Technology Planning Committee
Minutes
Thursday, October 13, 2011
1:30 – 3:00 P.M.
Administration Building Board Room

MEMBERSHIP
Todd Finnell, Co-Chair - Administrative Representative
Valerie Rodgers – Faculty Representative
Taylor Ruhl - Administrative Representative
Jeff Cantwell - Chair of B.U.G.
Martha Olea - Classified Representative
Larry Valenzuela - Classified Representative

Members Absent
Jim Fisher, Co-Chair - Faculty Representative
David Zielinski - Faculty Representative
Gaylla Finnell - Faculty Representative
Kathy Berry - Administrative Representative
Angie Gallo - CMCA Representative
Edward Cecena - Classified Representative
Daniel Bermudez, Jr. - ASG Representative

Visitors Present
Jeff Enz, Director of Enterprise Systems
Miguel Vanegas, Enterprise Systems Specialist

Recording Secretary: Adriana Sano

I. VISITOR COMMENTS

a. Welcome and Sharing

- Valerie Rodgers announced that the ATLAS Evaluator was on campus October 10-12, 2011. The visit went very well and everyone was very pleased with what has been accomplished this past year.

II. ACTION ITEMS

a. Approval of Minutes

M/S/C Taylor Ruhl/Martha Olea to approve the September 8, 2011 Minutes.

III. DISCUSSION ITEMS

a. Cart Draft (Standard III.C.)

- Todd Finnell passed out a draft of Standard III.C. Technology Resources and went over it with the group. He asked the committee members to review the draft and email any edits or comments to him.
- The next step is gathering all evidence that will needs to be provided to the Continuous Accreditation Review Team (CART).

b. Operational Data Store (ODS) Implementation and Demo

- Jeff Cantwell gave an update on ODS and indicated that Kern Consultant, Mike Ragpala was on campus last week to help with the implementation of ODS.
- Jeff Cantwell gave a demonstration to the group of the Argos online reporting tool.

c. Data Center Virtualization Project Update

- Todd Finnell gave an update on the Data Center. The virtualized Data Center will consist of a blade enclosure and two SAN servers, one high density and one high performance. These new servers will replace all servers that are outdated and/or out of extended warranty. This data center will allow IT to be more efficient and be able to ensure server availability.
- Jeff Enz indicated he anticipates the three virtualized servers will be able to handle the 30 servers that IT currently manages.

d. Email SPAM Filter Migration to ICOE

- Jeff Enz informed the group that the District currently has two Barracuda Spam Filters which IT has migrated to ICOE's cloud-based service. He indicated the advantage is that it is cost effective and low overhead because they are cloud-based.
- He will be asking Larry Valenzuela to give a refresher demo on features that users can use to adjust their Barracuda Spam filter.

e. ID Card Project Update

- Todd Finnell gave an update on the ID Card Project and showed the group a sample of the ID card.
- Types of cards available will be a Library Card, Nursing Card, Student ID Cards, Faculty and Staff Cards.
- Each card will have a strip encoded with student, faculty, and staff information.
- The next step will be to move toward a print/copy service. These ID cards will be used for this service in the near future. Students, faculty and staff will be able to use their ID card or ID number to print anywhere on campus.
- There was discussion about giving the students a fixed amount of free copying each semester.

f. Design and Print Service Center

- Todd Finnell informed the committee that the mail service has moved to Reprographics; and Larry Valenzuela has moved to Technical Services.

g. Enterprise Systems RFP Update

- Jeff Enz gave an update on the RFP process. The deadline to turn in bids is Friday, October 14th.
- The bids encompass five areas: Wireless Network Equipment, Network Security, Network Switches, Data Backup and Network Monitoring. The primary area is the Wireless Network Equipment. The goal is to leverage construction and ATLAS funds to be able to provide campus-wide wireless coverage.
- Vendor presentations are scheduled for next week and the Proof of Concept will be scheduled the early part of November. The goal is to have the installation started by January.

