



**Technology Committee Meeting  
October 20, 2020 -- 2:00 p.m.  
Via Zoom Conference**

**Minutes**

**COMMITTEE (√ marks those present):**

√	Loic Audusseau, CTO ITS, Chair	√	Crystle Martin, Library/LRC Co-Chair
√	Iris Ingram, VP Admin. Services		Dena Maloney, Superintendent/President
√	Ryan Gan, Systems Librarian	√	Gary Greco, SRC
√	Jorge Gutierrez, Facilities	√	Brian Krause, SRC
√	Marlow Lemons, Mathematics	√	Peter Marcoux, Academic Senate
	Erick Mendoza, Campus Police	√	Michael Pascual, Purchasing & Risk Mgmt
	Dipte Patel, Counseling	√	Gema Perez, ECCE
√	Carolyn Pineda, Research & Planning	√	Makayla Propst, ASO
	Idania Reyes, SSC		Joshua Rosales, Institutional Research
√	Beverly Rouse, Administrative Support/ITS	√	Maria Smith, Human Resources
√	John Tamura, Fiscal Services	√	Sal Valencia, Audio Visual/ITS
√	Claudio Vilchis, Network Services/ITS	√	Blake Van Room, Tech Services/ITS
	Steve Waterhouse, Enrollment Services	√	Moses Wolfenstein, Distance Education
√	Paul Yoder, Information Security/ITS		

**STATEMENT OF PURPOSE**

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.

**Strategic Initiative – C – Collaboration**

Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

## Agenda

1. Welcome/Introductions – Committee Chair and CTO Loic Audusseau opened the meeting.
2. Technology Committee SharePoint Site – The Technology Committee has a new SharePoint site where all the meeting agendas, minutes, presentations and other pertinent information is housed in one location for review, comments, initiate discussions and exchange information.
3. Agenda Review – The Committee accepted and adopted the October Agenda.
4. Approval of Minutes – September 15, 2020 – The Committee accepted and adopted as presented.
5. Technical Services Supervisor Hire – Blake Van Room was introduced to the committee as the new Technical Services Supervisor. This position oversees end user technical support, including Audiovisual. This group is usually the first point of contact for students, faculty and staff to troubleshoot technology related issues. Blake has experience in both the public and private sector.
6. Technology Committee Goals (FY20/21) – The Technology Committee is a consultation committee that presents recommendations to the President/Superintendent and College Council following the guidelines presented in the document, “Making Decisions Guide.” The 20/21 fiscal year goals were presented to the Committee last month. Presented were a total of six proposed priorities for this fiscal year: 1) Ellucian/Colleague Improvement Plan; 2) Infrastructure Grading, including a technology refresh plan for classrooms; 3) plan for Data Governance and Management; 4) asset management and technology spending; 5) development of the new Technology Strategic Plan for 2025; and 6) develop an Information Security Awareness Plan and start working on disaster recovery as well as business continuity. The Committee discussed reviewing and adopting a Technology Committee Charter. The Committee approved and adopted the Charter as presented. It was recommended establishing a working group for the initial discussion of priorities for fiscal year 2021.
7. Lecture Streaming – Due to time constraints, the Lecture Streaming presentation is tabled until the November 2020 Technology Committee meeting.
8. AIM Document Management System – The Special Resource Center web-based case management system. AIM Document Management system improves our streamlining process and workflow services in a more-timely fashion to our students with disabilities and will also improve communication within departments within the Special Resource Center. This system is the most ideal and most flexible to serve our needs. Vice President, Dr. Jean Shankweiler, was able to

secure funding and has vetted and approved the purchase of this management system.

9. Engage Software/ASO – The Associated Student Organization (ASO) proposes to enter in a contract to use the Engage software also known as Anthology, by Campus Labs for students virtual learning experience. It will be a central hub for all student organizations and clubs. The proposal comes as a current need, specifically the COVID-19 pandemic and the decrease in student enrollment and retention. The Engage software will allow current and prospective students, staff, student organizations and student leaders a platform to support efforts and engage in campus life more easily. The system is cloud based and does not require ITS intervention for routine maintenance or installation.
10. Submission of IT contracts to Purchasing/Risk Management – Fiscal Services is proposing that part of the Committee’s review should include the recommendation for contract terms and conditions, subscriptions, licensing and any type of agreement that the Technology Committee have to be reviewed and approved to move forward by Purchasing and Risk Management. We are requesting the contracts are submitted to Purchasing and Risk Management at least 6-months prior to the agreement start date.

#### 11. Adjournment

##### Goals (FY 20/21)

- i. Complete Master Calendar and Curriculums/Catalog systems
- ii. Future of Colleague ERP on site system discovery and research
- iii. Campus-wide technology planning focus
- iv. Long-term resource planning for technology
- v. Evaluation of recommendations for technology solutions.
- vi. DRP/BCP research and discovery
- vii. Maturation/operations/training on new systems
- viii. Support IEPI, Accreditation, OEI/OER, Guided Pathways, Strong Workforce...