



Technology Committee Meeting

August 16, 2016
2:00 p.m.
LLR 202

Minutes

Committee (√ marks those present):

√	Art Leible Chair	√	Virginia Rapp Co-Chair	√	Dave Murphy Business Div.	√	Irene Graff Inst. Research
√	Robert Sutton SRC		Melissa Guess Financial Aid		Greg Toya SSVC	√	Howard Story Lib/Distance Ed.
	Steve Waterhouse Adm & Rec.	√	Thomas Brown Facilities	√	Claudio Vilchis ITS/Network		Luis Mancía ECCE
	Andrei Yermakov Compton Center		Bill Mulrooney Adm & Rec		Noreth Men Library	√	Idania Reyes Grad. Initiative
	Erick Mendoza Campus Police	√	Will Warren ITS/Applications		Andrea Sala Foundation	√	Dipte Patel Counseling
√	Lisa Mednick Prof. Dev.	√	Rebecca Russell Library	√	Maria Smith HR		Ann Garten Public Relations
√	Pete Marcoux Humanities	√	Thurman Brown ITS/Tech Services	√	Paul Yoder ITS Security		

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. Old Business

- a. The minutes from the May 17, 2016 Technology Committee meeting are approved.

II. Current Projects Update

- a. We are continuing our classroom phone install. We have 200 phones installed. We are awaiting the delivery of the second set of approximately 200 phones. We are working on the install of cabling and data jacks.
- b. We are also awaiting contract final approval from AT&T to move the MPOE (Main Point of Entry) from the Administration building to the Data

Center in the ITEC building. The Administration building is scheduled to come down in 6 months.

- c. Event Ticket Software – We made headway with our authentication piece, Shibboleth, an open source software which the Tech Center and the Chancellor's Office uses for all of the common applications. We expect implementation of the software in the next couple of weeks.
- d. Maxient Software – Maxient Software is our student conduct software for Student Services. We had a kickoff meeting on yesterday. We are looking to establish some of our milestone dates.
- e. Ricoh – We are starting our hard copy archive program with Ricoh. We will be archiving HR, Admissions & Records and contract documents as a priority. We do not have firm dates for this project. All of the scanning will be done off-site. The vendor has taken a couple of boxes from HR and delivered them back. HR requested another field. Ricoh has taken two more boxes. Once they are approved by HR, they will move forward in archiving the documents for all areas. An RFP will go out for the new system either current or new scanning systems that will scan and convert the digital files. Each Division will be responsible for setting up their own indexing and tagging requirements.
- f. Colleague – This weekend we will do some patching on our Colleague system. We have some critical security patches that need to be implemented. We will have some system downtime on Sunday, as much as 6 hours. It is required maintenance for Microsoft products.
- g. CI Track – We have two stations installed for student attendance, the KEAS Lab and the Math Lab. Both are scheduled for training to fully utilize it in terms of timeouts and how they want students use them based on the conditions appropriate for that lab. We have a request from Compton to do a pilot for their Cosmetology lab. We will lend them a card reader for students to swipe in and out. We continue to work on developing and adapting the product for term and program based needs. We will also have the Technology Committee look into a product called Project Glue. The intent is to get all of these products to talk together so that all of the MIS data will be easily found. We also have a homegrown Timekeeping tracking system that we have an RFP in development to replace.
- h. SQL Migration – We are caught up with the programs that are due today. We have a lot of custom programs and queries that we have found are better done on SQL programming. We have a User Support Technician point-of-contact, Aaron Sargent, who is familiar with the reports from asset management to extracts. He will be able to assist with the specifications of the reports you need. You will call the Help Desk to put in a ticket with the request for reports that are either no longer there or reports that are in need of developing.

III. Subcommittees

- a. Subcommittee – Lifecycle and classroom standards for 16/17 – We had a meeting on yesterday. What we've found is not all vendors do all products the best. What we are trying to find is best in breed onto the campus. We are trying to move away from one vendor for all products. We've had HP come in and looked at their products, warranties, service and support. HP has the same programs as our current vendor, Dell, however and in addition, we buy HP printers. With that we can leverage HP for those printers. We do see them as a value in the future. It will most likely improve our serviced to the end users. We will continue to look at products that are comparable to what is the best product to standardize the needs of our users. We will submit specifications and recommendations at the next Technology Committee meeting.
- b. Subcommittee – Technology Projects Management – Because this committee is mainly made up of faculty members, their first meeting is not scheduled until September.
- c. Subcommittee – Technology Master Plan – Irene Graff thanked everyone who responded to the Environmental Scan (The Tech Trends). She discussed the critical issues in order of priority. A report was given to the committee members present. Both the Educational Master Plan and the draft of the Technology Master Plan will be sent out to each member electronically today. A recording of the meeting was also made and will be made available for those who make formal requests with Beverly Rouse in the ITS Division Office. It was asked of the committee to please review the draft of the Technology Master Plan alongside the Educational Master Plan as they do work together. Editing and feedback on the document is encouraged by Friday so that it can be presented to the VP's for review on next Monday for their final feedback. We plan to discuss action items that are measurable at the next meeting.

IV. New Business

- a. There is no New Business to discuss today.

V. Meeting Adjourned

- a. The meeting was adjourned at 2:48 p.m.

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