



**Technology Committee Meeting
December 17, 2019 -- 2:00 p.m.
Library 202**

Minutes

COMMITTEE (√ marks those present):

√	Iris Ingram, VP Administrative Services Chair		Arthur Leible, Information Technology
	Marlow Lemons, Math Sciences, Co-Chair	√	Thurman Brown, Technical Services/ITS
√	Ryan Gan, Systems Librarian		Gary Greco, SRC
	Melissa Guess, Enrollment Services		Jorje Gutierrez, Facilities
√	Brian Krause, SRC		Peter Marcoux, Academic Senate
√	Crystle Martin, Library/LRC		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		

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/Introductions – Vice President/Committee Chair Iris Ingram opened the meeting. Introductions were made, including the Acting CTO of Information Technology Services, Dave Fuhrmann who is filling in for Art Leible while he is on leave.
2. Agenda – After review, Brian Krause proposed adding a discussion of Committee goals. Ryan Gan proposed adding an update on the new Library Software Platform. The Committee moved and seconded the Agenda as amended for today's meeting. The Committee accepted the amended [Agenda](#) as presented with no objections.
3. The Committee moved and seconded the Minutes from the November Technology Committee meeting. The Committee adopted the [Minutes](#) as presented.
4. Strata/ERP
 - a. Work Group – The Technology Committee will take a measured approach on determining if the college needs a new ERP (Enterprise Resource Program) process. If purchasing a new ERP, we will carefully establish a plan for deployment and bring in experts to help us through the process.
 - b. Strata – We have engaged Strata Information Group, an organization that are experts in Ellucian products. They will work with the campus via an established ERP Work Group made up of a cross-section of heavy or strategic users of Colleague and others across campus who are impacted by any type of ERP that the Academic Senate and area VP's nominated. The group will use a survey conducted by Strata to determine how we currently use Colleague, how Colleague can be more beneficial to the college and a Gap and Systems Analysis. The first meeting is in January 2020 after faculty returns from their break. Dave Fuhrmann will contribute additional expertise.
5. Document Management Work Group – Approximately one year ago, we engaged with Ricoh for our document imaging and storage needs. The Technology Committee will lead the task of establishing a document retention policy. At the January 2020 meeting, we will put together a committee to recommend how we will manage the document imaging and storage project, including writing specs for a potential RFQ or RFP.
 - a. All potential technology requests will need to go through the committee before purchased.
 - b. El Camino College currently has a Data Retention Policy (see BP-3310) for records retention. The committee will establish an Email Retention Policy as per bill AP-1184. The bill recommends the public's right to access e-

mails and documents pertaining to the public's business and set a clear retention standard statewide.

6. Budget Planning – We are starting our budget planning process for our next fiscal year. This committee will vet and prioritize campus-wide technology requests.
 - a. BP/AP for Creation of Technology Refresh Fund – VP Iris Ingram will propose a Board policy to create a “Sinking Fund” to pay for technology infrastructure and investments in technology. We will have a planned process that details the amount of technology (i.e. faculty laptops) we will purchase every year. We will have a basic allocation and add a set amount to it every year. We will agree to a routine process and an administrative procedure on how we will manage and replenish the fund on an annual basis.

This procedure will go along with our equipment retention inventory and schedule. In the proposed process, we will cascade the computer equipment in our inventory. Not every faculty member will receive a new device when employed. However, they may receive a 2-year-old device and deploy the new computers to student use areas such as computer labs. This module will allow strategic decisions on replacement and a better utilization of campus resource.

7. Discussion of 2019/2020 Committee Goals – The committee will have a goal discussion in preparation for the upcoming fiscal year. We will evaluate how well we met our existing goals for our current year and write the goals for the upcoming year.
8. Library Software Platform – The Library is in the process of moving from their old software platform, Innovative/Sierra to a unified library services platform that is cloud-based. The library management solution is cost-effective and will manage print, electronic, and digital materials in a single interface.
9. Meeting Adjourned at 3:15 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...