



OCTOBER MINUTES – 10/27/2020 Page 2

In Attendance:

TMCC is an EEOAA institution

Jimmy Roque, Lee Anderson, David Rhodes, Jenny Krupka, Elena Atanasiu, Conrad Wong, Ron Marston, Ed Corbett, Miguel Diaz, Jorge Rubio, Alexis Hogan, Kyle Smith, Miguel Diaz, Laura Briggs

Item 1: Approval of September Minutes

- The header of the minutes was changed from April to September.
- There were some spelling errors fixed.

Item 2: Hello Sign

- HelloSign is software that allows for digital signatures. It is currently being tested by the dental programs, FinAid, HR, and a few other administrative departments. Digital signing can be done on Word documents that automatically will be converted to a PDF, or a pre-designed PDF.
- 25 licenses have been purchased. There are a few departments on campus that are currently using it and are on a trial run. You do not need a license to sign documents if someone sends you a document to sign through HelloSign. Unlike other products, HelloSign allows for unlimited signatures. However, all document creators have to have a license.
- If the product gets adopted by the departments, IT can purchase more licenses.
- IT will reach out to the academic side of the college to see if there is any interest as well.

Item 3: LiquidFiles

- LiquidFiles is a program/system that allows you to send, share, and receive PII-containing files. IT has purchased a campus-wide license. Dental and FinAid want to use it to be able to receive files but also request files. IT will offer the system to all departments once the final testing is completed. LiquidFiles is similar to our internal SITS, except that it allows for file transmission outside of TMCC to any type of email address/domain.
- Item 4: Cyber Security Month
- Cybersecurity Month is this month. Webinars from SCS are being done this month. You can find those links on the IT weekly Newsletter.

Item 6: EDUCAUSE

- [EDUCAUSE](#) released a student technology report for 2020.

Item 7: Other Items

- Department chair listserv was created. Information was sent out to the listserv regarding internet access for students who do not have reliable internet service.
- IT open office hour dates and times are available on the IT newsletter.

