Technology Committee Meeting
March 20, 2018
2:00 p.m.
LLR 202

Minutes

COMMITTEE (√ marks those present):

√	Art Leible, Chair		Virginia Rapp Co-Chair	√	Irene Graff Inst. Research	√	Tiffany Ushijima ASO Student Rep
√	Robert Sutton SRC		Melissa Guess Financial Aid	√	Mari Baquir SSVC/Student Development	√	Pete Marcoux Acad. Senate
	Steve Waterhouse Admissions & Rec.		Brian Fahnestock Admin Services	√	Claudio Vilchis ITS/Network	√	Sal Valencia Tech Services/AV
	Andrei Yermakov Compton Center		Patrick Ko Purchasing		Thurman Brown Tech Services		Idania Reyes Student Equity Programs
	Erick Mendoza Campus Police	√	Vladimir Vasquez ITS/Applications		Andrea Sala Foundation	√	Dipte Patel Counseling & Student Success
	Lisa Mednick Takami Prof. Development	√	Paul Yoder IT Security	√	Maria Smith Human Res.		Jane Miyashiro Human Res.
√	Gema Perez ECCE	√	Ann O'Brien Marketing & Communications		Carolyn Pineda Inst. Research	√	Crystle Martin Library/LRC

"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. Review and approve minutes – We will review the minutes from the February 2018 Technology Committee Meeting at the April meeting.

II. New Business

i. Roles and Responsibilities – "Making Decisions at El Camino College" is a booklet built through a collegial team consisting of a representative from every representative group as described in AB 1725 to promote shared government and collegial consultation at the community college level. El Camino Community College has six collegial consultation committees including College Council, Facilities Steering Committee, Academic Senate, Planning & Budgeting Committee, Calendar Committee and the ECC Technology Committee.

The ECC Technology Committee follows the guidelines of this legislation as well as good community practice. The representative groups are also defined in our Board policy as students, faculty, staff, administrators, the board, president, cabinet, and meaningful members or any group affected by technology on campus.

On page 20 of the publication, a chart illustrates the steps of annual planning process. At one point in the lifetime of the Technology Committee, this committee would help prioritize all of the technology requests for the entire college. We will once again discuss procedures on reviewing technology requests in an effort to assist the deans and VP's in prioritizing purchases and/or combining orders from various areas for a lower/bulk rate and save the college money.

The committee will also look at trends from all classroom activity with machines and software. With successful monitoring, we will determine how we will license, secure and support those requested machines and software. One equity suggestion is that the college defer building more computer labs and encourage students to bring their own devices and backfill to those students that do not have a device or a means to purchase a device. Studies have shown that students who have access to a device 24 hours a day are better equipped than those students who only has access on campus. If we can find a way to provide devices to our students outside of campus, we are truly creating an equitable environment. Pete Marcoux will present a proposal to the committee

members next month on a solution to provide students the ability to purchase devices via the school.

We are asking members of the committee to consult with their individual divisions to help determine the needs of the campus. The way the Information Technology Services budget works is for operations, maintenance and repair. Anything new is supposed to go into our planning tool, TracDat, for funding request. Once the machine is ready for replacement or at the end of its life cycle, then it comes back in our operational/maintenance funds. This is where our recommendations can turn this process around quicker.

Departments should put their projection of equipment needed into their program review now so that we can get an idea of how many divisions on campus prefer devices like ChromeBook.

What we will need to do as a committee is identify who we are, why we are here and what we can provide to the campus.

Each committee member in attendance were given the opportunity to voice their opinions to help the committee understand what their specific areas/groups needs and what they hoped to obtain from being on the Technology Committee. Once we identify a concern, we will follow the proper protocol to express those concerns to the deans and VP's of their specific areas.

A copy of the publication in its entirety can be found at, http://www.elcamino.edu/administration/ir/docs/planning/MakingDecisionsElCaminoCollege2015.pdf

ii. Security Updates – In the current climate, we are compliancy driven.   The Chromebooks was the most difficult platform to break into.

We are going to have to comply with GLBA (Gramm-Leach-Billey Act) via the Federal Trade Commission and the European based GDPR (General Data Protection Regulation) for security purposes because we have international students.

NIST 800 (National Institute of Standards and Technology) has been around for a long time. They are the people who check out equipment before being available to consumers. They have extensive hands-on labs and a Cyber Crime and Computer Division that looks at all the

platforms of technology and devise standards that guarantees the lock down of administrative policies and ports people try to attack routinely.

We are looking at re-doing a lot of the policies and procedures that meets the standards of the above-mentioned in which we will base our compliance policies that covers with legal language anybody that uses a computer resource at El Camino College.

III.   Meeting Adjourned

   a. Meeting adjourned at 3:09 p.m.

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