



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

Minutes

COMMITTEE (√ marks those present):

√	Iris Ingram, VP Administrative Services Chair	√	Crystle Martin, Library/LRC Co-Chair
√	Ryan Gan, Systems Librarian	√	Gary Greco, SRC
	Melissa Guess, Enrollment Services	√	Jorge Gutierrez, Facilities
√	Brian Krause, SRC		Peter Marcoux, Academic Senate
	Lisa Mednick, Professional Development		Erick Mendoza, Campus Police
	Ann O'Brien, Marketing/Communications	√	Michael Pascual, Purchasing & Risk Mgmt.
√	Dipte Patel, Counseling	√	Gema Perez, ECCE
√	Carolyn Pineda, Research & Planning		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	√	Vladimir Vasquez, Applications/ITS
√	Claudio Vilchis, Network Services/ITS		Steve Waterhouse, Enrollment Services
√	Moses Wolfenstein, Distance Education	√	Paul Yoder, Information Security/ITS
	Elana Azose, Professional Development	√	Dave Fuhrmann, Acting CTO/ITS
√	Dena Maloney, President/Superintendent	√	Viviana Unda, Guest/Institutional Research & Planning
√	Tiffany Lau, SRC/Guest		

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 Vice President Iris Ingram opened the meeting and introduced the new CTO of Information Technology Services, Loic Audusseau who will Chair the Technology Committee along with Crystle Martin. VP Iris Ingram thanked Dave Fuhrmann on behalf of the college and the committee for his tireless work as a contractor over the past several months providing ITS support.
2. Agenda Review – The Committee accepted and adopted the Agenda as presented.
3. Approval of Minutes – June 16, 2020 – The Committee accepted and adopted as corrected with the addition of Ryan Gan’s last named spelled with one “n” on Item 3.
4. Board Policy and AP for SCFF Data Governance – Current law requires the Chancellor’s Office to publicly post the data used to calculate the supplemental and student success allocations. El Camino Community College District maintains and submits to various agencies institutional data relating to the Student Centered Funding Formula (SCFF). Superintendent/President Dr. Dena Maloney shall establish procedures to promote SCFF that shall be evaluated and updated on an annual basis. The components used to determine how we receive state money and or discretionary funds available are: a) a base allocation, which largely reflects enrollment; b) a supplemental allocation based on the numbers of students receiving a College Promise Grant, Pell Grant or those students covered by AB 540; and, c) a student success allocation based on outcomes that include the number of students earning associate degrees and credit certificates and the number of students transferring to a four-year college or university. To allow ample time for committee members to read the proposed Board Policy and AP for SCFF Data Governance, we will revisit this item at the August 2020 committee meeting.
5. Board Policy and AP for Cell Phone Use – Superintendent/President Dr. Dena Maloney presented a new policy for district issued cell phones. With District issued cell phones, there is no expectation of privacy. At any time upon request, the employee shall produce the District-issued cell phone for inspection or return to the District. The cell phone is provided for non-compensatory business purposes. We will include this item on the agenda for next month for further discussion.
6. Laptops Vs Desktops for Employees and Labs – This item is meant as a conversation starter. Community colleges are looking into replacing desktops with laptops to be better prepared in situations like we are currently experiencing with the COVID-19 virus. ITS is looking into the cost differences, including warranties, between desktops and laptop solutions with docking stations. We will add this to the agenda as a future technology refresh item for committee consultation processes and budgeting purposes.
7. MS Licensing Model – Microsoft is changing the way we license software. Under the current contract that ends in late August, we have full rights to install Microsoft

Windows and Office on college-owned hardware, with the costs based on our Full-Time-Equivalent-Employees (1,039 FTEE last year). With the new contract, our cost will be based on the number of Education Qualified Users (EQU) at \$61 per EQU per year. Light users, those that only use email or share a computer for email such as Facilities staff, do not cost the college anything. On a recent CCC Foundation webinar, one differentiator mentioned was if the employee is using college issued hardware that has Office installed, then that should be counted as an EQU. If they only use email, then they are a Light user with no licensing costs. The committee will develop a survey and implementation plan with Pete Marcoux.

8. Jamulus Music Software Support – Dr. Berkley Price presented to the committee a request for support of Jamulus, a free-based software, but requires a server to host it. The software allows students to rehearse together and eliminates delay. ITS will work with Dr. Price to determine the specific needs
9. Funding Request for Formstack Module – Brian Hayden presented approval to purchase modules as an extension to the licenses the college currently has or a purchase of separate licenses to expand to other parties that might benefit. The standalone quote is around \$7000. It is recommended that Brian work with ITS to consolidate the licenses and processes as one solution for the entire campus.
10. Mathematica Site License Renewal – The Math Division is requesting the renewal of Mathematica, a product that provides single integrated system that covers technical computing that is available in the cloud and through any web browser. The term is 36-months for \$27,000. The renewal is approved.
11. Update Technology Committee Goals (FY20/21) Update Technology Committee Goals (FY20/21) – Tabled to August 2020 meeting.
12. Other – None
13. Meeting Adjourned – Meeting adjourned at 3:00 p.m.

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...