



**Technology Committee Meeting  
September 15, 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
√	Vladimir Vasquez, Applications/ITS		Claudio Vilchis, Network Services/ITS
	Steve Waterhouse, Enrollment Services	√	Moses Wolfenstein, Distance Education
√	Paul Yoder, Information Security/ITS	√	Nzita Bell, Interim Tech Serv. Supervisor
√	Kevin O'Brien, Guest/Fine Arts	√	Viviana Unda, Guest/Inst. Research&Plan

**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. ECC student, Makayla Propst was welcomed to the committee as the ASO representative.
2. Agenda Review – The Committee accepted and adopted the September Agenda.
3. Approval of Minutes – August 18, 2020 – The Committee accepted and adopted as presented.
4. 2019-20 Technology Self-Assessment Report Presentation – This survey is done by each college consultation committee every year as a way of making decisions. The document has been recently updated and should be taken into consideration whenever you are setting your goals, in this case 2021. Most respondents were aware of the purpose of the Technology Committee. Almost 60% of the respondents understood the committee's responsibilities and participated in the setting of goals, though all were not completed. In terms of improvements and recommendations, respondents said the committee should clarify, in writing, their purpose, priorities, direction and vision. They also feel it needs a stronger representation of all campus stakeholders. The committee should stay focused and familiarize new or newer members with the committee's responsibilities and complete the goals established. They request more time to review minutes and develop a one-page summary of what the committee has accomplished and share it in the committee meetings. The full report of findings was made available to the entire committee. Dr. Viviana Unda is available for further discussion of this report.
5. Update Technology Committee Goals (FY20/21) – The Technology Committee is a consultation committee for campus-wide technology planning. It also develops, monitors and implements the college's Information Technology Strategic Plan, as mentioned in AP 2510. What we don't have is a Technology Committee Charter and that is something that the survey results found that we needed. Establishing a charter is the first step we should take before talking about goals. Loic Audusseau and Crystle Martin presented a summary of general understanding of the Technology Committee's objectives, purpose, structure and its procedures. The document will ensure alignment of the sub-groups within the committee and make sure we understand the framework in which we operate and help with new member orientation. The committee will receive a draft as it relates to technology and the establishment of goals that will align with the college's master plan.

The proposed priorities are: 1) Ellucian Colleague Improvement Plan, 2) Infrastructure Upgrade – Phase 2, 3) Data Governance & Management, 4) Asset Management & Technology Spending, 4) Technology Strategic Plan 22-25 and, 6) Information Security Awareness/Disaster Recovery (DR) & Business Continuity (BC). The recommendations for our next steps are to: 1) Review and approve a Technology Charter, 2) Discuss and approve priorities for FY20/21, 3) Establish

working groups for each priority and present progress to the committee and community on a regular basis, and 4) Get to work.

6. Gorilla Software – The Film & Video department is interested in purchasing Gorilla, a film production software used for every aspect of film production including scheduling and budget. This program is easy to use and is teachable through virtual platforms. This will allow the students to think more about the scale of productions and how they really have to plan and budget professionally. The cost of the software, roughly \$6000, is approved for funding with Strong Workforce Education money. This purchase will serve approximately 21 seats plus the instructors. We will load the software in our existing and future editing lab on our IMAX. The purchase of Gorilla Software is approved.
7. Lecture Streaming – Due to time constraints, the Lecture Streaming presentation is tabled until the October 2020 Technology Committee meeting.
8. Other Discussions – The committee will discuss and implement a formal process for administrative and academics to submit their request for purchasing campus software and hardware.
9. Adjournment – Meeting adjourned at 3:05 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...