## LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

## LPC Planning Priorities

❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.
❖ Coordinate resources and provide professional development for effective online instruction and remote delivery of student support services and college processes to advance equitable student outcomes.

## Committee Name          Quorum 5

**Members Present (non-voting):**
Drew Patterson
Heidi Ulrech
Tim Druley
Bruce Griffin
Scott Vigallon
Steve Gunderson

**Members Present (voting):**
Anette Raichbart
Angelo Bummer
Mike McQuiston
Ruchira Majumdar
Collin Thormoto
Jared Howard
Hermina Sarkis-Kelly

**Members Absent:**
Mike Sugi
Amy Rel

**Guests:**
Chasity Whiteside
Todd Steffan
Evelyn Andrews
Jay Joy – Vet Pro
Dyrell Foster

## Meeting Minutes

1) Called to Order at 1:35 pm.  Quorum was met.

2) Agenda was reviewed. MOTION: To approve by J. Howard, and second by A. Bummer. Unanimous.

3) Minutes were reviewed:
   - February 2021 minutes were reviewed. – MOTION: To approve by C. Thorrmoto, and second by R. Majumdar. Unanimous.

4) **Staff Reports**
   - **College**
     1. **Computer/ Network/ Audio/ Visual**
        - Project for Spring and Summer 2021:
          o Reviewing quotes and designs for upgrading all audio and visual components of classrooms in the interior of B2400 (second phase of audio upgrade that started last Spring).

          o Reviewing the design for upgrading the audio/ visual in room 1687, large conference room. Will include the latest A/ V standards and upgrades to accommodate Zoom meetings.

          o Continues with construction review and mark-up of designs for Measure A building projects: B2100 (Academic Support and Offices), Horticulture, Viticulture, Public Safety Complex, Advance Manufacturing and Transportation, Faculty Village, and 1690 (Academic Services) remodel. Technology actions within the B2100 project:
            ▪ Move B2200 classrooms into B100.
            ▪ Upgrading all 6, B100 classrooms to latest A/V standards.
            ▪ Move occupants and technology from B2100 to the Faculty Village

        - The technology staff is preparing to start the computer life-cycle for this year.  The life-cycle process had been suspended due to Covid; at that time the department had replaced over 1000 systems.  The next phase of the life-cycle replacement will focus on the 803 Computer Center and all instructional areas across campus.  New systems will not include DVD players or burners as the industry is

moving away from this equipment. Portable devices will be available where needed.

- The Verizon cell tower project has completed the permitting process and the construction team is preparing to ramp-up. QUESTION: What about other carriers such as AT&T and T-Mobile? Currently, the inside of the campus buildings are using the DAS (distributed antenna system) to connect with Verizon and AT&T carriers, Sprint and T-Mobile are on hold due to the merger. The Verizon tower is a cell site for Verizon only, and will be installed on the roof of the Performing Arts Building, that covers the outside of the buildings. There is no current discussion with either AT&T or T-Mobile for outside cell towers.

- As previously reported, GoPrint/ NetZCor was upgraded, now looking to get back on track with a proof of concept for wireless student printing, hopefully this Summer.

- Just following up on the January upgrade of anti-virus software to the SoPhos cloud product. Michael Furuyama and David Lee took the lead on this project and were successful with completing the campus upgrade in early February. Sherman Lindsey and Christine Hornbaker focused on the off-campus users coordinating and getting those devices upgraded. Thanks also goes to Bruce Griffin for moving quickly and making sure that there wasn't a laps in protection.

- Recently, the campus was informed that Adobe products such as Acrobat and Creative Cloud, are now available to employees for download. Interested employees should submit a ServiceNow request if they would like to be given Adobe cloud accounts. Encouraging employees to please use ServiceNow platform to place "incident" and "service" requests so that the issue is logged and can be tracked.

- Thank you to VP Raichbart and the Business Office team for their assistance with recent purchases of hardware and software that was needed.

