwords. If would like can read more information in Presidents Staff April Agenda.
1. 0365 pics – See President’s Staff
* Want to make sure pictures are professional (ex. The picture PR took)
1. SKITCH App – Screenshots
* Was suggested to use since it includes arrows and texts that can be added.
* Renee/Michelle to review if this would be a good app to use for the whole college and also check for security.
* This is an Evernote product, but don’t have to have Evernote to use it.
* Can be used for a teaching tool.
 | Michelle KaiserTodd MobrayMichelle KaiserTodd Mobray |
| Old Business | Reporter |
| 1. Smarter ID – Student Identity team
2. Ellucian ODSL – with going to ECloud – put off until next year
3. Classroom Planning Update
4. ALC – NexTECH funding first classroom
* 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 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. New Portal –
* Student’s liked the icons better. Everyone liked the idea of single sign-on. We had a few demonstrations that was shown to the team and we are currently working from there.
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 –
* As we were going through this training we found Blue Team Forms that were needing to be submitted. This created HR to update their processes.
* February 1st – April 1st was the Institution Mandatory Training.
* 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. Miscellaneous
* 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. Renee and Michelle will review SKITCH app for security as well as a possible resource to use for screenshots for the whole college.
2. If want more information in regards to Ellucian Ethos, you can read the Ellucian Ethos Identity, Ellucian Ethos Platform, and Ellucian Ethos eBook located in Presidents Staff April Agenda.
3. Erin Renard will send an e-mail to Michelle with concerns about the Portal Canvas Icon.
 | 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***

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| **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* |
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| **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* |  |