

BRONX COMMUNITY COLLEGE
Of the City University of New York
Technology Oversight Committee
Minutes of the Meeting, September 21, 2018

Language Hall - Lower Level (former Faculty Lounge)
10:00 a.m. - 12:00 p.m.

Present: Loïc Audusseau, Luisa Martich, Mark Lennerton, Michael Miller, Robert Lupo, Eric Carlson, David Puglia, David Taylor, Katherine Acevedo, Chris Efthimiou, Lisa Amowitz, Stephen Powers, Elyse Gruttadauria, Wedsly Guerrier, Carolina Valenzuela, Maria Pantoja

Excused: Eugene Mananga, Mehdi Lejmi, Yun Rung Cyphers, Dapo Ibrahim, Jordi Getman, Olusola Alamu, Balori Paulino, Mittal Harini, Karla Williams.

The Co-Chair, Loïc Audusseau, called the meeting to order at 10:10 a.m.

1. Review and Approval of the 4/13/18 Meeting Minutes.

- Co-Chair, Loïc Audusseau distributed copies of the 4/13/18 minutes.
- Fifteen (13) Committee members voted in favor to approve the minutes (N – 0, Abstain – 2)
- Co-Chair, Loïc Audusseau introduced new TOC member, SGA President, Carolina Valenzuela.

2. Report of the Student Technology Fee (STF) subcommittee Chair, Mark Lennerton (FY19 STF Plan Presentation

- STF Chair, Mark Lennerton, reminded TOC members that the plan must be approved before it can be submitted to BCC Cabinet.
- Co-Chair, Loïc Audusseau, reminded TOC members that, beside University Wide Initiatives (UWI) and CUNY Strategic Technology Initiatives (STI), the College has full control over how the money is being spent.
- STF Chair, Mark Lennerton, described the selection process and made some comments:
 - i. All subcommittee members reviewed the proposals.
 - ii. First vote asked if the proposal was suitable for STF funding.
 - iii. Second vote was merit-based.
 - iv. Many of the proposals did not meet STF minimum requirements.
 - v. Sub-committee completed its work and voted on September 20, 2018.
 - vi. Nine (9) proposals out of nineteen (19) proposals were not deemed acceptable.

- Regarding the selected proposals:

- vii. Mark Lennerton recommended that unused funds from previous years be utilized.
- viii. David Taylor asked why some departments are not using their full STF allocation and recommended that moving forward Department Chairs inform their respective VPs when funds are not used so money can be reallocated.
- ix. SGA President, Carolina Valenzuela, asked for more details regarding item #16 of the STF plan. David Taylor, explained that these funds are used to purchase technology equipment such as smartboards for classrooms.
- x. Elyse Gruttadauria indicated that the process should be clarified specifically with regard to what documents need to be submitted. Lisa Amowitz recommended that a rubric be created to cover the information needed for proposal submissions. Co-Chair, Loïc Audusseau, recommended that the application form be simplified and instructions revised/re-written.
- xi. Lisa Amowitz expressed that it was unfair for one person to submit a proposal for \$20K.
- xii. Carolina Valenzuela asked when the Geospatial lab was last renovated and how many students the Center is actually impacting.
- xiii. Mark Lennerton explained that the subcommittee used last year's TOC guidelines to prioritize certain proposals
- xiv. Co-Chair, Loïc Audusseau recommended that all SIFSP that scored above 3.0 be funded until the \$60K allocation is fully spent with priority given to proposals impacting the most students. Remaining selected projects should be funded using other STF buckets on a case-by-case basis.

- Co-Chair, Loïc Audusseau, moved motion to fund all SIFSP that scored above 3.0 until the \$60K allocation is fully spent and then fund all remaining projects using other STF line items. Lisa Amowitz seconded the motion. TOC members discussed the motion. Motion was taken to a vote.

3. FY19 Student Technology Fee (STF) Plan Approval (Action Possible)

- Fourteen (14) Committee members voted in favor of approving the Fiscal year 2019 STF plan (N – 0, Abstain – 1)
- Michael Miller indicated that none of the STF proposal came from students. Carolina Valenzuela confirmed that more work needed to be done to get students involved. Co-Chair, Loïc Audusseau, recommended that the STF subcommittee reach out to SGA and Student Clubs earlier in the process and provide assistance with developing proposals.

4. Update on the BCC website (Loïc Audusseau)

- Co-Chair, Loïc Audusseau, informed the committee that the new BCC website was launched on Thursday, August 30th. The web team is focusing on stabilizing all functionalities, looking at traffic data, testing and making sure everything is working the way it should.
- Two functionalities are getting special attention:
 - 1) Calendar of Events. Well known glitches are being fixed. Committee members are encouraged to provide feedback to Webmaster.
 - 2) Online Directory. Employee data is being refreshed/updated.
- Co-Chair, Loïc Audusseau, informed TOC members that all departments will be able to modify their own individual pages using the Content Management System. Permissions and roles are being setup for web content contributors and training sessions are being scheduled.
- Co-Chair, Loïc Audusseau, is working closely with the vendor to make the website fully ADA compliant.
- Lisa Amowitz asked when departments will be able to start modifying their pages. Co-Chair, Loïc Audusseau, responded that training was underway.
- Michael Miller expressed serious concerns with regard to how the library pages were migrated to the new site (entire sections missing, no prior consultation with the Library staff before launch, etc.). Similar concerns were expressed by Mark Lennerton regarding CTLT pages. Michael Miller deplored the lack of proper planning throughout the web project specifically around launch time (first week of classes).
- Co-Chair, Loïc Audusseau, confirmed that some elements could have been better managed and that the web team was actively working on addressing the most pressing issues. Loïc Audusseau also reminded TOC members that special circumstances (e.g. limited staff or faculty availability over the Summer, vendor incapacity to deliver on certain items, strong executive push to get the website out there by the first week of Fall) sometimes call for special measures and deviations from the original plan. Eric Carlson commended the amazing work conducted by a restless web team. Lisa Amowitz recommended that the TOC be involved moving forward in the coordination and planning of such projects.

5. 17th Annual CUNY IT Conference (Loïc Audusseau)

- Co-Chair, Loïc Audusseau informed TOC members that the 17th Annual CUNY IT conference will take place on November 29-30, 2018 at John Jay. Co-Chair, Loïc Audusseau recommended that TOC members attend the conference and promote the event within their department

6. Microsoft Office 365 for Education

- Co-Chair, Loïc Audusseau reminded TOC members about the launch of Microsoft Office 365 and the communication sent to all Faculty and Staff by the University CIO, Brian Cohen, over the summer.
- Co-Chair, Loïc Audusseau, presented the entire O365 suite with a particular focus on its cloud storage solution, OneDrive.

- Co-Chair, Loïc Audusseau recommended that TOC members use this cloud storage solution and promote it within their respective departments.
- Robert Lupo informed Co-Chair, Loïc Audusseau that some O365 functionalities were missing. Co-Chair, Loïc Audusseau will look into these items and report back on findings.
- Co-Chair, Loïc Audusseau gave the committee a quick demo of how to access O365 and recommended that training sessions be organized by CTLT for all Faculty and Staff.

The co-chair, Loïc Audusseau, adjourned the meeting at 11:44 a.m.

Respectfully submitted,

Jennifer Reyes, Secretary

Handouts:

- TOC Members List
- Meeting Agenda
- Meeting Minutes for 4/12/2018
- 2018 – 2019 Student Technology Fee (STF) Submitted Proposal