Delaware Technical Community College
Board of Trustees Technology Committee Meeting

June 19, 2019
Amazon Fulfillment Center, Middletown, DE

MINUTES

PRESENT: Greg Ballance, Robert Hagerty, Gary Moyer, Rob Nicholson, and Mathew Payne

ABSENT: Vincent Borrelli, Michael Maksymow, and Richard Roux

OTHERS PRESENT: Rachel Anderson, Mark Brainard, Sara Carter, Kathy Janvier, Kelly McVeigh, Paul Morris, Tom Rainer, Justina Sapna, Steve Shirey and Rob Wiltbank

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Board of Trustees Technology Committee Charge:
The Technology Committee's charge is outlined in the Delaware Tech Bylaws Article VII, Section 5, which is set forth below:

Section 5. Technology Committee
The Technology Committee is charged with the development and prioritization of short- and long-term technology goals for the College to promote the effective use of information technology in the instructional and administrative activities of the College and to identify and recommend new and emerging IT-based services necessary to the fulfillment of the College's mission. In order to achieve this purpose, the Committee provides advice and recommendations to the Board and College administration concerning IT strategic directions, concerning IT strategic directions, operating policies, and student, faculty, and staff IT needs.

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1. **Welcome/Opening Remarks**
   Mr. Hagerty called the meeting to order at 3:03 p.m. and thanked everyone for coming to the Amazon distribution center. The April 17, 2019 minutes were approved as written.

   Mr. Hagerty raised the topic of the Information Security Summit to be held at the Stanton campus this fall to connect with the community. The discussion produced the following potential items for the breakfast:

- Artificial intelligence
- Panel discussion
- Showcasing IT programs
- Using data
- Security of Cloud data
- Advanced analytics

A draft agenda will be provided to the committee before the end of summer.

2. IIT Update

2.1. Summer 2019 Projects

2.1.1. On May 3, 2019, the IIT budget proposal was presented, which included the curriculum integration management system and the HRDB/contract management system. In anticipation of receiving funding for HRDB, the vice president of human resources and vice presidents/campus directors have been asked to select team members who will join the IIT project team to start a needs analysis and draft a request for information to be published in early September.

2.1.2. Computing and media support (CMS) is updating Adobe Creative Cloud licensing and preparing for an upgrade to Microsoft Office 2019 for January. Additionally, the classroom technologists will be connecting three computer labs at the Wilmington, Dover, and Georgetown campuses to enable the ITN course to be live-streamed from one campus to the others. This would allow for programs like the Computing and Information Science connected degree program to be expanded and offered to students in Kent and Sussex counties.

2.1.3. CCIT is decommissioning Blackboard; it will be unavailable to users as of Friday, June 21. On Thursday, August 15, CCIT will host the 2019 Instructional Innovation Conference: A Day with D2L at the Dover campus.

2.1.4. Systems met with Infosolutions to evaluate Duo's multifactor authentication system. Open-source options are being evaluated. Piloting this type of solution for specific roles in IIT, members of President's council, and staff in other areas is being considered for this summer/fall.

2.1.5. Members of IIT are meeting with Student Success Center design teams for Wilmington and Terry to discuss technology needed for the spaces.

2.1.6. Systems and CMS are working on the final installations for the Middletown site.

2.1.7. All IIT staff will complete online information security training this summer. It will roll out to the rest of the campus community in the fall.

3. **Tour of Amazon Fulfillment Center**
   Workforce Development and Community Education began a partnership with Amazon to teach courses at Amazon's Middletown fulfillment center in 2015. Since that time, 287 Amazon employees have taken advantage of their benefit; in which the employee pays 5% of the course tuition and Amazon funds the remaining 95%. At 3:42 p.m. the committee took a tour of the facility.

4. **Next Meeting**
   The next meeting date is to be determined.

The meeting adjourned at 4:59 p.m.