Minutes – (DRAFT)

COMMITTEE (√ marks those present):

√	Iris Ingram, VP Administrative Services Chair	√	Crystle Martin, Library/LRC Co-Chair
√	Ryan Gan, Systems Librarian		Gary Greco, SRC
	Melissa Guess, Enrollment Services	√	Jorge Gutierrez, Facilities
√	Brian Krause, SRC	√	Peter Marcoux, Academic Senate
	Lisa Mednick, Professional Development	√	Erick Mendoza, Campus Police
	Ann O'Brien, Marketing/Communications		Michael Pascual, Purchasing & Risk Mgmt.
√	Dipte Patel, Counseling	√	Gema Perez, ECCE
√	Carolyn Pineda, Research & Planning		Idania Reyes, SSC
	Joshua Rosales, Institutional Research	√	Beverly Rouse, Administrative Support/ITS
√	Maria Smith, Human Resources	√	John Tamura, Fiscal Services
√	Sal Valencia, Audio Visual/ITS	√	Vladimir Vasquez, Applications/ITS
√	Claudio Vilchis, Network Services/ITS		Steve Waterhouse, Enrollment Services
√	Moses Wolfenstein, Distance Education	√	Paul Yoder, Information Security/ITS
	Elana Azose, Professional Development	√	Dave Fuhrmann, Acting CTO/ITS
√	Dena Maloney, Superintendent/President	√	Viviana Unda, Guest/Inst. Res. & Planning
√	Henry Eimstad, Guest/SIG	√	Shari Waters, Guest/SIG

STATEMENT OF PURPOSE

The Technology Committee serves as the consultation committee for campus-wide technology planning. The committee evaluates needs, strategizes solutions, and proposes recommendations for College technology. The committee develops monitors and evaluates implementation of the College Information Technology Strategic Plan.

Strategic Initiative – C – Collaboration

Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Agenda

1. Welcome – Committee Chair and Vice President Iris Ingram opened the meeting by acknowledging all those present per sign-on activity.

2. Agenda Review – The Committee moved and seconded the Agenda for today's meeting. The Committee accepted the Agenda as presented with no objections.

3. Approval of Minutes – February 28, 2020 – The Committee reviewed the Minutes from the February Technology Committee meeting. The Committee accepted the Minutes as presented with no objections.

    The Committee moved and seconded the minutes from the February Technology Committee meeting. The Committee adopted the Minutes as amended with no objections.

4. Report from SIG Consulting - Colleague System – Henry Eimstad and Shari Waters presented an Assessment Review of Colleague Systems and Associated Business Processes from Strata Information Group.

    The SIG workforce team met with a focus group of representatives from all areas on campus with the exception of faculty. Though several attempts were made to include faculty members, scheduling and other conflicts prevented this from happening. The team will reach out to faculty again at a later date.

    The findings of the report show that there is a need to better access data in the Colleague system. The users felt there was a need for integration of the processes in place. Most users felt the system was not "end user" friendly but with training, clearer ways to access help guides and documents, the system is beneficial. The complete report is available for review.

5. Making Decisions at El Camino – President/Superintendent Dr. Dena Maloney presented a draft of the "Making Decisions at El Camino" 2020-25 document for committee approval. In 2015, via a partnership comprised of the Board of Trustees, faculty, staff, administration and students, we created the first Making Decisions at El Camino document. The purpose of this document is to describe the governance and decision-making processes by which the District ensures that there are opportunities for meaningful collaboration and we hear the voices of the constituent groups when making decisions. The Task Force strengthened the original document and placed their highest value on our students and their educational goals. We removed the planning component from this document in lieu of placing it in a separate planning guide, which will include a planning timeline. The planning guide is in development.

    The principles and processes of governance include: a) Mutuality, Collegiality and Collaboration, b) Transparency, c) Representative Participation and Responsibilities, d) Mutual Accountability and, e) Clarity of Roles. This document is evidence of the District's commitment to these principles and defines the

structure and roles of major campus constituencies in the collaborative decision-making process.

After careful review of the document presented, the Technology Committee unanimously accepted the document as written in its final draft and are in favor of adoption.

6. [Board Policy/Administrative Procedure on Cellphone Usage](#) – Iris Ingram presented a draft of BP 6450/AP 6450 to the Committee for review. The policy will determine the expectations of privacy in the use of a District-issued cellular telephone. The League of California Community Colleges added an administrative policy in light of current need. The college's need of ability to reach staff in times of need. The college will provide cellphones to necessary staff. With possession comes responsibility. The cellphones are property of the college and therefore has the right to inspect the usage of and content on the cellphones. The proposed Board Policy/Administrative procedure will spell out guidelines. There will be random requests from ITS to check the cellphones and make sure they are in good working condition, in need of upgrades and used appropriately. Iris Ingram asks that committee members send suggestions for this policy/procedure directly to her. The committee did not vote on this item today.

7. [2018-19 Technology Committee Self-Evaluation Survey Report](#) – The Technology Committee reviewed the results of a survey Institutional Research & Planning administered to members that were active on the committee in 2018 to determine the committee's effectiveness. A large number of the current committee were not members of the committee then. The staff administered the survey via Qualtrics, a web-based tool. There were significant amounts of variations in response as most respondents did not understand the committee's process to make decisions. Most members believe that the committee is functional and most did receive an orientation upon becoming a member. Dr. Viviana Unda will make recommendations including use of the findings as a part of the committees regular functioning.

8. [Distance Education Plan](#) – Distance Education initiated the Distance Education Plan in 2016. Dr. Maloney congratulated Crystle Martin and Moses Wolfenstein on the progress they have made in the short time they began implementing a very

usual plan that is easier to track. Crystle Martin asks the committee to review the attached plan and submit questions and comments to her.

9. Adjournment – Meeting adjourned at 2:59 p.m.

Goals (FY 19/20)

i. Complete Master Calendar and Curriculums/Catalog systems

ii. Future of Colleague ERP on site system discovery and research

iii. Campus-wide technology planning focus

iv. Long-term resource planning for technology

v. Evaluation of recommendations for technology solutions.

vi. DRP/BCP research and discovery

vii. Maturation/operations/training on new systems

viii. Support IEPI, Accreditation, OEI/OER, Guided Pathways, Strong Workforce…