**MINUTES**
**Technology Planning Committee**

**Thursday, November 14, 2013**
**12:00 – 1:00 P.M.**
**Building 400, Room 411**

**MEMBERS PRESENT:**
Jeff Enz - Administrative Representative (Chair)
Jeff Cantwell – Administrative Rep/Chair of B.U.G
Gaylla Finnell - Faculty Representative
Jim Fisher – Faculty Representative
Van Decker - Faculty Representative
Martha Olea - Classified Representative
Dixie Krimm - Classified Representative
Andrea Montano - ASG Representative
Adriana Sano - CMCA Representative

**MEMBERS ABSBSENT:**
Todd Finnell - Administrative Representative

Recording Secretary: Angie Gallo

## I.     VISITOR COMMENTS

**a**. Welcome and Sharing

- Jeff Cantwell announced Spring 2014 registration started this week.

## II.    APPROVAL OF MINUTES

**a.** Approval of the October 10, 2013 Committee Minutes

**M/S/C Sano/Cantwell Approved.**

## III.    ACTION ITEMS

**a. Strategic Technology Plan – update dated November 12, 2013**

- Jeff Enz gave an overview of the Strategic Technology Plan and the updates to the Support Matrix, and 2014 Action Plan.
- The committee's role is to evaluate progress and develop annual Action Plans to capture priorities on a yearly basis.
- The Strategic Technology Plan was revised to show how the four strategic initiatives are linked to the institutional goals and objectives in the Educational Master Plan as follows:

1.      Ubiquitous Broadband and Technology Access (EMP Goal 3)
2.      21st Century Learning and Working Environments (EMP Goal 2)
3.      Integrated Data Management Systems (EMP Goal 1)
4.      User-center Support Structures (EMP Goal 1)

**M/S/C Cantwell/Krimm Approved.**

## IV.     DISCUSSION ITEM

a. **STAC Report 11.07.13** – The meeting was cancelled due to lack of attendance. More effort will be put into announcing the meetings regularly next semester and there will also be emails sent asking for input on the best time and date of the week for these meetings. Next meeting will be February 13, 2014at the start of the Spring semester. Jeff Enz indicated he would like to get a consensus of the group on best meeting times and dates. Campus hour works for Dr. Decker and ASG students.

b. **Refresh Program update** – The second phase of Year 2 Refresh have arrive.  This batch will replace the remainder of faculty and staff computers across campus. Computer labs in the 2600 Building are failing and IT is looking for a solution to replace the 175 computers in these labs. A proposal will be going to the Board for approval to fund next year's refresh out of reserves as a solution.  This will allow the District to refresh all labs in the 2600 Building, Business Lab, or any remaining lab that needs replacement.  Total of 206 computers will be replaced.

All computers are recycled and/or repurposed.

c. **Technology Update**

Thanks to Microsoft 365 all employee's Outlook will be moved to the cloud, IT, Presidents Office have already been moved over.

Notice will go out with Instructions to the campus community.  Changes will be done by department.

Jeff Enz showed the group the new Outlook 365 Web Page.  Room scheduling will be available in the cloud and faculty and staff will be able to reserve a room using Outlook 365.

d. **Scheduled Maintenance** – Announced campus would be losing power completely, data maintenance will take place, no phones, no alarm, and no network will be available for two weeks during Winter break.  Webpage will be moved off site so that emails can be accessed.

Office 365 has team sites that will be used for team/departments.  IT's goal is to move everyone to the cloud so that emails are available during Winter break.

## V.     ADJOURNMENT

Meeting was adjourned at 12:55 p.m.