



**Technology Planning Committee
Minutes
Thursday, April 14, 2011
1:30 – 3:00 P.M.
Administration Building Board Room**

MEMBERSHIP

Todd Finnell, Co-Chair - Administrative Representative
Gaylla Finnell - Faculty Representative
Jeff Cantwell - Chair of B.U.G.
Edward Cecena - Classified Representative
Larry Valenzuela - Classified Representative
Daniel Bermudez - ASG Representative

Members Absent

Jim Fisher, Co-Chair - Faculty Representative
David Zielinski - Faculty Representative
Kathy Berry - Administrative Representative
Taylor Ruhl - Administrative Representative
Angie Gallo - CMCA Representative
Martha Olea - Classified Representative

Visitors Present

Omar Ramos, Jeff Enz, Valerie Rodgers

Recording Secretary: Adriana Sano

I. VISITOR COMMENTS

a. Welcome and Sharing

- b.** There was discussion among the group about the Applied Sciences Career Expo which took place this morning.
- c.** Val Rodgers announced that the ATLAS Interim Report was completed and would be going out this week.

II. ITEMS

a. Program Review and Approval

- Omar Ramos distributed two handouts and gave an overview of the 2011-2012 Program Review Resource Requests Report, and 2011-2012 Program Review Technology Plan Report.
- Todd Finnell informed the group that the Technology Planning Committee would be reviewing the college's technology resource needs and making recommendations to the Program Review Committee. The committee is to look at student needs, the District's best practices, and determine if the resources requested fall within the scope of the Technology Plan's goals and priorities, or whether they need to be added.
- The committee reviewed the 2011-12 Program Review Resource Requests Report for each ORG in detail.
- There was discussion on the definition of a smart classroom which varies around campus depending on which building you are in. Todd Finnell informed the group that IT's vision would be to implement Thin Clients in all classrooms for faculty. This approach would allow faculty to have access to their own desktop from any classroom. A pilot of Thin Clients will be implemented this Summer in classroom labs 803 and 901.
- Todd Finnell asked the committee for their recommendations.

- Gaylla Finnell recommended that the District prioritize those things that maintain the core infrastructure of the college. Edward Cesena agreed.
- Omar Ramos indicated he would like to see more virtualized classrooms and labs.
- Jeff Enz recommended that desktops older than five years be replaced; they would need to be a high priority, since VDI will take a couple of years to implement campus-wide.
- Daniel Bermudez agreed with the recommendation to replace desktops and implementing VDI.
- Larry Valenzuela agreed with supporting instruction and standardizing desktops.
- Jeff Cantwell recommended that each request should be reviewed on a case by case basis.
- Todd Finnell summarized the consensus of the group by stating that budget be set aside for replacing computers and each request be handled on a case by case basis (based on need, priority, and conformity to the strategic plan).
- Omar Ramos volunteers to put together a prioritization spreadsheet using Google to submit electronically to the group in order to consolidate their recommendations.

III. ACTION ITEMS

a. Approval of Minutes

M/S/C Valerie Rodgers/Larry Valenzuela to approve the March 10, 2011 Minutes.

b. Technology Plan Review and Approval

M/S/C Gaylla Finnell/Jeff Cantwell to approve the Strategic Technology Plan as presented.

Discussion:

- Todd Finnell gave an overview of the the Strategic Technology Plan for 2011-2015 which included the following: Vision Statement, Strategic Initiatives, Support Index, Five-Year Road Map, 2011 Action Plan, and Appendix A, B and C.
- Todd Finnell informed the group that this committee's primary objective is the development of the Technology Plan and holding this institution accountable to adhering to the plan. The committee's role is to evaluate progress and develop annual Action Plans to capture priorities on a yearly basis.
- There was discussion among the committee members on the institution's technology needs funneling through this committee for review.
- The committee discussed the changes within the organization and changes to come as new IT initiatives are implemented. This committee's role will be to make recommendations on how to best implement these new initiatives.
- Larry Valenzuela asked whether Web Time Entry, Technology Training, and Online Tutorial Videos could be included in the Action Plan. There was discussion among the group and it was concluded that these tasks were included as a subtask under a larger activity and supported in the Technology Plan.

Motion carried.

IV. ADJOURNMENT

The meeting was adjourned at 2:50 p.m.



