



Technology Committee Meeting
February 16, 2016
2:00 p.m.

Minutes

COMMITTEE (X marks those present):

√	Art Leible, Chair	√	Virginia Rapp Co-Chair		Dave Murphy Business Div.	√	Irene Graff Inst. Research
√	Robert Sutton SRC	√	Melissa Guess Financial Aid	√	Greg Toya SSVC	√	Howard Story Lib/Distance Ed.
√	Steve Waterhouse Admissions & Rec.	√	Tom Brown Facilities	√	Claudio Vilchis ITS/Network	√	Luis Mancina ECCE
	Andrei Yermakov Compton Center		Bill Mulrooney Admissions&Rec		Noreth Men Library		Idania Reyes Grad. Initiative
	Erick Mendoza Campus Police		Will Warren ITS/Applications		Andrea Sala Foundation		Dipte Patel SRC
	Lisa Mednick Prof. Development		Rebecca Russell Library		Maria Smith Human Res.		Ann Garten Public Info.

“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.”

I. Old Business

- a. The minutes from the January Technology Committee meeting is approved.
- b. Update on Faculty Laptops/Tablets – The faculty laptops and tablets have arrived on campus. We have 60 tablets and 235 laptops that we are cross-checking and preparing to schedule the deployment to faculty. We are working with Professional Development to see what type of training we can offer.
- c. We are migrating all of the 2003 servers off the network. We are moving to a new web server, MPOE (Main Point of Entry) where all the circuits come on to the campus. We are moving the Administration building to the ITEC building. We are building a bigger connection to the Compton Center and the Hawthorne Center. We are replacing their phones with our phones that have variable speed channels for cost savings. This will provide better service and remote assistance. These updates will not affect the services on the main campus.
- d. We are expanding the wireless (WiFi) for the entire campus. Rocky Bonura is currently looking at sample RFP contracts that meets all the state laws for the final engineering of the radio spectrum for the wireless. Phase II of that contract will be the actual install. We have our estimates and general designs. It will give us wireless from the edge of campus to the edge of campus so that we don't lose connection anywhere on campus.
- e. We've expanded our Help Desk from 7:15 am – to 9:00, Monday through Friday. We've had one call at night when a lab went down and the consultant was able to call Claudio to restore the server. The door is on auto-lock with Campus Police. It opens at 8:00 and locks at 4:30. If you call ahead before or after those hours you will need to call ahead for entrance through the Tech Services area on the interior of the building. We are also looking to hire a Technician for the evening as well.
- f. EPI is Early Alert (Starfish) and Degree Planning Program from the Chancellor's office. It is on track and they are working through the rest of the software and data uploads. It is due to be tested in the summer and pilot in the fall.

II. New Business

- a. Document Management Systems – Procurement office is going to request proposals for a single solution, a single document imaging management system for the entire campus, that will integrate our current solutions files, processes and possibly Human Resources, Financial Aid, Finance office, Student Records, and capture all the current paper copies and get them scanned into the new system. We would have to make sure that the Student Health Clinic and the Allied Health Department, because of HIPPA rules, maintains a separate software that covers all of the medical forms. We would have to ask to include blueprints.
- b. Student Lab Tracking – We are trying to implement CI Track. It works in two ways. One is swiping at the door or installing on individual machines in the lab. The student will enter his identification number in CI Track and chooses what subject to be tracked based on his current enrollment. We will implement it on the STEM and MESA labs first. We will eventually go into the Library, Business, and other areas that want it.
- c. Master Plan Timeline – IT governance's position is that the college gets together and develops the strategies of where we want to go and with what tools. We would like a plan that is fully aligned with the college's master plan. We are one component of the plan. We started the strategic planning meetings in February and will end in November. The Educational Master Plan is what we want to achieve as a college over the next five years. In that, there are three supportive plans: Facilities, Technology and Staffing. These three plans will be integrated and supportive of the Educational Master Plan. Within that realm we will focus on areas such as, but not limited to, Student Equity, First Year Experience and Student Success and Support (SSSP) and Institutional Processes. The Technology Plan will fit very well into helping us improve our processes. We have a development period, a consultation period and a drafting period. The Planning Summit will be held on April 15, 2016. We will have our directives and strategies by our April committee meeting.
- d. MS SQL Conversion Timeline – El Camino is currently on a Unidata platform which have a lot of problems due to customizations and is no longer supported. We've started of building migration servers. We have coordinated with Finance and Admissions and are working toward doing a full migration on the weekend of June 10, 2016, beginning the night of June 9th. We will complete the conversion over the weekend and it will be up and running by Monday. Everyone who has a system or process in Colleague will have to go in and test it to see if it is working correctly. ITS will test all of the third party interfaces, internal connections and database activities at the same time. Human Resources is also looking at a replacement for Timekeeper, one of the products is TimeClockPlus.

- e. Academic Technology Committee Vision & Mission – The Academic Senate Technology sub-Committee - Pete Marcoux and Virginia Rapp will meet together as well as with faculty and bring the recommendations back to the committee. It is scheduled to be presented at the next meeting.
- f. Committee Meeting change of venue – We will look into moving the meeting to the Stadium Room or another venue that has less of an echo.
- g. We will consider changing the meetings to the third Tuesday of the month at 2:00 p.m.

III. Meeting Adjourned

- a. The meeting was adjourned at 3:01 p.m.

C (COLLABORATION) – “Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.”