

Technology Advisory Committee Meeting Minutes

Date: 12/12/22

Physical Presence: Beth Anne Carr, Dr. Phillips, Robert Sanders, Kathy Brooks, Kevin Williams, Ernesto Perez, Charles Griffin, Olayemi A. Awofadeju, Linda Ferrara, Stephanie Bustillo, Jacqui Luscombe, Naveed Syed, Maximo Rosario, Denise Roberts, Marsha Wagner, Dr. Bree Miron, Jorge Altuna, David Orjuela, Sasha Azouth, Denise Vajanc,

Virtual Presence: Julio Gonzalez, Raysa Lugo, Richard Baum, Dale Bondanza, Jeff Stanley, Charlene Collins, Idalina Orta, Matthew Fritzius, John O'Bryan, Janice Johnson, Vincent Newman, Danielle Thomas, Liana Pernes

Training

- The current open items include both the need for a subcommittee to appoint TAC leadership (Chair, Vice, & Secretary) and need for voting members to complete the required training. Due to quorum not being met, subcommittee regarding TAC leadership could not be established and will continue to the next agenda as an open item. As for training, per district policy this is mandatory for all voting members and should have been completed by the second meeting. Those members still missing their training will be contacted by the TAC Liaison, Robert Sanders, to be made aware of the need. Members were made aware that if they serve on multiple committees, the training is necessary only once to cover them all.

General:

- During the CIO Corner, Dr. Phillips requested feedback as to how he can best serve the committee. One recommendation was for better sharing of information, such as presentation slides and topic details, in advance of the actual meeting so members have time to review details. The request was also made for greater clarity in efforts prior to beginning and regular updates throughout their lifecycle. It was also agreed that if the committee has any specific points of interest and brings them forward for consideration, IT will schedule demonstrations on those topics where possible.
- Cyberattack topic was mentioned with Dr. Phillips confirming IT is very aware of any potential network breaches, particularly recognizing risks to any Internet of Things (IoT) network entry points, such as water fountains.
- It was identified that the Jan - Jun 2023 calendar invitations had not been sent out yet. TAC Liaison acknowledged this as pending confirmation of the February meeting location but expected them out shortly. It was mentioned that meeting details were currently listed on the District advisory committee website.

- Dr. Phillips brought up the desire to schedule a demonstration with Finalsite vendor during the January meeting. Finalsite bought Blackboard and a project to overhaul the webpages was set for the fall of 2023. The concern whether this would impact the concurrent Student Information System (SIS) effort was brought forth with Dr. Phillips assuring the committee that he is confident this will not be an issue. While both teams will be aware of the others activity, they will both plan accordingly around any potential risks that may arise.

Messaging (text messaging)

- Survey sent to teachers and families requesting their feedback regarding text messaging needs to ensure these are considered in any future RFP options. Submitted feedback include requests to not utilize 3rd parties and options to hide cell #s. Committee feedback suggested more clarity in the request by leading with, “We need your input” in the subject line of emails when sending surveys. Additionally, a suggestion was made to resend to tech college students as they may have been overlooked. Due to this suggestion, the message has been sent via Parent Link to any missing students and the original submission deadline (Nov. 11, 2022) has been extended to Jan. 23, 2023.

SAP/Ariba

- Ms. Brooks mentioned that the Procurement Director knows that TAC needs to be invited to the next SAP/Ariba demonstration by the vendor to ensure committee is familiar with the effort and able to provide feedback.

Additional Items

- Cyberattack topic was mentioned with Dr. Phillips confirming IT is very aware of any potential network breaches, particularly recognizing risks to any Internet of Things (IoT) network entry points, such as water fountains.
- Surplus items taking up space was brought up as a growing concern. Mr. Rosario addressed this as a symptom of the pandemic due to items brought onboard without the ability to remove items being replaced. However, that is recognized by the District and the B-Stock process within the District’s Procurement Department. Dr. Phillips agreed to bring up this topic in Cabinet.
- Alertus is an active project with a deadline of April 15, 2023. This is the project that alerts non-hearing students/teachers/staff via message boards throughout 4 campuses when an alarm is activated.

- Committee reviewed the new changes to the Florida administrative code 6A-1.0955 regarding Education records.
- Ms. Brooks mentioned that another software called Success Factors is being implemented and will invite Ms. Sue Rockelman to discuss the tool as it will impact how one applies for positions in the District.
- Next meeting January 9, 2023 – Second Monday of the month. Dr. Phillips mentioned that he will follow up with Cabinet on staff needing to physically attend meetings if they are appointed as a voting member.