MINUTES
Technology Planning Committee

Wednesday, September 12, 2018
3:00 – 4:00 P.M.
Building 10, Board Room

<u>**MEMBERSHIP**</u>

☒ Jeff Enz- Administrative Representative (Chair)
☐ Dave Drury - Administrative Representative
☒ Jeff Cantwell – Chair of B.U.G/CMCA Rep.
☒ Mark Duva – Faculty Representative
☒ Ralph Marquez – Faculty Representative
☐ Xochitl Tirado – DE Coordinator

☐ Adriana Sano - CMCA Representative
☐ Dixie Krimm – Classified Representative
☐ (vacant) – Classified Representative
☒ Taylor Lister – ASG Representative (alternate)
  Absent - Rene Morales
☒ Hilda Arias – ASG Representative

Recording Secretary: Angie Gallo

I. **Welcome**

II. **Action Items**

   a. Approval of May 8, 2018 minutes

   Approved as presented.

III. **Discussion Items**

   a. Security Audit

   Over the coming year, the committee will discuss the outcomes of the security audit. Some of the information is considered confidential so it won't be released but committee will discuss other information and ways to make changes to meet security requirements. Data security – has had a lot of changes – this will be a major discussion topic. Because the District receives federal funds, the standards the District is begin held to are similar to financial institutions and are much stricter.

   b. Policies

   TPC will be reviewing a lot of new policies this coming year. The security camera policy – will possibly filter through TPC for review because it will affect technology. Policy is going to Facilities Committee for approval this month.

Security audit – need to strengthen the I.T. policies. Began work during the summer and are currently in review by I.T. managers. Policies/procedures will then go through President's Cabinet and shared governance as appropriate.

c. Goals for 2018 – 2019

From faculty/staff/student view – recommendations on what we want to see as far as technology on campus. What can be done over this next fiscal year to move technology & processes forward.

d. New Construction – new funds received through bonds. The expansion of the College Center, update of 200, 300, 800 buildings, relocating the DSP&S; what is needed as far as technology in those classrooms/buildings.

e. Committee By-laws

Consider if need to expand representation by one rep per group – consensus was it didn't appear that expansion was needed. Meeting time – due to change in campus hour, there are several committee conflicts. TPC will look at Fridays and Board Room availability. If open, meetings will be changed to the 2nd Friday of the month. An email will be sent with meeting time.

IV. Updates
   a. OEI – no updates
   b. Canvas – no updates
   c. NINJIO – comments regarding the use of NINJIO indicating the program is neat – only takes a few minutes to watch. Quick discussion on the lack of staff to push out the program. I.T. has a new staff member who will begin to push the use of the program more.

V. ADJOURNMENT
   Meeting adjourned at 3:50pm.