BRONX COMMUNITY COLLEGE
Of the City University of New York
Technology Oversight Committee
Minutes of the Meeting, November 16, 2018

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

Present: Loïc Audusseau, Luisa Martich, Michael Miller, Robert Lupo, Eric Carlson, Katherine Acevedo, Elyse Gruttadauria, Wedsly Guerrier, Carolina Valenzuela, Maria Pantoja, Mehdi Lejmi, Mittal Harini, Jordi Getman,

Excused: Gina Galligan-Ugarte, Eugene Mananga, Dapo Ibrahim, Olusola Alamu, Balori Paulino, David Puglia, Karla Williams, Lisa Amowitz, Stephen Powers, David Taylor, Mark Lennerton, Yun Rung Cyphers, Chris Efthimiou.

Guests: Russell Pollack

1. The Co-Chair, Loïc Audusseau, called the meeting to order at 10:07 a.m.

2. **Review and Approval of the 9/21/18 Meeting Minutes**.

    - Co-Chair, Loïc Audusseau distributed copies of the minutes of the 10/19/18 meeting
    - TOC members reviewed minutes for meeting held on 10/19/16
    - Sixteen (13) Committee members voted in favor to approve the minutes (N – 0, Abstain – 0)

3. **CIO Report (Loïc Audusseau)**

    - Elyse Gruttadauria recommended to add a TLTR report to each TOC agenda moving forward.
    - Elyse Gruttadauria presented the Teaching and Learning with Technology Roundtable (TLTR), its history, role and function.
    - Co-Chair, Loïc Audusseau stated that including a TLTR report to the TOC meeting agenda is a great opportunity to bridge the gap between information technology and instructional technology and recognized the value of this group.
    - Elyse Gruttadauria explained that TLTR's role was to discuss and solve immediate problems faced by Faculty members when using technology in the classroom. CTLT's role is to put together the long term strategy for implementing technology in the classroom. The TOC provides the structure and framework to do all this.
    - Michael Miller asked the committee about also including a CTLT report to future TOC agendas.

- Co-Chair, Loïc Audusseau, recommended to limit the number of items to two (2) by reporter. Co-Chair, Loïc Audusseau also explained that working groups will need time to report back as well.

I. Dropbox

- Co-Chair, Loïc Audusseau reminded TOC members about the email he shared with everyone regarding the future implementation of Dropbox at CUNY.
- Co-Chair, Loïc Audusseau also added that the new version of Dropbox included real-time collaboration tools allowing multiple users to work on the same document at the same time.
- Co-Chair, Loïc Audusseau will confirm that Dropbox will be offered to all BCC Faculty, Staff and Students. Co-Chair, Loïc Audusseau, will also update the committee on storage capacity and account management for students transferring to another CUNY school or employees retiring.
- Co-Chair, Loïc Audusseau informed the committee that each college will ultimately be paying for Dropbox using STF funds. The first three years of the agreement will be funded as part of the CUNY cloud Strategic Technology Initiative to eliminate any immediate fiscal impacts to the CUNY campuses. This approach was endorsed by all CUNY Presidents.
- Elyse Gruttadauria asked why we need Dropbox when we have Microsoft 365 Cloud drive. Co-Chair, Loïc Audusseau explained that:

    1. Dropbox came with better offer in term of functionalities.
    2. Dropbox will integrate with Blackboard.
    3. A large number of CUNY employees were already using Dropbox.

- Co-Chair, Loïc Audusseau shared with the committee that the implementation is scheduled to take place around Spring 2019. Co-Chair, Loïc Audusseau asked the present TOC members to email him any questions regarding Dropbox prior to the IT Steering meeting that is scheduled for Monday, November 19, 2018.
- Michael Miller asked if Blackboard was funded using STF funds. Co-Chair, Loïc Audusseau confirmed it was.
- Carolina Valenzuela asked why current students are paying through STF for services benefiting alumni students and faculty members. Elyse Gruttadauria explained that current students are benefiting from technology services paid by former BCC students. Jordi Getman also explained that the idea was to pay while you're a student and get the free service when you graduate.

II. Website Online Directory

- Co-Chair, Loïc Audusseau introduced Russell Pollack, the Assistant Director of Business Intelligence & Database Solutions for the Office of Information Technology.
- Co-Chair, Loïc Audusseau presented the latest modifications to the Online Directory.
- Co-Chair, Loïc Audusseau explained that the old directory design was limited to displaying employee's information, and requests were made to include functional titles as well as location (building name and room number).
- Co-Chair, Loïc Audusseau informed the committee that Russell and his team put a new view together to display this information and that the changes were live on the current site.