2. **Instructional Technology**
- The Academic Senate will vote on the updated Regular Effective Contact Guidelines at its March 10 meeting. The guidelines were revised by the DE Committee and are needed by the end of the semester as accreditation evidence. They will be updated again after that because of more changes that are forthcoming from the ACCJC and the state chancellor's office.

- VP Kristina Whalen will bring the following questions about merging classes and FERPA to the district legal counsel: Can instructors add a disclaimer that allows students to opt-into discussions with students from another section? And, is it a FERPA violation for students to interact with students in a different level class within a Canvas course?

- Scott was informed Feb. 11 that both LPC and Chabot have completed requirements to become Home colleges in the CVC Exchange. The technical integration between our district systems and the CVC Exchange still has to take place before either college can become a teaching college. In addition, work on the CVC's Course Finder needs to be done. This shows live seat counts to prospective students. This topic will be on the district Technology Coordinating Committee agenda for March 12.

- Draft guidelines were developed to determine if or when an increase in the course and/or student quotas in Canvas are necessary.

- As tasked by the DE Committee, Scott brought up the issue of a web accessibility plan to the District TCC. It is supposed to be placed on the March 12 TCC agenda.

- Faculty can get to the LPC [Incident Referral Forms page](#) from the Help icon in the Canvas global navigation menu. Click the LPC Faculty Support link, then click Las Positas College, and a link to the Incident Referral Forms should be on that page. You can also do a keyword search for "refer".

- CCC TechConnect, which runs ConferZoom for the state, has requested that users remove meeting recordings in their accounts in conferzoom.org. The CCCs are maximum capacity in cloud storage space. You can download the recordings if you wish. [View instructions for deleting recordings](#). All recordings dated Aug. 15, 2020 or before will be deleted.

- The first round of the Spring 2021 student surveys for the online instructor evaluation process will be launched March 1. The second round will be launched April 19.

3. **Telecommunications/ Copy Services**
   - Telecommunications – Campus Safety is currently in the process of replacing the red emergency call boxes.  What is being installed is a stand-alone system, housed in Campus Safety, that uses SIP technology.  The past month Heidi was brought into the project to figure out how to configure allowing the new Zenitel system to hand-off unanswered emergency calls to the campus Avaya telecom system for further routing of calls to Campus Safety Officers in the field.  This is a new technology and have reached out to our vendors for documentation and guidance on how to work with this.

4. **Website**
   - There is now a new announcement bar at the top of the LPC website announcing Covid testing now available for students and employees.

   - Three new concurrent enrollment forms have gone live: regular students, Middle College students, and Adult Education students.  These are all using DocUSign.

   - Working on a website for a virtual Welcome Center, where various departments such as Counseling, Admissions, Financial Aid and etc. that will contain the department's Zoom links so a student can click on the link and talk to a representative.  Expected to go live in the next few weeks.

   - The LPC home page has been updated to be similar to District's and Chabot's, there is now a rotator with some banners being created by 25th Hour and others by Tim.  With these changes the home page is no longer using an Omni template so Tim is the only one who can make updates to it.

   - Will be presenting to the Classified Senate the new directory profile pages later this week. Still have a number of faculty on the list requesting training so they can update their pages.

- **District ITS**
  - A memo from the Vice-chancellor of Instruction for Technology and Innovation at the State, stated that as of next week, March 8th, all ConferZoom recordings, saved to the Zoom cloud, made prior to August 15, 2020 will go into the Zoom trash, for 30 day retrieval. QUESTION: In downloading the Zoom recordings, they are huge files and not enough room on the desktop to store all of them; what else can be done? At this time there isn't a good answer; and FERPA also needs to be taken into consideration.

  - DocUSign is being used specifically for the concurrent enrollment process, and is a pay per document platform. This is not the same as digital signatures; there continues to be a pilot group for using Adobe Sign. Adobe Sign is part of the California Community College Adobe license.

  - District ITS is preparing to copy the Exchange/ Outlook mailboxes up to the cloud and will be in hybrid mode with redundant mailboxes on-premise and in the cloud. Most people will not notice any difference, however, some may need a little assistance with accessing e-mail on their smart device. Access to MS Office 365 is part of the migration and more information will be sent out in the near future.

