MINUTES
Technology Planning Committee

Tuesday, June 6, 2017
12:50 – 1:50 P.M.
Building 10, Board Room

MEMBERSHIP

☒ 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
☒ Gabriel Gonzalez – Classified Representative
☐ (Vacant) - ASG Representative
☐ Benjamin Barajas - ASG Representative

Recording Secretary: Angie Gallo

I.   **Welcome**

II. **Action Items**

a. **Approval of May 2, 2017 committee minutes**
Approved as presented.

b. **TPC Annual Self Evaluation 2016-2017 – final**
MSC Krimm/Duva approved as presented.

c. **2017 Budget Enhancements - Technology Committee**
Committee discussed the reoccurrence of items on the budget Prioritization list year after year. Items should only be appearing once for approval but don't believe the ongoing cost should be part of the annual enhancement requests.

#1 Board Room update
The AV equipment in the board room is not part of the current District Refresh Budget. There currently isn't a refresh budget for any of the audio visual equipment on campus. The Computer Refresh budget amount only took into consideration the staff/faculty computers that were on campus when the program was implemented in 2011. It does not include funding for the refresh cost of any computers/laptops/tablets purchased after the implementation. There is AV equipment - over 1 million worth – on campus and no set monies for refresh.

The Board Room is the most utilized meeting room on campus and requires working equipment as it is the first perception the community gets of the college.

#2 Budget Enhancement for Maintenance Agreements

The District license and maintenance agreements handled by I.T. increase anywhere from 3 - 10% annually.

#3 Re-instate 10% reduction to Refresh

New process – determine what happens at end of life. Refresh set up on number at one point in time. Refresh isn't intendent to fund new purchases. Categorical programs are able to fund their own, when they can't, request cabinet to add to general.

#4 Computer Refresh Program

The campus has a computer refresh program that is funded to handle 1000 computers. However, this number is increasing on a yearly basis. It was decided by President's Cabinet that each year a budget enhancement request would be put in during program review to add the computers into the refresh that were approved by the President's Cabinet.

#5 – Update DDP course software

This is a request from the Business Division for the ADOBE – CS6 suite. Although, this request needs to be an ongoing expense as it is not a one-time cost. The software requires annually subscription to continue working.

M/S/C Drury/Marquez

The Technology Planning Committee (TPC) evaluated and prioritized the 2017-2018 Annual Program Review (APR) Budget Enhancement Requests at its June 6, 2017 regular meeting. The requests were submitted for review and prioritized by the TPC, and sorted by priority, summary below – complete document attached separately.

Ranked #1 – three legally mandated requests; TPC unanimously voted to lump together all legally mandated items (listed top 3)
Ranked #2 – Update DDP Course Software
Ranked #3 - Board Room update

III. Updates

   a. **OEI Update**

   Originally planned to go live fall 2017 – now it has been pushed back to spring 2018.

   Need to evaluate how much work will be require from I.T. side to change – as well as from Counseling, Admissions 7 Records, etc.

b. Canvas Update

Effective July 31ˢᵗ there will be no more access to Blackboard. Xochitl is working with I.T. to find a solution to extract grades from Blackboard. Gradebook needs to be backed up because District is required to have access to all grades for at least 3 years.

IV. Discussion Items

V. ADJOURNMENT

Adjourned 1:40pm.