



## Technology Committee Meeting

**Date: March 28, 2019**

**Time: 11:00am**

**Location: Manzanita Multi-Purpose Room**

**Members Present:** ASCC Rep Austin Beebe, Kelsie Bonavia Gillen, Ryan Brady, Melissa Colon, Brian Greene, Fred Grolle, Margo Guzman, Joshua Hash, Martin Kjaer, Joe Macklin, Lesley Michtavy, Trevor Stewart, Jeff Swank

**Guests:** Terri Isaman (Recorder)

**Absent:** ASCC Rep, Kelsie Gillen, Fred Grolle, Joe Macklin

## Agenda

1. Approval of February 28, 2019 Record of Meeting
2. Update from Central Services IT
3. OEI Update – Melissa Colon
4. OneDrive Deployment Update
5. AV Classroom Inventory
6. UPS Back-ups
7. Other

## Recommended for Approval

Meeting notes of February 28, 2019 were approved as presented.

# Minutes

## TOPIC: Update from Central Services IT

**Discussion:** The IT Department gave an update on the following issues/projects:

**Margo Guzman** – Margo reported additional computers have been purchased for the GIS program. She has been working with Raelene and the English Department for a cost effective alternative to a Chrome book. Margo reported she was able to secure a Dell option at a cost of \$400 each that will provide student web access only. Discussion followed on the District limitations to support Chrome books. The units must be tied to a Google account and cannot easily be used in a lab. User privacy is compromised if used by multiple people. Margo stated there was a joint college team that vetted the new Dell computer and determined it would accomplish the department goals. Discussion flowed to the need for a service catalog that would identify the systems that are supported and managed as well as identifying the equipment that would be handled on a minimal support level only.

**Ryan Brady** – Ryan reported he is working to establish a relationship with the computer science instructional program. He is meeting with the group next week to discuss needs and goals for the next few semesters. There has been some turnover in the area; a temporary instructional assistant has been hired for the remainder of the semester. Trevor reminded the IT group to refer any requests from the instructional program to the Technology Committee for systems they may wish that fall outside the District “norm”. The purchasing process for instructional equipment is generally through program review and IELM funding. Large requests/issues should make their way back to the Technology Committee for review and input.

**Josh Hash** – Josh reported the management team is working to pull all projects from the colleges and central services into Wrike, a project management system. They are looking forward to the ability to create reports. Also, the group is working to create a service catalog. The vision is to provide a two-step process; first to identify the services provided and secondly, to provide a menu of managed services. Josh reported he is working on the department budget for the upcoming year. There has been considerable turnover in the department. Lastly, he reported Scott Fernandes is the interim Director of Enterprise Systems.

**Jeff Swank** – Jeff reported a management review process of software maintenance agreements is occurring. There has been a refresh of the AV equipment in Aspen 1. Room will remain as-is with updated equipment. Looking at a possible refresh of Redbud 2. The room is used by the EMT program. The system has been designed and obtaining a quote on equipment. The Juniper AV system installation is complete. Working with Facilities to fabricate mounting hardware for the auto tech lab. Lastly, the sound system issues in Oak has grown into a larger project. His group is looking into options to improve the overall system.

Regarding the planned distance ed classes with Jackson Rancheria, it was reported the class will be moved from the Rancheria to another location in Amador County. There is also hope to broadcast the CC Culinary classes planned at MJC to another location. The MJC classroom is still under construction with an occupancy target of summer.

**Conclusions:** n/a

**Action items:** None

**Person Responsible:**

**Deadline**

**TOPIC: OEI Update****Melissa Colon**

**Discussion:** Melissa reported Finish FASTER is hosting fully-online classes on the exchange. She stated the college is not officially in the exchange yet. The exchange is piloting a few other colleges for the administrative work. Classes will only appear in the exchange that have not yet begun. The goal for fall is to establish a pipeline that will alleviate the need to send class spreadsheets. Melissa reported that Kathy Schultz will be the DE Coordinator next fall upon her retirement. Group discussion followed on the future of OEI. Melissa commented the project is more geared to the workplace for training with a possible certificate.

**Conclusions:** n/a

**Action items:** None

**Person responsible:**

**Deadline:**

**TOPIC: OneDrive Deployment Update**

**Discussion:** Ryan and Martin reported 49-computers have been transitioned to OneDrive. There has been no complaints or resistance. There were a few bumps in the beginning but feel the process has been streamlined. Once there is an understanding of the program, the benefits sell themselves. OneDrive has enabled long-term employees to clean up old documents. In response to a question, there is a copy of the documents on the computer.

Passwords are on the active directory and can be changed both locally and in Office365. The level of control to protect data is much higher as employees are on/off boarded. A future goal is to establish “classes” for employees that are hired into a position or for employees moving into a new position. Want to move toward providing access by position/role, not by person.

Folder sharing in OneDrive is easy; the initiator can assign access to anyone with the District. Training and information on OneDrive has been offered to a “test group” of faculty so far. As the deployment continues, faculty will have the ability to share a file with students as they are also in the active directory.

**Conclusions:** n/a

**Action items:** None

**Person responsible:**

**Deadline:**

**TOPIC: AV Classroom Inventory**

**Discussion:** Jeff Swank prepared and reviewed a classroom audio-visual equipment inventory list. Those areas in red indicate equipment is at the end of its life expectancy. Typically, the display equipment is the issue. List does not include a computer or laptop as those have already been updated. Nor does it include considerable small equipment that must be purchased for the display to function appropriately. The entire package costs about \$18,000.

The committee reviewed the list. List needs to be forwarded to faculty for input and feedback within a week. Purchasing deadlines are upcoming. Input should include any additional equipment that may be desired that is not presently on the list as well as adequacy for planned instruction.

Jeff stated that Maple 102 already has a new projector, but there was miscommunication on the equipment desired. Further, IT is looking into a secondary classroom for 2-way instruction broadcasting for the short-term.

**Conclusions:** Brian Greene will forward the inventory list to their constituency group for review and input.

**Action items:** None

**Person responsible:**

**Deadline:**

<b>TOPIC: UPS Back-ups</b>		
<b>Discussion:</b> As a follow-up to last month's review of the storm/power outage in January, it has been determined there are 77-computers that should have a UPS backup. It was noted the units last 3-5 years. There are disposal fees for old units. The UPS units act as a buffer to power surges when power goes out until the generator kicks on. Trevor proposed utilizing year-end funding for the purchase of UPS backup units.		
<b>Conclusions:</b> The group was in favor of moving the proposal to purchase UPS backup units with year-end funding to College Council for approval.		
<b>Action items:</b> None	<b>Person responsible:</b>	<b>Deadline:</b>
<b>TOPIC: Other</b>		
<b>Discussion:</b> Trevor reported that he and a few other administrators had toured the Jackson Rancheria facility in Jackson and the IT capabilities. The contract is in place to provide remote instruction. It was noted there was a bit of lag in the transmission that the Jackson Rancheria group will be working on. Some construction work at the facility will take place in the next few months. Trevor stated the Rancheria employees will attend the classes in Jackson for easy access.		
<b>Conclusions:</b> n/a		
<b>Action items:</b> None	<b>Person responsible:</b>	<b>Deadline:</b>

### Adjournment

There being no further business, meeting adjourned at 12:16 pm.

Record of meeting respectfully submitted by Terri L Isaman, Executive Secretary, CAS Division