  - QUESTION: The Library is having issues with single sign on and the different password boxes in ClassWeb and single sign on. ClassWeb password is 6 characters and single sign on box is bigger, can the box be scaled back so students don't keep entering longer passwords? Looking at moving to a different product for single sign on that doesn't utilize the ClassWeb password format and uses a more secure criteria for passwords.

5) **Old Business**
   A. The LPC Technology Plan – on hold.

   B. Collaboration Needs with Colleagues and Students – on hold.

   C. Faculty Profile Pages – See the Website report above. Committee agrees that this topic is complete for now and can be removed from Old Business.

   D. Technology Use under Emergency Circumstances - on hold until Fall.

   E. Guided Pathways - Career Coach is beginning integration and Program Mapper is moving forward. A landing web page for Career Coach has been created but isn't ready to go live yet. Information for going live with Program Mapper isn't available yet either. Training with Career Coach will begin in a few weeks.

   F. Website Analytics – defer.

6) **New Business**

A. Governance Worksheet – Due to the President's Office this month. Discussed tasks that the committee took on for the year. Reviewed the current charge and membership and agreed to recommend keeping things as they are.

B. Currently, the Zoom accounts being used by employees are being provided/ hosted by TechConnect at the state Chancellor's Office. The url for our Zoom sessions are cccconfer.zoom.us. We are now being asked to take on the account creation process which would then give us a new url that belongs to the District. All existing accounts and scheduled meetings would need to be converted to the new url. This would be an all at once migration, not a phased migration, so meeting schedules would need to be suspended before hand and then restarted again after the migration is complete. Because of this, it is recommended that this migration happens in between terms. The current proposal is that this process be scheduled between Spring and Summer terms since governance committees begin setting their meetings for the year in July. It was noted that the ConferZoom interface is cleaner than the Zoom interface in Canvas. There was concern voiced that there is very little time between Spring and Summer terms – a weekend. Concern was also voiced regarding how is this going to be supported; hundreds of accounts for faculty, classified, and administrators who will be responsible for supporting this platform and responding to user questions. Recordings and how is all that data to be stored. It would be a major project to undertake and would require a lot of communication to be sure that everyone is clear as to what's happening and why. QUESTION: Does this mean that we would be taking over user account management? At this time, we are only being asked to take over user support, we are not being required yet to take over user support. Questions and concerns will be taken to the District TCC. It is expected that this change would allow more features with Zoom in Canvas but Zoom for meetings would look about the same. QUESTION: If we don't make the move now may we be required to do so later? Very likely. QUESTION: Will this still all be paid for by the state Chancellor's Office? It is in the State's current budget.

C. The Veterans Department made a presentation of VetPro with Todd Steffan, Evelyn Andrews, Jay Joy (VetPro). Looking for a platform that allows student Veterans to easily and securely submit required paperwork to attend LPC as well as be able to manage the paperwork and case manage by the Veterans staff. Since many students are still in the application/ decision process, they haven't been issued a ZoneMail account yet and are using less secure e-mail applications. Current application being used to store electronic records through Banner has challenges when being audited by the VA. VetPro is being used by states and counties to manage Veteran's data so veterans may be able to access their benefits. HIPPA compliant. Data contained in LPC's instance is only accessible to LPC. If contract for VetPro application is discontinued, a back-up of the data will be released to the college in a workable format. Stand-alone system and is not interfaced with Banner or other college databases. Veterans Department has funding to cover the initial and ongoing costs. No limitations for storage or document size. QUESTION: District ITS has a new Application Checklist for product documentation and compliance with district policies. Consensus from the membership to forward the proposal to the next step.

7) **Good of the Order** – Dr. Foster had to drop off the meeting, will follow up with him to see about adding his topic to the May meeting since Technology is not meeting in April.

8) **Talking Points - None**

9) **Adjournment** at 3:22 pm by Chairperson Patterson.

**10) Next Regular Meeting:**
- April 5th – Spring Break (No Meeting)
- May 3rd