- Co-Chair, Loïc Audusseau demoed the web directory and thanked Deputy CIO, Luisa Martich, and the team for their work cleaning up directory information.
- Co-Chair, Loïc Audusseau, presented the new bio page for faculty and executive council staff members. Co-Chair, Loïc Audusseau explained that the bio page will also include an employee photo, job title, department name, phone number, location, and email address.
- Co-Chair, Loïc Audusseau informed the committee that this view of the bio page was presented to selected department chairs on 11/15/17. Minor modifications will be made to this view based on the feedback received.
- Jordi Getman asked if web contributors will be able to update bio information and if the photo on bio pages will be the same as the one used for the Campus ID. Co-Chair, Loïc Audusseau explained that web contributors will only be able to post and edit the short bio portion of the page. Co-Chair, Loïc Audusseau also recommended to reach out to the Campus Service Center if anyone would like would like their ID picture to be updated.
- Jordi Getman asked if a hyperlink can be incorporated to the bio space for faculty. Co-Chair, Loïc Audusseau confirmed that option will be available.
- Elyse Gruttadauria asked if the directory will be linked to the mobile app. Russell Pollack informed the Committee that this was already the case.
- Jordi Getman recommended that the directory button on each department page be relocated. Co-Chair, Loïc Audusseau will look into changing the layout, but indicated that the web contributor may already have the ability to make these simple changes themselves. Jordi Getman added that other faculty and staff members would like to move this button to the "meet the faculty" section. Co-Chair, Loïc Audusseau informed the committee that web contributors have full control over that section and can't make the modification.

III.   Proposed Information Security Committee

- Co-Chair, Loïc Audusseau distributed a document called Information Security Committee Charter. This is a proposed charter for the Information Security Committee.
- Co-Chair, Loïc Audusseau received a request from the VP of Administration and Finance, Kay Ellis, to put an Information Security Committee together. Co-Chair, Loïc Audusseau informed the VP that Information Security was discussed at each TOC meetings and that the committee had decided to form a working group to help formalize Information Security at BCC.
- The Information Security Committee Charter was written using the TOC charter and STF Charter model. Co-Chair, Loïc Audusseau will send a digital version of the charter to all TOC members form them to review.
- Co-Chair, Loïc Audusseau explained that it was critical to formalize Information Security at BCC especially since the College no longer had a Chief Information Security Officer (CISO) on staff. Jordi Getman agreed and reminded everyone about the importance of protecting student data. He also asked if the "Designee for Academic Personnel" under the Organizational Structure section of the charter was referring to a Faculty member. Co-Chair, Loïc Audusseau confirmed that point.
- Elyse Gruttadauria asked what mechanism will be used, will individuals volunteer, be selected or appointed. Co-Chair, Loïc Audusseau informed everyone that members of such committee were usually appointed by the President.

- Michael Miller recommended the following change to the Information Security Charter: Under *Objective and Scope*, "research data" should be updated to "research and scholarly data". Michael Miller asked why the College was putting an Information Security Committee in place instead of just filling back the Chief Information Security Officer (CISO) position currently vacant. Co-Chair, Loïc Audusseau answered that one option didn't exclude the other and that the replacement of the CISO position was being reviewed by VP Ellis. Co-Chair, Loïc Audusseau added that he will act as the College's Information Security Officer (ISO) until further notice.
- Co-Chair, Loïc Audusseau recommended that TOC members review the charter and send feedback and recommendations via email.

IV.   Other

- Co-Chair, Loïc Audusseau opened the floor for IT related questions.
- Jordi Getman informed everyone that faculty members were more and more using video conferencing solutions for remote meetings. He explained that most office computers are not equipped with microphones, speakers and cameras and asked if STF funds could be used to procure this equipment. Elyse Gruttadauria added that some faculty members use that technology to provide students with off hours office services. Co-Chair, Loïc Audusseau, reminded TOC members that each Academic Department had $3,000 in STF they could use for that purpose.
- Co-Chair, Loïc Audusseau informed TOC members that the current STF funding approval process had some kind of loophole that should be looked into. In some instances, software maintenance contracts (e.g. athletics website, Starfish, Nursing Software, etc.) have been added to the STF plan without the STF Subcommittee knowing. Although there's no obligation for the President or his Cabinet to seek the approval of the STF Subcommittee for items to be added to the STF plan, it should at least be communicated to the TOC as an FYI. Co-Chair, Loïc Audusseau informed the committee that for the sake of transparency, he will let the TOC know every time a new item is added to the plan.

4.   OSSES 2.0 (Presentation by Russell Pollack)

- General presentation of current OSSES' system functionalities.
- Current OSSES version is 15 years old and built on outdated technology.
- Russell Pollack presented what OSSES 2.0 version could look like (functionalities and look & feel).
- Russell Pollack gave an overview of Microsoft SQL Server Reporting Services (SSRS). A dedicated presentation of SSRS will be scheduled early next year.
- Russell Pollack presented the vision for 2.0. IT will stop immediately any new development on the current OSSES platform and consult with College stakeholders to design 2.0.
- Eric Carlson explained that Advisement, midterm sections are heavily used by Faculty members and recommended to have an option to hide students EMPLID in the new version. Jordi Getman explained that EMPLIDs were needed to provide various services to our students.
- Eric Carlson recommended student photos be added to the system making it easier for faculty to recognize and remember students.

5. Closing statements

- Carolina Valenzuela informed committee that a doddle poll went out to schedule the first meeting of the BCC Academic Computing model working group.

The co-chair, Loïc Audusseau, adjourned the meeting at 12:01 p.m.

Respectfully submitted,

Jennifer Reyes, Secretary

Handouts:

- TOC Members List
- Meeting Agenda
- Meeting Minutes for 10/19/2018
- Information Security Committee Charter