

Concord University Technology Committee
March 28, 2018

The meeting was called to order at 3:00 pm in Rahall 200. The following individuals were in attendance:

- K. Bennington (College of Fine Arts, Humanities, and Social Sciences)
- C. Elliott (Technology Services)
- T. Philpott (Student Affairs)
- L. Swaney (Admissions)
- P. Nishimoto (College of Professional studies)
- S. Lusk (Registrar's Office)
- S. Williams (College of Business & RTM)
- L. Bowe (College of Natural Sciences, Mathematics, and Health)
- J. Manzione (College of Fine Arts, Humanities, and Social Sciences)
- E. Jewell (Housing & Residence Life)

Proposed Agenda: There were two requests for changes: One from Dr. Nishimoto to address the issue of ongoing problems with adobe connect and a status update on the purchase and utilization of "Zoom" and one from Terri Philpott to discuss the selection of employees for Banner/Argos Audits. These issues were added under new business.

Draft Minutes of Previous Meetings held on: February 14, 2018 were approved with two changes: 1) Changing Dr. Ellen Darden's Department to Social Work and Sociology (which is officially named the College of Professional Studies) and 2) including the discussion on the changes being incorporated by the Technology Committee and whether or not they must be approved by the Board of Governors (suggested by Amy Pitzer, Office of Advancement). Any additional requests for changes to the minutes should be forwarded to Mr. Elliott or T. Philpott.

Agenda Item 3 – Discussion/Action Items/Updates:

- (a) Banner 9 is LIVE. The Banner update went into production on Sunday, March 25, 2018. It members were recently sent to a training on changing customized screens to meet Banner 9 requirements. In that Ellucian quoted a price of over \$70,000.00 to develop new forms for less than 50 in existence and being utilized here at CU.
- (b) Cybersecurity awareness training and phishing assessments update.
 - 1. 319 Faculty, Staff, and Adjunct Faculty Members have completed the training. Efforts to improve cybersecurity practices here will continue. Phishing emails will be utilized to determine who is still at risk and should possibly be placed in the "High Risk Pool."
- (c) Campus switch from Kaspersky antivirus to Trend-Micro.
 - 1. All Technology Committee Members should expect an e-mail invitation to be an early adopter on Trend-Micro in order to help test. Deadline for Change over is 06/2018.
 - 2. Two types of Installs: on-domain and off-domain. On-domain refers to campus-based computers and off-domain is for the transportable

laptops and tablets that are also utilized off-campus. The VPN (Virtual Private Network) factor was also discussed to ensure that there would not be any foreseeable issues. There will be 2 new firewalls added.

(d) Blackboard maintenance and schedule

1. Blackboard test environment is being set-up. The timeline for update is between the Spring 2018 semester and Summer I 2018 semester.

(e) Frequency of meetings.

1. The committee has decided we need meet only once per month, barring emergency meetings (rare) when necessary. C. Elliott was asked to recommend a schedule and rationale.
2. Rationale: For academic year 18-19, if we restricted our scheduled meetings to the 2nd Wednesday of each month, we would meet 3 times in the fall and 2 times in the spring. If the meetings were scheduled for the 4th Wednesday of each month, we would have 4 meetings in the fall and 4 meetings in the spring. Mr. Elliott recommended the latter.
 - i. Terri Philpott made the motion establish the meeting schedule for the 4th Wednesday of each month for the 2018-2019 academic year. This motion was seconded by Kevin Bennington.

Agenda Item 4 – New Business:

- (a) Adobe Connect Issues are still being experienced by students in the online MSW program. Mr. Elliott stated that the IT department had not been made aware of any problems. He asked that if students are continuing to experience problems, they should be contacting the help desk (5291). He will also discuss this with Rick Browning.
- (b) Zoom purchase/acquisition has not been completed. Information was requested from the company that has not been received to date.
- (c) Selection of employees for Banner/Argos Audit. T. Philpott stated that Darrick Scott, Counselor for SSS, has been selected 2 times in the last 3 – 4 months while no other employee has been selected. Mr. Elliott explained that this should not have happened consecutively, and he will address this.

Agenda Item 5 – Next Meeting:

- (a) The next Technology Committee Meeting will be held on April 25, 2018 at 3:00 pm.

Meeting was adjourned at 3:55 pm.