



**Technology Committee Meeting  
April 20, 2021 -- 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
	Josh Armstrong, Campus Police	√	Stephanie Dewitt, Purchasing & Risk Mgmt.
√	Ryan Gan, Systems Librarian	√	Lewis Gray, Tech Services/ITS
√	Gary Greco, SRC	√	Jorge Gutierrez, Facilities
√	Brian Krause, SRC	√	Peter Marcoux, Academic
√	Marlow Lemons, Mathematical Sciences	√	Marci Myers-Mojica, Inst. Research
√	Michael Pascual, Purchasing & Risk Mgmt.	√	Dipte Patel, Counseling
√	Gema Perez, ECCE	√	Makayla Propst, ASO
√	Idania Reyes, SSC	√	Beverly Rouse, Admin. Support/ITS
√	Linabel Sajo, Applications/ITS	√	Maria Smith, Human Resources
√	Sal Valencia, Audio Visual/ITS	√	Claudio Vilchis, Network Services/ITS
√	Steve Waterhouse, Enrollment Services	√	Moses Wolfenstein, Distance Education
√	Paul Yoder, Information Security/ITS	√	April Bernabeo
√	Danielle Roman	√	Gary Medina
√	Mark Lipe		

**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 Loic Audusseau opened the meeting.
2. Agenda Review – The Committee accepted and adopted the April Agenda as presented.
3. Approval of Minutes – The Committee accepted and adopted the March 16, 2021 minutes as presented.
4. AssetWorks – AssetWorks is an asset inventory company. They are doing two services for El Camino. The first one is assisting in setting up an inventory process to help keep track of all our capital assets and depreciation. The second is the systems component. This process will improve the functioning of our operations immensely. The cost of the license is approximately \$14,000 for five years, with a service maintenance fee of \$2000 a year, plus the initial installation costs. It is anticipated that we will initiate his inventory process by the end of the spring term or the end of the fiscal year. Jeff Hinshaw is the lead on this project.
5. Pronto – The college has obtained a self-paced online canvas knowledge course platform that primarily focuses on peer-to-peer learning as opposed to instructor led learning. Pronto is easy-to-use and has tools that make collaboration and communication easier to manage. The students communicate through a group chat room created for each section the student is in. The faculty has the ability to turn on and off and can send a message directly to a student using the “Message” feature. The platform is approved and funded for 3 years at a cost of \$87,000.
6. Active Platform – The college is in need of a Digital Archival Platform (DAP) to digitize physical collections of ECC internally created content. The library maintains a physical archive, but public access is limited. DAP will support current and former ECC community members, and students and general researchers conducting research on El Camino’s history for school related projects. The library has acquired a high-resolution, archival quality scanner to support digitization projects. The annual cost for platforms range from approximately \$5000 - \$11,000 annually.
7. Volt Athletics Software – Volt Athletics is a software platform that provides pre-packaged workout programs for teams and groups on iOS and Android devices. Volt provides students with exercises, instructions and videos to show user how to perform a specific exercise or routine assigned by instructors or coaches. The platform will be vetted and included in a list of products the Health Sciences and Athletics Department wishes to procure, has approved and prioritized.
8. Exercise Pro Software – The software is for Athletic Trainers, Fitness Professionals and related health professionals. It provides home exercise program videos and handouts, featuring a personal portal. Exercise Pro will help improve compliance. The software will be vetted and included in a list of products the Health

Sciences and Athletics Department wishes to procure, has approved and prioritized.

9. Other Discussion – The maximum contract terms for contracts that El Camino enters can not exceed five years. This include renewals.
10. Adjournment – The meeting was adjourned at 3:04 p.m.

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...