



Technology Committee Meeting
November 15, 2016
2:00 p.m.
LLR 202

Minutes

COMMITTEE (√ marks those present):

√	Art Leible, Chair	√	Virginia Rapp Co-Chair		Dave Murphy Business Div.	√	Irene Graff Inst. Research
	Robert Sutton SRC		Melissa Guess Financial Aid		Mari Baquir SSVC/Student Development	√	Howard Story Media Services /Distance Ed.
	Steve Waterhouse Admissions & Rec.	√	Thomas Brown Facilities	√	Claudio Vilchis ITS/Network		Luis Mancina ECCE
	Andrei Yermakov Compton Center		Bill Mulrooney Admissions&Rec	√	Noreth Men Library		Idania Reyes Student Equity Programs
	Erick Mendoza Campus Police	√	Will Warren ITS/Applications		Andrea Sala Foundation		Dipte Patel Counseling & Student Success
	Lisa Mednick Prof. Development		Rebecca Russell Library		Maria Smith Human Res.		Ann Garten Public Info.
√	Pete Marcoux Humanities	√	Thurman Brown Tech Services		Paul Yoder IT Security	√	Tiffany Ushijima ASO Student Rep

“The Technology Committee serves as the consultation committee for campus-wide technology planning. The committee evaluates needs, strategizes solutions, and proposes recommendations for College

technology. The committee develops, monitors and evaluates implementation of the College Information Technology Strategic Plan.”

I. Old Business

- a. The minutes from the October 18, 2016 Technology Committee meeting are approved.

II. Current Projects Update

- a. MPOE – The AT&T trucks have been on campus the last few weeks. They have completed pulling the fiber cable for the MPOE (Main Point of Entry). They are in the process of scheduling out the fusing of the cables together (fiber optic and terminate). CENIC will then build the circuit to migrate to. They will provide us 10 gigabytes per second instead of the 1 gigabyte we currently have.
- b. Ricoh/Docuware - We have completed all of the Human Resources (HR) archives. HR is now working with it to validate that their setup is correct. They are now working with Admissions & Records (A&R) to find their document layouts. They will move to Purchasing/Business Office next.
- c. Starfish/Early Alert/Ed Planning Initiative – We are now live. Surveys have been sent out to students as a part of the initial phases. Work continues on fine tuning.
- d. Maxient – We have updated manual data. We are in the process of getting the full Colleague extracts uploaded to Maxient on a daily basis.
- e. Canvas – We have the authentication piece completed. All students and faculty are able to log in to Canvas. They are currently working on the beta shells for the 20 courses that will be done for the winter session.
- f. CI Track – We have deployed two labs. We had training last week to learn how to pull reports out of CI Track for those two labs so that we can use that for future reporting services for MIS and the divisions themselves.
- g. Encryption on Mobile Devices/LoJack – We are currently testing encryption on laptops and tablets in case they are lost or stolen. We are also working on a LoJack solution.
- h. WiFi Project – Dell has been asked to reconfirm the dollar values and are rewriting the scope of work. El Camino’s attorneys will then write the

contract. Our target date for shipping and installation will be after the winter break. It will take approximately 4-5 months to install.

III. Subcommittees

- a. Subcommittee – Lifecycle and classroom standards for 16/17 – Most of the standardized encryption products that we are looking at uses BitLocker, a full disk encryption data protection feature. We are also looking at LoJack or a similar protection feature that is Windows based. Machines that has Windows 7 and up are automatically installed with BitLocker. We have to look at options for Apple products.
- b. Subcommittee – Technology Projects Management – Art Leible will speak with Idania Reyes on establishing a new set of members on this subcommittee. The current membership is unable to find scheduled time to address the needs of this subcommittee. We are asking for volunteers at this time. The committee suggested John Mufich as a member. Pete Marcoux volunteered for the committee. Irene Graff has volunteered for the committee beginning next semester.
- c. Subcommittee – Master Scheduling System – We will begin forming this committee, volunteers and chair, and look at detailing the technical expectations for hardware, software, etc. and what we want our Master Scheduling System to do. We will start by referring to other higher education schools and take a look at their RFP's to see what they have done in this arena. It will then be tailored to what we want the system to do for El Camino Community College District.

IV. New Business

- a. The committee has presented the Technology Master Plan to the Board.
- b. The draft of the questionnaire that has to be answered, Collegial Consultation Committee – Annual Evaluation, was presented to the committee. We may add Technology Committee specific questions, ideas,

thoughts and suggestions for our self-evaluation. We would like to have these questions submitted by November 28, 2016.

- c. Appendix B – Purpose Review & Goal Setting was presented to the committee for review. We will focus on developing our goal and reviewing our purpose statement.
- d. Timekeeper Upgrade – Sample RFP’s have been given to the Human Resources Department. Lynn Lindberg is reviewing them at this time.
- e. ChromeBooks – Noreth Men presented a request from the Librarians for a pilot of ChromeBooks for the Library that will also need funding. Pete Marcoux will speak with the Foundation regarding funding the pilot. Tiffany Ushijima, student representative, will present input from ASO on the criteria for this pilot if implemented.

V. Meeting Adjourned

- a. The meeting was adjourned at 2:42 p.m.

C (COLLABORATION) – “Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.”