



**Technology Committee Meeting
August 17, 2021 -- 2:00 p.m.
Via Zoom Conference**

Minutes

COMMITTEE (√ marks those present):

√	Loic Audusseau, CTO ITS, Chair	√	Crystle Martin, Library/LRC Co-Chair
	Ann Tomlinson, VP Admin. Services	√	Brenda Thames, Superintendent/President
√	Josh Armstrong, Campus Police	√	Stephanie Burnham, Academic Technology
√	Laurie Dawdy, Guest/HS&A	√	Leo Barrera, ADA Compliance
√	Stephanie Dewitt, Purchasing & Risk Mgmt.	√	Ryan Gan, Library
√	Gary Greco, SRC	√	Jorge Gutierrez, Facilities
√	Brian Krause, SRC	√	Marlow Lemons, Mathematical Sciences
√	Peter Marcoux, Academics	√	Marci Myers-Mojica, Institutional Research
√	Ann O'Brien, Marketing & Communications	√	Dipte Patel, Counseling
√	Gema Perez, ECCE		Makayla Propst, ASO
√	Idania Reyes, SSC	√	Beverly Rouse, Administrative Support/ITS
√	Linabel Sajo, Applications/ITS	√	Moises Santander, Student Representative
	Noe Servellon, Student Representative		Susan Shapiro-Baker, Administrative Support/ITS
√	Maria Smith, Human Resources	√	John Tamura, Purchasing & Risk Management
√	Hiep Tran, Interim Tech Services/ITS	√	Sal Valencia, Audio Visual/ITS
√	Claudio Vilchis, Network Services/ITS	√	Moses Wolfenstein, Distance Education
√	Steve Waterhouse, Enrollment Services	√	Paul Yoder, Information Security/ITS
√	Douglas Graham, The Alma Group/Guest	√	Shaun Blaylock, The Alma Group/Guest

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. Committee welcomed returning member, Ann O'Brien from our Marketing & Communications department.
2. Agenda Review – The Committee accepted and adopted the August agenda as presented.
3. Approval of Minutes – The Committee accepted and adopted the July 20, 2021 minutes as revised: line item 5, change date to 1946 and line item 6, change wording to portable credentials.
4. Facilities Master Plan Update – Douglas Graham and Shaun Blaylock from the Alma Group presented an update to the Facilities Master Plan of 2017 as shared at the last Board meeting. The Alma Group will continue to share the information across campus. The Facilities Master Plan is a part of a Comprehensive and Strategic plan process. The Strategic plan is composed of four plans: 1) Education Master Plan, 2) Staffing Plan, 3) Technology Plan and 4) Facilities Plan, which includes the Campus and Buildings infrastructure and utilities. In the updated plan, we are confirming priorities from 2017 which includes: 1) Maximizing functional space, 2) Eliminating non-functional space, 3) Simplifying implementation, 4) Improving efficiency/utilization of facilities and 5) Right-size the campus to address program needs. A copy of the presentation is available upon request and on the Technology Committee SharePoint page.
5. CTO Updates – Earlier this year, we adopted a computer replacement plan and a computer replacement life cycle for all District computer assets on a five-year basis. We are scheduled to replace all outdated faculty laptops, roughly 400 laptops, as per phase one of our replacement plan. We will start receiving and distributing the devices on or around September 5, 2021.

In alignment with the second phase, Loic met with the academic deans to discuss computer needs, computer labs and number of desktop devices on campus utilized for student programs and services. Loic will put the data together and present it at the beginning of the fall semester.

For the first few weeks of the fall semester, we will implement phase three of the replacement plan by upgrading or replacing computer lab desktops. We are anticipating the replacement of approximately 700 desktops and are working with our Purchasing department and vendors to get quotes for these devices. Another date on our timeline is purchasing docking stations for faculty to leverage their laptops when they are working in the office.

The California Virtual Campus (CVC) is a statewide, online education initiative offered by the California Community Colleges Chancellor's Office and sponsored by the Foothill-DeAnza Community College District. This initiative allows students

to complete their educational goals by increasing their access to online courses, other resources and technology. More information can be found at:
<http://www.cvc.edu>

One Card is a digital ID card system that runs in the cloud and synchronizes with our student information system. This card replaces traditional ID cards with a mobile and contactless device-based credentials. We are currently collecting feedback based on our pilot phase in collaboration with Student Services.

We are working on the repair of our 12-year-old Fiber Optic Network, the system that connects our different buildings together, and most importantly, every building to our primary Data Center. There is a one-time cost of \$90,000 to survey the entire network and begin the repair process. The project is approved and scheduled to span over a period of two months.

ECC is also currently running an outdated version of the phone system software. There is a one-time cost of \$80,000 to upgrade the system and span over a period of approximately four weeks.

We are addressing the faculty complaints regarding audio quality in the different rooms. We are particularly focusing on replacing audio visual controllers, specifically for those rooms that use video conferencing tools. We are requesting Board approval to move forward with this project.

In the ITS Division, we are looking to fill four positions, the ITS Director, permanent Tech Services Supervisor, Business Systems Analyst and a Telecommunication Technician. We are awaiting approval from the President, Cabinet and Board for a new position, Enterprise Resource Planning & Database Administrator.

6. Distance Education Student Survey Report – Crystle Martin presented the results of an anonymous survey that was distributed in the Spring of 2021 to all ECC students. The survey covered topics of course preference, technology learning management, instructor communication, student-to-student engagement learning spaces and online student support services. We had 510 total responses 68% were female 71% were part time students and 39% said they were not currently enrolled. A copy of the presentation is available upon request and on the Technology Committee SharePoint page.
7. Mass Email Guidelines – Tabled until the September 21, 2021 meeting.
8. Adjournment – The meeting adjourned at 3:09 p.m.