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<tr><td></td><td>Technology Committee Meeting
January 28, 2020 -- 2:00 p.m.
Alondra Room</td></tr>
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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 – Committee Chair and Vice President Iris Ingram opened the meeting. The committee members made introductions.

2. Agenda – After review, Claudio Vilchis proposed adding a discussion on Office 365, Moses Wolfenstein proposed adding a software update. 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 reviewed the minutes from the December Technology Committee meeting. Iris Ingram proposed the following changes: a) number the pages; b) page 2, paragraph 4 – Stratus ERP – ERP is an acronym for Enterprise Resource Program; c) page 2, paragraph 4, second sentence – "if purchasing a new ERP, we…;" d) paragraph B, second sentence – "Dave Fuhrmann will…"

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

4. Request for Co-Chair Volunteer – Iris Ingram made a request for a volunteer to co-Chair the Technology Committee. The previous co-chair, Marlow Lemons, stepped down from this position due to an assignment on another committee. There were no volunteers presented. The Committee will revisit this request later.

5. Document Management Work Group –The Technology Committee will lead the task of establishing a document retention policy. Iris Ingram set forth to establish a smaller work group to recommend to the Committee aspects of document retention, retrieval, scanning and storage. She recommends that the group consist of faculty and/or staff from areas such as Fiscal Services, Financial Aid, Admissions & Records, Counseling, EOPS, Purchasing and Human Resources. The following Technology Committee members volunteered their services:
   a. Ryan Gan, Systems Librarian
   b. Thurman Brown, ITS/Technical Services
   c. Claudio Vilchis, ITS/Network Services
   d. John Tamura, Purchasing & Risk Management
   e. Dipte Patel, Counseling
   Thurman Brown recommends that the Committee reach out to Melissa Guess in the Financial Aid Department and Babs Atane in the Fiscal Services Department.

6. Utelogy to Extron Migration – The College is migrating from our current AV solution, Utelogy to our new solution, Extron. The Extron solution includes strategic initiatives, including streaming solutions, integration with a host of unified communications providers and a control platform that securely ties it all together.

This solution also gives us more design flexibility. This new solution makes it easier and more convenient for faculty and staff to collaborate.

7. End of Life for Windows 7 – Windows 7 support ended on January 14, 2020. Technical assistance and software updates from Windows are no longer available for the product. The patch against replication of ID's only support Windows 10 and up. We have upgraded the campus from Windows 7 to Windows 10 around campus to prevent security risks.

8. Standard IIIC – Dave Fuhrmann is in the process of updating a draft of Standard IIIC. He is in the process of compiling evidence to support items listed in the document that the College has completed and documenting items scheduled to occur within the next few months. After reviewing all of the documents and adding relevant findings, the College complies with Standard IIIC.

9. Technology Refresh – Currently, El Camino College has over 6000 devices on campus for student use. Thurman Brown reached out to colleges with 1000 FTE's higher and lower than El Camino, and learned that we are device heavy based on our current enrollment. Fullerton is a college most comparable to El Camino and they house only 3500 devices. Our campus goal is to provide students with the best experiences therefore, the proposal is that the students receive the new devices on a 5-year-cycle and the staff receive refurbished devices that we recycle back into the system on the same cycle.

   Our proposal includes a look at the demographic of Apple/MAC users to determine which area has a necessity for those types of devices. We expect music and journalism as areas of necessity.

   Thurman Brown also states that El Camino has over 500 printers on campus and the toners for these devices are too expensive. He recommends a printer service do a heat map to look at the most efficient ways of doing a refresh as offices move into their new spaces.

   We intend to establish a protocol that does not violate any contracts, is common practice and sustainable. Bring your own device is a consideration however they may encounter security issues and/or are unable to print or use the network.

10. ECC Connect Integration – Earlier this year, the Guided Pathways executive team reviewed and approved a request for funds for ECC Connect integration as a service. At that time, we had a quote from AM Simpkins and Associates for $9,300 to integrate with Colleague and the GPS team agreed to fund the project. Moving forward with ITS looking at integration for other products at the College, the Hobsons integration quote was increased to $18,750 with an overall proposal for $500K+. Naturally, we did not move forward. However, we revisited the true scope of work needed for Hobsons Starfish for our ECC Connect services and drafted a revised scope of work and issued an RFP. Three vendors who have done this

type of work with CCC's for Starfish responded to the RFP (attached or your reference Don Hudson proposal). The quotes ranged drastically from $29,925 to $300,000 among the proposals.

Vladimir Vasquez and Dipte Patel had phone calls with two of the vendors and met with the third Don Hudson, reviewed the proposal, and inquired with other colleges for testimonials. We have a past working relationship with Don Hudson and find he is the best fit for this project. Due to the change in cost, we reconnected with Guided Pathways to confirm funding is still available, but now understand with a new process the Technology Committee must approve.

We are looking to obtain approval from the Technology Committee to move forward with a scope of work for integration as a service for ECC Connect. We have a quote for $29,925 to assist with the following:

- Integration with colleague i.e. move degree planner data to Colleague to help inform course demands based on plans.
- Integration with One Card – to be able to capture contacts such as students following up on tutoring referrals.
- Integration with docuware – to archive PDF educational plans with notes.
- Updating grades once EW is implemented.

The funding is approved through Guided Pathways. Please note this is <u>not</u> to purchase software or hardware, but to enhance capability of an existing tool. The Committee tabled the discussion for further review.

11. Software Update – The College will implement and online proctoring service effective July 1, 2020.

12. Other Discussion – The Academic Technology has a conference scheduled for March 13, 2020, with vendors present. All are welcomed to attend. You may register via Cornerstone.

13. Office 365 – We are beginning the process of deploying Office 365 across the campus. We will send out a notification to make the campus aware of the process. Currently, our goal is to begin our deployment with the SRC building.

14. Adjournment – Meeting adjourned at 3:10

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.