Imperial Valley College
Technology Council Meeting

Minutes
March 28, 2007

Voting members present:
Dr. Robin Ying, Co-Chair, Administrative Representative
Dr. Jim Fisher, Co-Chair, Faculty Representative
Kathy Berry, Administrative Representative
Mary Jo Wainwright, Faculty Representative
Linda Amidon, CMCA Representative
Larry Valenzuela, Classified Representative

Voting members absent:
Kathie Westerfield, Chair of BUG, Administrative Representative – Excused
Michael Boyle, Classified Representative – Excused
David Zielinski, Faculty Representative
Bettsie Montero, Classified Representative
Francisco Mariscal, ASG Representative

Consultants present:
Dr. Michael Heumann, Faculty Representative
Lincoln Davis, Faculty Representative

Consultants absent:
Janis Magno, Administrative Representative
Andres Martinez, Faculty Representative
Charles Wang, Classified Representative
Jeff Cantwell, Classified Representative

Recorder: Toni Gamboa

Visitor: John Abarca, CSEA President

Call to Order
The Technology Council meeting was called to order at 8:27 a.m. by Dr. Robin Ying, Co-Chair.

Approval of Minutes
M/S/C M.J. Wainwright/J. Fisher to approve the minutes of March 14, 2007 with the following corrections: On page 3, Larry Valenzuela will check whether the Barracuda Spam Firewall Filter can restrict the intranet, blocking internal users.   On page 2, forewarned is one word.

Visitors' Comments

John Abarca was asked on behalf of CSEA to express concern regarding the announcement and agenda posting. In following with the Brown Act procedures, the Technology Council is required to post the meeting announcement and agenda 72 hours prior to the scheduled meeting. This procedure is followed by all open public meetings to allow anyone who wishes to research an agenda item to do so. In addition, if the Technology Council votes on an agenda item and someone wishes to challenge the vote, they may do so since the proper procedures were not followed.

Lincoln Davis reported that one of his on-line students was frustrated and had complained about the numerous problems she has experienced on-line with the Reading/Writing Lab. At one point the maximum amount of users had been reached for the specific program she was trying to use, then problems with the server, etc. The students' concern is that there is a deadline and she will get docked if she does not complete the testing on a timely manner. Dr. Ying informed the Council that the Reading Plus server is not hosted on campus. It is hosted by the vendor. There is a limited amount of concurrent licenses as well. Edward Cesena negotiated with the vendor to temporarily lift the limit to accommodate the students during the rush. There is still a bandwidth limit issue on campus. However, if a student is accessing Reading Plus from home, then the student should be able to access the program unless there is a problem with their bandwidth at home. Mr. Davis is very appreciative of how Dr. Ying and the IS staff responded to the student complaint.

Mr. Davis also expressed his concern with the limits of campus technology. The on-line program is growing, but how much more can the campus grow before hitting IVC's technology limits? In response, Dr. Ying will be presenting the presentation he shared at the Board Retreat regarding the proposal to upgrade the network.

Campus Computer Inventory – Jim Fisher & Larry Valenzuela

Dr. Ying recapped the importance of the campus computer inventory. Computers are a valuable asset in spite of the fact that most computers cost under $5,000. Another reason the inventory is important, is that the College is facing an equipment update issue. Old computers need to be replaced; however, there is no replacing budget available to update these computers. The purpose of creating this campus wide computer inventory is two-fold. The inventory will help track valuable assets, and secondly, look into developing a replacement schedule. On average, the life span of a computer is about 3 to 4 years. If the computer is a high end computer, then perhaps the life span is 4 to 5 years. However, the hardware will have to be replaced due to the software advancing so much the hardware is unable to handle it. This inventory will serve as a guideline to determine how many computers will be outdated next year in order to request Business Services to provide adequate capital replacement funds to replace these computers.

Larry Valenzuela prepared and disseminated a handout of the section of the inventory he conducted. He discussed it briefly and thanked the faculty and staff for their cooperation throughout this collaborative effort. The inventory was broken down by username, location, and year. The last column is the warranty expiration date. The serial number was plugged into the Gateway website to determine if the computer is still covered under warranty. The shaded areas

denote the expired or out of warranty computers in their respective areas. The inventory noted on the handout is only half the inventory. Jim Fisher will be completing the section of the inventory he is conducting which includes Nursing, for the next Technology Council meeting.

Dr. Ying sincerely thanked Larry Valenzuela for the excellent job in compiling this inventory. This inventory will establish an ongoing yearly request to be submitted to Business Services for funding. Additionally, the inventory will also serve to standardize the software and hardware utilized on campus.

Other
Dr. Ying presented a power point presentation indicating the number of IS positions vacant. The purpose of the presentation was to provide an overview to the Technology Council, in order to study the ratio of computers to technicians needed to support the campus. The presentation also included the technology proposal to upgrade the network. A lengthy discussion followed.

Lincoln Davis and John Abarca volunteered to work on the ratio research study and report back to the Technology Council.

Technology Master Plan Finalization
Mary Jo Wainwright submitted the information she drafted for section [1] Policies. The first bullet under [1] Policies, will now read: Technology Master Plan Review. Second bullet has been changed to the following: Annual review and assessment of technology goals and objectives.

Discussion followed regarding the use of whiteboards instead of chalkboards in the smart classrooms. It was suggested to edit [2] Technology Infrastructure [A] a) Smart classrooms and omit the following: with whiteboards instead of chalkboards, an LCD projector connected to a DVD/VCR and an adequate sound system, a quality screen, and an Internet port.

Due to time constraints, members were asked to review the Technology Master Plan and provide input to finalize at the next Technology Council meeting scheduled for April 25th.

Next Meeting
The next meeting of the Technology Council meeting is scheduled for Wednesday, April 25, 2007 at 8:30 a.m. in the Board Room.

Adjournment
The Technology Council meeting was adjourned at 10:00 a.m.