



**Technology Committee Meeting  
May 18, 2021 -- 2:00 p.m.  
Via Zoom Conference**

**Minutes**

**COMMITTEE (√ marks those present):**

√	Loic Audusseau, CTO ITS, Chair	√	Crystle Martin, Library/LRC Co-Chair
√	Iris Ingram, VP Admin. Services		Dena Maloney, Superintendent/President
	Josh Armstrong, Campus Police	√	Stephanie Dewitt, Purchasing & Risk Mgmt.
√	Ryan Gan, Systems Librarian	√	Lewis Gray, Tech Services/ITS
√	Gary Greco, SRC	√	Jorge Gutierrez, Facilities
√	Brian Krause, SRC	√	Peter Marcoux, Academic
√	Marlow Lemons, Mathematical Sciences	√	Marci Myers-Mojica, Inst. Research
√	Michael Pascual, Purchasing & Risk Mgmt.	√	Dipte Patel, Counseling
√	Gema Perez, ECCE	√	Makayla Propst, ASO
√	Idania Reyes, SSC	√	Beverly Rouse, Admin. Support/ITS
√	Linabel Sajo, Applications/ITS	√	Maria Smith, Human Resources
√	Sal Valencia, Audio Visual/ITS	√	Claudio Vilchis, Network Services/ITS
√	Steve Waterhouse, Enrollment Services	√	Moses Wolfenstein, Distance Education
√	Paul Yoder, Information Security/ITS	√	April Bernabeo
√	Danielle Roman	√	Gary Medina
√	Mark Lipe	√	Susan Shapiro-Baker, Admin. Support/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 – Committee Chair Loic Audusseau opened the meeting. Pete Marcoux introduced the newly elected Vice President of Technology for the Academic Senate
2. Agenda Review – Pete Marcoux motioned to add the introduction of the newly elected Vice President of Technology for the Academic Senate. Brian Krause motioned to add Tech Center to line item 8, “Other Discussion.” The Committee accepted and adopted the May Agenda as adjusted.
3. Approval of Minutes – The Committee accepted and adopted the April 20, 2021 minutes as presented.
4. Introduction – Stephanie Burnham is the newly elected Vice President of Academic Technology. She is on the Academic Senate and will co-chair alongside Dr. Marlow Lemons. Stephanie comes to us from the English Department. She will serve here on the college Technology Committee as the faculty representative. Loic Audusseau will schedule an appointment to provide Stephanie a Technology Committee orientation.
5. LD Assessment Technology – Gary Greco and Tiffanie Lau requested approval from the committee on behalf of the Special Resource Center to acquire Learning Disability Assessment Technology using the CARES Fund Act. The Academic Technology Committee and Dean has approved the acquisition. This technology will allow faculty and staff to administer digital testing to learning disabled students. It has the ability to record verbal responses that requires Bluetooth connected to basic iPads which meets the minimum measurement requirements. The technology is on a secure platform using industry standard, data protection and encryption. The recurring annual cost for the technology approximately \$2,389.97 (pre-discount) with SRC covering the annual cost after the initial purchase. We are also requesting iPads with cases and a foldable cart to transport the devices to the different locations on campus in the case the office is too small for testing.
6. Zoom Cloud Storage Retention Policy – The storage space for Zoom under the Chancellor’s license is limited and we’ve actually reached our limit and have gone quite a bit over. Emails were generated to give instructions on how to download recordings and asking people to delete those recordings that are able to be deleted in order to free up space and upload those recordings to other retention methods with a small retention policy, such as One Drive or Panopto. The persons in charge of the recordings are asked to contact Gema Perez so to work out a solution to retain some of the existing recordings. The committee moved to proceed with a small cloud storage retention policy as presented with the amendment of deleting applicable existing recordings approximately ten business days after the end of the semester.
7. 2020-21 Technology Committee Self-Evaluation Survey – According to the Making Decisions at El Camino College document, committee chairs of consultation

committees have to conduct a committee self-evaluation. A link to the self-evaluation was provided to all members of the committee and a request to complete the survey by Friday, June 11, 2021. Once the responses are received, Institutional Research will process the results and provide the committee with the report around the beginning of the fall semester.

8. Tech Committee Working Group Updates:

- a. Ellucian Colleague Improvement Plan – This update is tabled per the absence of Linabel Sajo.
  - b. Infrastructure Upgrade/Phase 2 – The college firewall has been fully upgraded. New and returning firewalls are in place and fully functional. The upgrade will improve our security posture. Many thanks to the Network Services team under its present leadership. We intend to upgrade and switch infrastructure over the summer that includes an upgraded WiFi infrastructure. We have completed the upgrading of the controllers and all the software that manages the infrastructure. A written report will be sent to the committee members.
  - c. Data Governance & Management – There has not been a complete formulation of this group and the priority yet to be determined. Marci Myers Mojica will meet with Loic Audusseau off-line and update the committee at the next scheduled meeting.
  - d. Asset Management & Technology Spending – This update is pending.
  - e. Technology Strategic Plan (22-25) – The group leader, Crystle Martin, has spoken with Institutional Research to assure that the Technology Strategic Plan aligns with the college's overall plan. We've obtained a copy of technology plans from a couple of our sister colleges that we are analyzing.
  - f. Information Security Awareness/Disaster Recovery (DR) & Business Continuity (BC) – We currently have the optimal platform, Dell IDP system, that we need. We are currently putting the business continuity side of it together. With our disaster recovery, if something goes missing on a network drive, we can restore it back to the same data point. With business continuity, it goes one step further to replicate data by the minute or whatever threshold you choose.
9. Other Discussion – The High Tech Center submitted a request for CARES Act Funding for support of students with disabilities. The center offers educational assistive technology training for math, reading, writing and note taking. There is no tutoring offered, but we help our students navigate and use their myecc, Zoom and how to make virtual appointments with a counselor or specialist. It's our goal to provide the most flexibility in providing technology support and training to best prepare our students to return to campus. The requests for both software and

hardware were approved at Cabinet via Russell Serr. The software is a yearly subscription. We are requesting for support from the Technology Committee.

Leobardo Barrera is our new ADA Compliance Officer. A request will be made to request that Leo is added to the membership of the campus Technology Committee beginning July 2021.

The campus has received an email requesting an update to your ECC password. The Help Desk is available to assist if anyone has problems with resetting their password. Once updated, you will have six months before having to update it again.

10. Adjournment – The meeting was adjourned at 3:01 p.m.

Goals (FY 20/21)

- 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...