UNADOPTED MINUTES
Technology Planning Committee

Thursday, November 13, 2014
12:00 – 1:00 P.M.
Building 10, Board Room

MEMBERSHIP
Jeff Enz - Administrative Representative (Chair)
Todd Finnell - Administrative Representative *absent*
Jeff Cantwell – Chair of B.U.G
Allison Brock – Faculty Representative
Van Decker – Faculty Representative *absent*
Adriana Sano - CMCA Representative
Martha Olea – Classified Representative
Dixie Krimm – Classified Representative
Alejandra Vasquez – ASG Representative
Aimee Galeana - ASG Representative
Gaylla Finnell – DE Coordinator
Omar Ramos – Online Architect (consultant)

Recording Secretary: Adriana Sano

I. WELCOME

Jeff E. welcomed ASG Representatives Alejandra Vasquez and Aimee Galeana to TPC.

II. ACTION ITEMS

a. **Approval of October 9, 2014 Committee Minute**
M/S/C Finnell/Galeana to approve the October 9, 2014 Minutes as presented.

b. **2014-15 Program Review – Budget Enhancement Requests – Technology**
- Jeff Enz made a motion to add this item to the agenda as an action Item, and to move this item to the top of the list.
- Jeff Enz passed out the 2014-15 Annual Program Review Budget Enhancement Requests which he received late yesterday afternoon. He explained one of the functions of the Technology Planning Committee is to review and prioritize Technology Budget Enhancement Requests across campus and forward recommendations to the Budget and Fiscal Planning Committee and Educational Master Planning Committee.

- Jeff Enz pointed out that there are two items that are not IT related and would like to move these Objectives to the bottom of the list (Objective 507 and 335).
- The Committee reviewed the following Budget Enhancement Requests by Objective and ranked each by priority:

    1. 358 – Enterprise Refresh on a Predictable Cycle – Work to refresh the network infrastructure on an ongoing basis. Funds available this year.
    2. 543 –Purchase ViaTRON to convert A&R records on Microfilm and Microfiche.
    3. 450 – Reconfigure Room 1502 – add 15 computers.
        - The group recommended that a plan be put into place for replacement and maintenance.
    4. 322 – Incorporate use of e-learning technology to reflect real life pharmacy experiences- Virtual Pharmacist Software.
    5. 453 - Update Library Technology – Purchase a Minolta USCAN
    6. 336 – Automate Tracking System for Receiving – Purchase Intellitrack Software.
    7. 341 – Purchase a Business Card Cutter for Copy/Print – the existing cutter has been moved to a new location where only a few trained staff have access to use it. Safety issue is also a concern, new cutter has new safety features.
    8. 507 – Maintain full compliance with all OSFM Accreditation Standards, Institutionalize funding for required equipment/supplies in District, Marketing to recruit more women - Not IT Related.
    9. 335 – Utilize consultant from AssetWorks conduct inventory – Not IT Related
    10. 350 – Process Efficiency, Survey other CCC Campus use to review what they are using – Completed.
- The group took a vote to decide between priority #1 and #2. The group voted as follows:
    1. 358 – Enterprise Refresh on a Predictable Cycle – 4
    2. 543 –Purchase ViaTRON to convert A&R records on Microfilm and Microfiche – 3

M/S/C Finnell/Cantwell to approve the Budget Enhancement Request as ranked and prioritized by the committee.

c. **Wet/Dry labs (#2700) laptops security**
- Post-poned to the next scheduled meeting.

d. **Strategic Technology Plan – Activities 2015**
- Jeff Enz gave an overview of the updated Activities 2015 list; he indicated he would be sending out by electronic mail to the committee with a voting button to be approved.

- Changes highlighted in yellow are Jeff Cantwell, green Jeff Enz; and blue Omar Ramo.

e. Approval of TPC Subcommittee: Evaluating Effective Technology Use
- Post-poned to the next scheduled meeting.

III. DISCUSSION ITEMS

a. Strategic Technology Plan – Appendix B
- Jeff Enz asked the group to review prior to our next scheduled TPC meeting, the group will go over Appendix B and determine what changes need to be made.

b. December meeting – do we need one? If so. Best date/time?
- The consensus of the group was that the next meeting date would be December 11th.

IV. ADJOURNMENT
The meeting was adjourned at 1:00 p.m.

Technology Planning Committee: 2014 – 2015 Budget Enhancement Requests Prioritization

The Technology Planning Committee (TPC) evaluated and prioritized the 2014-2015 Annual Program Review (APR) Budget Enhancement Requests at its November 13, 2014 regular meeting.