**Technology Planning Committee
Minutes
Thursday, January 12, 2012
1:30 – 3:00 P.M.
Administration Building Board Room**

MEMBERSHIP

Todd Finnell, Co-Chair - Administrative Representative
Taylor Ruhl - Administrative Representative
Gaylla Finnell - Faculty Representative
Jeff Cantwell - Chair of B.U.G.
Martha Olea - Classified Representative
Alberto Izarraraz - ASG Representative

Members Absent

Jim Fisher, Co-Chair - Faculty Representative
Kathy Berry - Administrative Representative
Angie Gallo - CMCA Representative
Larry Valenzuela - Classified Representative

Visitors Present

Jeff Enz

Recording Secretary: Adriana Sano

I. VISITOR COMMENTS

a. Welcome and Sharing

- Todd Finnell welcome the committee and shared with the group the waitlist process and lessons learned.
- There was discussion among the group on how waitlist is affecting students and whether students were still able to crash classes. Gaylla Finnell explained that waitlist ends the first day of class; she indicated that although students on waitlist have priority they are still required to attend orientation. Students who are not on waitlist are still able to crash classes.

II. ACTION ITEMS

a. Approval of the October 13, 2011 Minutes

M/S/C Gaylla Finnell/Jeff Cantwell to approve the October 13, 2011 Minutes.

b. Approval of the December 08, 2011 Minutes

M/S/C Taylor Ruhl/Jeff Cantwell to approve the December 08, 2011 Minutes.

III. DISCUSSION ITEMS

a. Wireless Network Update – Jeff Enz

- Jeff Enz gave an update on the installation of the new wireless access points which are being installed and configured at existing location throughout campus. Phase one is to replace existing areas (i.e., 2700, 2100, 1500, 10, and 600 buildings). The goal is to have these replaced before the spring semester starts.
- Phase two of the installation will be placing access points and new cables throughout campus. Access points will be placed in each classroom for adequate connectivity; some areas which have higher density traffic will have more than one access point. He indicated that IT would be working with two vendors to accomplish this phase.
- Once the installation is complete, students will have the ability to go out anywhere on campus and have wireless connectivity.
- Jeff Enz informed the group that there will be different options to access the wireless network: 1) internal resources will be restricted to staff and faculty, login using current username and password; 2) open access for students with some restrictions, login using current user name and password; 3) open access to the public, login using a splash page via generic username and password and accepting certain conditions and policies before acquiring access.
- Jeff Enz informed the group that the timeline for completion is approximately three months.

b. Technology Plan (2012 Updates) – Todd Finnell

- Todd Finnell reviewed the updates to the Strategic Technology Plan 2011 – 2015 as outlined in the existing plan. Three modifications to the plan have been made: 1) 2011 Action Plan has been replaced with the 2012 Action Plan as discussed at the last TPC meeting; 2) Appendix B Domain I –IV has been updated to reflect the District's current status and progress; 3) Appendix C – Network Security Assessment has been updated to reflect items that have been addressed.
- Todd Finnell went over the 2012 Action Plan with the group and indicated that IT would be reevaluating current software licensing systems that need to be updated.
- Todd Finnell pointed out some new systems that will be implemented in 2012: Microsoft SharePoint server for faculty and staff to replace Dropbox and other services on campus; and complete virtualization of the data center including training of staff.
- The updated Strategic Technology Plan will go through the shared governance process.

c. ID Badges for Students and Staff – Todd Finnell

- Todd Finnell informed the committee that Omar Ramos is working on the implementation of the new ID Badge System.
- The ID Cards are encoded with student, faculty, and staff ID numbers.
- ID Cards for students will be handled by Student Affairs; and staff ID Cards will be handled by HR.
- Pictures are now tied to Banner and are being stored in a database.
- Taylor Ruhl asked whether the new ID Cards will show whether a student is currently enrolled. There was discussion on how this issue can be resolved and whether Banner can flag if a student is actively enrolled and how this data can be purged.

d. PaperCut and Student Printing – Omar Ramos

- Todd Finnell informed the group that a printer has been deployed to the 2700 Building to a study room now a copy/print room across from Room 2734 for students and faculty. A card slider will be installed on this machine and students and faculty will be able to either slide their ID card or type in their ID number to log on to the printer and charge their account for print jobs.
- Students with their own devices will be able to send print jobs to the PaperCut global queue by logging onto the PaperCut webpage and selecting a printer to send their print jobs.
- The two coin-op copy machines will remain in the library and a card slider will be installed. Another device will be placed in the 100 Building.
- Two charging stations will be deployed; one kiosk will be located in the library, and one in the quad area next to the ATM machine. The kiosks will be used by students to load their ID card with money for printing.
- Students will be given a set amount of free print jobs each semester which will be loaded on their ID Card.

e. Confidentiality and Security Policy Development – Todd Finnell

- Todd Finnell passed out a handout of the FCMAT Recommendations and asked the groups for their input on drafting policies on confidentiality and security. He stated items that are stricken out have been completed by the District.
- There was discussion among the group on what would be the best way to proceed in drafting new policies to address the level of security around campus. The group leaned toward introducing change slightly moderate to gradually tightening security; and educating staff on policy changes.

IV. ADJOURNMENT

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