



**Technology Committee Meeting**  
**August 21, 2018**  
**2:00 p.m.**  
**Distance Education**

**Minutes**

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

√	Art Leible, Chair	√	Virginia Rapp Co-Chair		Irene Graff Inst. Research		Tiffany Ushijima ASO Student Rep
√	Robert Sutton SRC		Melissa Guess Financial Aid		Mari Baquir SSVC/Student Development		Pete Marcoux Acad. Senate
	Steve Waterhouse Admissions & Rec.		Brian Fahnestock Admin Services		Claudio Vilchis ITS/Network		Sal Valencia Tech Services/AV
	Andrei Yermakov Compton Center	√	Dena Maloney ECC President	√	Thurman Brown Tech Services		Idania Reyes Student Equity Programs
	Erick Mendoza Campus Police		Vladimir Vasquez ITS/Applications		Andrea Sala Foundation	√	Dipte Patel Counseling & Student Success
	Lisa Mednick Takami Prof. Development	√	Paul Yoder IT Security	√	Maria Smith Human Res.	√	Jane Miyashiro Human Res.
√	Gema Perez ECCE	√	Ann O'Brien Marketing & Communications		Carolyn Pineda Inst. Research		Crystle Martin Library/LRC
√	Jorge Gutierrez Facilities						

“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. Introductions**

The Technology Committee would like to welcome El Camino Community College District President/Superintendent, Dena Maloney.

## **II. New Business**

- a. IEPI Plan, President/Superintendent Dena Maloney – In 2017-18, the College requested support from the Institutional Effectiveness Partnership Initiative (IEPI) through the state Chancellor’s Office. We sought support for improving our Strategic Enrollment Management process. The IEPI

process resulted in a plan that included a number of strategic objectives, several which relate to technology:

#### Enrollment Management: Technology Capacity, Standards and Planning

1. Re-focus the Technology Committee on developing broad, strategic direction of technology throughout the college.
2. Integrate and align the Academic Technology Committee work with the work of the Technology Committee.
3. Establish long-range resource plan for technology at El Camino College.
4. Assure that all software packages support the strategic direction of the college, and interoperability is considered.
5. Complete the implementation of Colleague per the 2017/18 Ellucian assessment.
6. Research and evaluate the concept of “business or functional analysts” embedded in various areas of the college.

#### Next Steps:

President Maloney suggests that the Committee establish 2018-19 goals around these themes, build agendas to support discussion of these themes, and focus its recommendations on these themes.

The Committee goals should be time-bound, measurable and specific to the work of the Committee.

The area of most of interest are:

- Campus-wide technology planning
- Long-term resource planning for technology
- Evaluation of recommendations for technology solutions.

#### b. Current Committee Goals (2017 Technology Plan)/President Maloney/Art Leible: Technology Plan Goals & Action Items related to Areas of Strategic Focus of the Educational Master Plan:

1. Teaching and Learning – To support Professional Development, innovation, methods that work and student learning and development.
2. Access, Progress & Completion – To support student access and equitable and timely progress and completion.
3. Enrollment Management – To stabilize enrollments and ensure adequate growth.
4. Institutional Process Improvement – To ensure efficiency and effectiveness of all internal college and student enrollment processes, and reduce roadblocks.

The Technology Master Plan has 19 goals. Noted in the Technology Master Plan (page 17) “The ECC Technology Committee, a collegial consultation committee of El Camino College, will oversee Technology Master Plan implementation and evaluation for the life of the plan.”

President Maloney reviewed the Technology Committee agendas and minutes from the last 2 years. A great deal of discussion has taken place in the committee and she commends the committee for the work they have accomplished.

- c. ReviewSnap 360, Vice President Jane Miyashiro – ReviewSnap serves as a management solution that collects feedback from an employee’s peers, managers and direct reports in an effort to evaluate performance. El Camino is currently transitioning to this online evaluation tool. Today we focused on the review process, specifically for Administrators, Managers and Supervisors. The accreditation process requires that a college have a review process that is done on a consistent basis, easily audited and can prove that we are performing evaluations on a regular basis. More information is available on ReviewSnap 360 in the Human Resources Department.

In the case of classified employees, the contract reads that if you give an employee a “needs improvement” or “unsatisfactory” review, the manager must put together a “performance improvement” plan. This plan is to help guide the employee towards getting back on track. We are working on developing a section of the review where you can put the performance improvement plan.

Human Resources is offering hands-on training in groups. They will also have webcast training or drop-in for those who are unable to attend the live training sessions.

Open Enrollment is September 10 – October 5, 2018. The Health Fair is September 20, 2018 from 9:00 a.m. – 12:00 noon in the Student Activity Center. When we go into Open Enrollment, we will launch Benefit Bridge. With this online application, you will see what your current benefits and rates are and the options that you have to select from with cross comparisons. Everyone is required to login to Benefit Bridge during Open Enrollment, even if you are not making any changes to your existing plan.

- d. Bring Your Own Device/+Equity on behalf of Pete Marcoux - We must accept the equity part of the Bring Your Own Device proposal because this may be problematic in certain classes and labs on campus. Software such as AutoCad and classes as Business, Journalism and Music that cannot perform on ChromeBooks and costs tens of thousands of dollars.

They must run on either a Mac or a PC. Therefore, utilizing ChromeBooks does not prepare students for the current industry. With ChromeBooks, we assume that students have wireless capabilities at home when that may not be the case. A suggestion was given that El Camino contracts with the vendor to allow students to purchase computers at a subsidized rate.

If we continue with a 5-year lifecycle refreshment rate for all computers, minus any audiovisual equipment, for staff, faculty, classrooms and labs, we are estimating a cost of 1.6 million dollars per year.

Technology committee members asked to take this subject to their constituents for input and feedback. The committee will have ongoing discussions on this topic.

- e. Generic emails for student organizations, Maricar Baquir – El Camino is in need of generic emails for our student organizations. She suggests each club or organization has one generic Qualtrics email with the faculty advisor overseeing the traffic on that email address (i.e. [aso@elcamino.edu](mailto:aso@elcamino.edu)). The recommendation is that we list the president and Greg Toya as the owners of the email account. We will place more consideration on the technical portions of this request so that it is manageable and we can support the student activities on campus.

**III. Current Projects Updates** – Tabled until next month.

**IV. Old Business**

- a. Review and approve minutes (June) – Minutes approved.
- b. Meeting adjourned at 3:06 p.m.

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