The following requests were submitted for review and prioritized by the TPC, sorted below by priority:

		Technology Resource Requests
RANK	**Obj ID**	**Item**
1	358	Enterprise Refresh on a Predictable Cycle – Work to refresh the network infrastructure on an ongoing basis. Funds available this year.
2	543	Purchase ViaTRON to convert A&R records on Microfilm and Microfiche.
3	450	Reconfigure Room 1502 – add 15 computers. ❖ The group recommended that a plan be put into place for replacement and maintenance.
4	322	Incorporate use of e-learning technology to reflect real life pharmacy experiences- Virtual Pharmacist Software.
5	453	Update Library Technology – Purchase a Minolta USCAN
6	336	Automate Tracking System for Receiving – Purchase Intellitrack Software.
7	341	Purchase a Business Card Cutter for Copy/Print – the existing cutter has been moved to a new location where only a few trained staff have access to use it. Safety issue is also a concern; new cutter has new safety features.
8*	507	Maintain full compliance with all OSFM Accreditation Standards, Institutionalize funding for required equipment/supplies in District, Marketing to recruit more women - Not IT Related.
9*	335	Utilize consultant from AssetWorks conduct inventory – Not IT Related
10**	350	Process Efficiency, Survey other CCC Campus use to review what they are using – **Completed**

The group took a vote to decide between priority #1 and #2. The group voted as follows:

Obj. ID 358 – Enterprise Refresh on a Predictable Cycle – 4 votes (priority #1)

Obj. ID 543 – Purchase ViaTRON to convert A&R records on Microfilm and Microfiche – 3 votes (priority #2)

* = Not Technology related requests – items were placed at the bottom of the list with a committee understanding that the requests are not relevant to the role of the Technology Planning Committee. In no way does the ranking reflect the opinion of the committee for said requests.

** = request was prioritized last as it was determined this request has already been completed.

Strategic Technology Plan - 2015 Activities

The following activities are outlined for calendar year 2014.
(Items 1-14 are carried over from the 2012 and 2013 Previous Action Plan)

NOTE: Changes highlighted in yellow are Jeff Cantwell, green Jeff Enz; and blue Omar Ramos

1. ~~Complete the installation of and training for Position Control for Banner Integration~~
2. Complete configuration and implementation of Banner Position Control.
3. Evaluate and make recommendations for strengthening protection of confidential and personal information across systems and business practices
4. ~~Conduct inventory of all instructional classrooms and make recommendations for improvements~~
5. Evaluate and make improvements to network design and architecture, and thoroughly document network
6. ~~Fully implement System Center 2012 to manage, maintain, and support systems across campus~~
7. Complete testing and develop roll-out plan for ~~Sharepoint~~ Yammer
8. Evaluate Lync as a communications platform and develop recommendations for its use
9. Complete training and full implementation of the SonicWall Firewalls
10. Complete implementation of network performance monitoring and alerting
11. Integrate video surveillance systems on campus
12. ~~Evaluate access control system for integration with Banner~~
13. Investigate and develop plan for migrating to Banner XE
14. Complete loading of electronic transcripts into Banner
15. ~~Investigate and develop plan for migration to Open CCCApply~~
16. Complete migration to OpenCCCApply.
17. Develop plan for automation of BOGW applications.
18. Develop plan for migration to Oracle 12c.
19. Complete Federal changes to National Student Clearinghouse upload.
20. Investigate feasibility of implementing Banner Workflow module.
21. Investigate and implement strategy for Network Access Control and Problem mitigation (1.10)
22. Investigate providing multiple desktops, groups of applications, virtual computers to a single location (1.9)
23. Establish Software Standards for both Faculty, Staff and Lab computers (2.7)
24. Work on Policies and Procedures for authentication, authorization and provisioning and business practices (3.5)

Strategic Technology Plan - 2015 Activities

25. Develop plan to refresh hardware for Banner, BDMS(including storage), and Degree Works.
26. ~~Complete BDMS backup to EVault (Cloud Back-up Solution).~~
27. ~~Improve business processes and new student ed planner for Degree Works.~~
28. ~~Complete 2014 phase of MIS requirements for Student Success Act.~~
29. ~~Complete 2013 phase of full year projected class schedule planning tool.~~
30. Begin looking into and testing different forms of thin-client solutions.
31. Begin planning for next iteration of the Imperial Valley College website.
32. Begin modernizing existing custom web applications due for a refresh (directory, student portal, community websites)
33. Develop unified architecture for creating new custom web applications more easily
34. Identify/create new automation processes for Banner data into other new/existing systems (directory, Blackboard, Regroup, etc.)

Document will be formatted to meet the Strategic Technology Plan document standards after committee approval.

* The Strategic Technology Plan - 2015 activities were approved by email vote sent out on 11.14.14 to the Technology Planning Committee membership.