



**Technology Planning Committee
Minutes
Thursday, November 08, 2012
12:00 – 1:00 P.M.
Administration Building Board Room**

MEMBERSHIP

Todd Finnell, - Administrative Representative (Chair)
Jeff Enz – Director of Enterprise System
Gaylla Finnell - Faculty Representative
Mike Cushner – Faculty Representative
Jim Fisher – Faculty Representative
Jeff Cantwell –Administrator/ Chair of B.U.G.
Martha Olea - Classified Representative
Andrea Montano - ASG Representative
Dixie Krimm – Classified Representative

Members Absent

Angie Gallo - CMCA Representative

Visitors Present

Van Decker – Music Instructor/Humanities

Recording Secretary: Adriana Sano

I. ITEMS

II. VISITOR COMMENTS

a. Welcome and Sharing

- Todd Finnell welcomed Dixie Krimm; Dixie has joined TPC as a new Classified Representative.
- Gaylla Finnell shared with the group that she was able to collaborate with all her students in one single site on an election project which would not have been possible without Blackboard.

b. Approval of the October 11, 2012 Committee Minutes

- M/S/C Andrea Montano/Jim Fisher to approve the October 11, 2012 Minutes.

III. ACTION ITEMS

- There were no action items.

IV. DISCUSSION ITEMS

a. **Student Technology Advisory Committee (STAC) Report**

- Andrea Montano shared that her group is working on a training video to teach students how to customize different features, and access different areas in Blackboard.
- Todd Finnell informed with the group that the ATLAS External Evaluator was on campus to review the ATLAS Grant objectives and one of the topics discussed was getting students more engaged. He indicated he had spoken with Sergio Lopez on expanding the number of students in STAC by including one or two representatives from other clubs on campus. The goal would be to get more students engaged to help identify projects that students can help with. Another idea that came up was students mentoring faculty on technology.

b. **Update on Data Center Improvements**

- Jeff Enz reported that the District historically had been working with an old firewall and router which connected the campus to the internet. IT has made some changes to have full redundancy of all firewalls and routers on campus to mitigate any potential outage.

c. **Review of proposed 2013 Activities**

- Todd Finnell passed out the proposed 2013 Activities and reviewed them with the group.
- Items 1-7 are carried over from the 2012 Action Plan:
 1. Complete the installation of and training for Position Control for Banner Integration;
 2. Develop Banner reporting/data tools and support for the college Enrollment Management strategy;
 3. Investigate and develop a plan for Self-Service functionality across all systems;
 4. Investigate and develop a plan for implementation of Banner Mobile Connection;
 5. Evaluate and make recommendations for strengthening protection of confidential and personal information across systems and business practices;
 6. Conduct inventory of all instructional classrooms and make recommendations for improvements;

7. Evaluate and make improvements to network design and architecture, and thoroughly document network.
- These carry over items are either still in progress or not yet initiated. Some activities consist of coordination with other departments to implement.
 - New proposed 2013 Activities:
 8. Fully implement System Center to manage, maintain and support systems across campus;
 9. Complete testing and develop roll-out plan for SharePoint;
 10. Evaluate Lync as a communications platform and develop recommendations for its use;
 11. Complete training and full implementation of the SonicWall Firewalls;
 12. Complete implementation of network performance monitoring and alert;
 13. Integrate video surveillance systems on campus;
 14. Evaluate access control system for integration with Banner;
 15. Implementation remaining recommendations from security audits and reviews;
 16. Investigate and develop plan for migrating to Banner XE;
 17. Complete loading of electronic transcripts into Banner;
 18. Investigate and develop plan for migration to Open CCCApply;
 19. Circle back on items which have already been implemented.
 - There was discussion among the group on the migration to Banner XE. The District is looking into joining the 4CIS Banner Consortium which is a group of community colleges led by Sierra College looking into consolidating all of the college Banner Systems.
 - Mike Cushner suggested adding an activity to circle back on items which have already been implemented and making sure that they are fully functioning.
 - There was discussion among the group on the purpose of the ATLAS Grant. Jeff Cantwell explained that the ATLAS Grant is a Technology grant, which includes faculty development. Year three of ATLAS will be dedicated to faculty training and user support.
 - Todd Finnell informed the group that computers were being placed in A&R and Counseling for student use.

V. ADJOURNMENT

The meeting adjourned at 1:03 p.m.