h. 2012 Activities (handout, attached)

- Todd Finnell handed out the 2012 Action Plan Development which is the driver for the Strategic Technology Plan. The committee reviewed each items on the action plan:
- Items 1-12 were carried over from the 2011 Action Plan.
- 13-26 are action plans proposed by the committee at the last meeting.
- Todd Finnell passed out Appendix B - Domain I – Support for Ubiquitous Broadband and Technology Access.
- The group reviewed Appendix B which is an assessment of where we are at in technology; and where we want to be in 2012. The group identified the following areas:

Domain I – Support for Ubiquitous Broadband and Technology Access

- 1.1 Virus Protection – At Target
- 1.2 Network Infrastructure and Bandwidth – Flag
- 1.3 Desktop and Software Standardization Tools – Flag
- 1.4 Integrated and Systemic Electronic Communication – At Target
- 1.5 Remote Computer Management – Flag
- 1.6 Imaging Software – Close to being at Target
- 1.7 Metering and Application Push Technology – Flag (work in progress)
- 1.8 Thin-client Computing – Flag (work in progress)
- 1.9 Vendor-specific Management Tools – Flag (work in progress)
- 1.10 Network Sniffing Tools – Flag (work in progress)

Domain II – Support 21st Century Learning and Working Environment

- 2.1 Cycling of Equipment – Flag
- 2.2 Brand Selection – At Target
- 2.3 New Equipment Deployment – (Model emerging)
- 2.4 Model Selection – At Target
- 2.5 Platform – At Target
- 2.6 Standard Operating System (OS) – Flag
- 2.7 Application Software Standard – Flag
- 2.8 Donated Equipment – At Target
- 2.9 Peripheral Standards – ?
- 2.10 Surplus Practice – Flag
- 2.11 Contracted Support – AT Target
- 2.12 Warranties – At Target

IV. ADJOURNMENT

The meeting was adjourned at 3:15 p.m.

2012 Action Plan Development

(Items 1-12 are carried over from the 2011 Action Plan)

1. Develop comprehensive plan for campus-wide wireless network
2. Implement industry-standard network security and monitoring practices
3. Develop definitions and standards for technology-rich learning environments
4. Strengthen coordination of web-enhanced support and other instructional tools for faculty
5. Implement and support the use of videoconferencing and other collaborative technologies
6. Improve integration of instructional systems (Gradebook, LMS, Faculty Websites, etc.) with support for Faculty and Student Use
7. Conduct redesign of website Improvements for IVC public (external) and private (internal) web presence
8. Develop and implement IT policies and procedures using industry standards and best practices
9. Establish clear guidelines for recovery planning, redundancy, increased security, and maintenance of existing systems
10. Complete implementation of DegreeWorks student self-service functionality, including upgrade of system
11. Complete the installation of and training for Position Control for Banner Integration
12. Develop an Enrollment Management strategy supported by Banner reporting/data

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13. Investigate and develop a plan for Self-Service functionality across all systems
14. Investigate and develop a plan for implementation of Mobile Connection
15. Implement recommendations from FCMAT Report
16. Conduct "Health Check" across all Banner modules
17. Evaluate and make recommendations for strengthening protection of confidential and personal information across systems and business practices
18. Evaluate and implement as appropriate Microsoft Enterprise solutions currently under license (e.g. Service Center, ForeFront)
19. Implement SharePoint Server for Faculty and Staff collaboration and communication
20. Implement ID Card improvements and explore "one card" functionality
21. Evaluate and implement an enterprise gradebook system
22. Evaluate and make improvements to classroom lecterns, to include retrofitting with thin clients.
23. Implement self-service print/copy stations
24. Develop proposal for "business center" concept to support evening operations
25. Evaluate and implement roaming profiles/virtual desktops for faculty
26. Evaluate and implement an enterprise room/facilities scheduling system