



Technology Committee Meeting
April 16, 2019
2:00 p.m.
Distance Education

Minutes

COMMITTEE (√ marks those present):

√	Art Leible Chair	√	Marlow Lemons Co-Chair	√	Thurman Brown Technical Services		James Buysse VP Admin. Services
	Melissa Guess Student Support Services	√	Peter Marcoux Academic Senate	√	Crystle Martin Library & LRC		Lisa Mednick Professional Dev.
√	Erick Mendoza Campus Police		Ann O'Brien Public Relations & Marketing	√	Dipte Patel Counseling	√	Gema Perez Classified Employees
√	Carolyn Pineda Research & Planning	√	Maria Smith Human Resources	√	Robert Sutton Special Resource Center	√	John Tamura Fiscal Services
	Gary Greco SRC	√	Sal Valencia Audio Visual	√	Vladimir Vasquez Applications Development	√	Claudio Vilchis Network Services
	Steve Waterhouse A&R		Andrei Yermakov Compton Center	√	Paul Yoder Information Security		Michael Pascual Fiscal Services
√	Ryan Gan Systems Librian		Jorge Gutierrez Facilities	√	Erica Soohoo Student Dev.		Joshua Rosales
√	Chris Egnozzi Facilities	√	Viviana Unda Inst. Research & Planning	√	Jeffrey Hinshaw Fiscal Services	√	Mario Lopez ASO

“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 – Marlowe Lemons introduced and welcomed Viviana Unda, the new Director of Institutional Research and Planning.
- II. Presentation Facilities Sustainability (C. Egnozzi) – Facilities and Planning Services now have a document that they are working on to develop a campus sustainability plan. The plan has short and long-term goals that will minimize impact on stakeholders on campus. The areas of focus are transportation, waste, water, energy and operations.

III. **Old Business**

- a. Review minutes (April 2019). The minutes for April Technology Committee meeting were approved.
- b. Bring Your Own Device (BYOD) to offset lifecycle costs – There are no updates.
- c. OneCard VIP Project – The spreadsheet was sent to the committee. There are two things that we are looking to verify: 1) the current location for card swipes for Timekeeping system and the card swipes for CI Tracking and, 2) transactional card swipes. Currently we are only working on transactional swipes. Because we have not chosen a new timekeeping system, the timekeeping component is on hold.
- d. Data Governance/Data Dictionary (Vladimir Vasquez) – The Data Governance sub-committee has identified approximately 44 different data sources across El Camino. Our current efforts are focused in the validation of the information stated on the list from the different data owner. Thus, each member of the subcommittee is now entrusted with a portion of the data sources list and is reaching out to the corresponding data owners for said validation.

IV. **New Business**

- a. 1st Read Email Retention Policy – The El Camino Community College District is looking to establish a policy that reflects our compliance with state and federal regulations where the proper usage and accountability by all email users of the District’s system. The document entitled Administrative Procedure 6179, El Camino Community College District,

Information Security – Email Retention Policy was shared with the committee.

- b. MS Office certification for Faculty and/or Staff
- c. Division Software listing
- d. Facility spaces not covered by Academic units for Master Calendar System.
- e. Accreditation Standard IIIC (Technology) – The committee discussed the Technology Resources section of Accreditation Standard IIIC and the future of Colleague on the campus. We will continue the conversation and have something more concrete to discuss at the May Technology Committee meeting.
- f. Meeting Adjourned at 2:51 p.m.

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

Goals (FY 19/20)

- 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...