Technology Committee
Tuesday, September 20, 2011
MSB-217

Attending: Mary-Jo Apigo, Holly Bailey-Hofmann, Marcus Butler, Kevin Considine, Carmen Dones, Shalamon Duke, Darron Elrington, Judith-Ann Friedman, Helen Lin, Bob Sprague

1. Minutes for meeting of June 15, 2011 were approved.

2. Emergency Agenda Item-Marcus Butler addressed the committee on this.

A total of 33 Dell laptops from MSA/MSB and the Paralegal Department in CE-105B were stolen last week.

Co-chair Bob Sprague will ask for reports back from IT, Plant Facilities, and Sheriff’s Office so the committee can review and disseminate them to campus.

3. Adobe Master Collection Agreement – Mary-Jo Apigo reported on this.

Mary-Jo sent agreement to Nick Dang – what kind of agreements we have – Nick has a key to access the link to download software. Computerland is the company that provides the software. Nick Dang proposed to let the Chair and Dean inform user to request and make it a default installation. Only Adobe Acrobat Pro will be installed.

ACTION ITEM: Nick Dang expressed an interest in having all computer purchases be delivered directly to IT so they can process and install their anti-theft devices.

4. Reassignment of TMP goal subgroups

Goal 7 – Marcus, Kevin, needs hard copies and electronic copies has no hard copies
Goal 6 – has hard copy, needs electronic copy
Goal 5 – MJA, Nick Dang, Juan Chacon – needs electronic copy
Goal 4 – Eric, Holly, Darron, has both electronic and hard copies
Goal 3 – Carmen and Kevin, Marcus – re-send electronic copy
Goal 2 – Tim Russell & Vidya are working on these – Bob Sprague requested to have Susan deBord-Sanders work on these as she is the new Learning Skills instructor. District

5. Review of Self-Evaluation form – Vidya reported that she generated the Technology Committee’s self-evaluation form from February 2011-June 2011. She will also generate one from fall 2010 as meetings were held. Co-chair Bob Sprague asked committee if they need a week to review the self-evaluation for more feedback and additional data. Vidya will email the self-evaluation out to members today and will give a deadline a week from today for feedback. If she doesn’t hear back from members, she will assume the document is OK for posting.
One member had a suggestion for effectiveness—come up with a system as a reminder to him so his task gets done—an email reminder-to make sure each member completes his/her task before the next meetings, etc.

**ACTION ITEM** – Clarify tasks – report who is assigned to each task and send reminders to committee members. Vidya will send an email reminder to committee.

There was discussion regarding Kentico Content Manager System—this is a web support system. IT will have to train employees on the new system.

**Recommendation**—that West look at a plan for a web for multi-users including the staff that might be required for this. We want the college to create a plan to provide a college website with the resources required to support it so every department can have their own webpage.

Discussion followed about having a Webmaster at the college. Bob Sprague made a motion that the committee support the college to create a plan to create a content management system and the needed resources. MSP

6. Wireless on campus status report—Nick Dang reported that the PO went to Board and was approved for the General Classroom and Student Services buildings. The B6 building still has to be approved and will go to Board again for approval. IT is not known yet when the campus will be totally wireless.

**ACTION ITEM:** The Technology Committee will ask for a written report from Turner of the status of having wireless campus wide through Facilities Committee.

7. Continued follow-up on IT’s responses to the Discussion Points from Divisional Council, College Council, and Academic Senate. Reports on Senate recommendations #10, 11, and 12.

Interim President removed the flat screen project form the bond funded IT Plan. Will revisit on Phase 3 of the project. Kevin Considine made a request to research the possibility of a company installing flat screens for the college. A committee member is going to connect IT to a vendor who will for advertising consideration provide free equipment and installation for flat screens. Discussion with Nick Dang followed on how technology has changed. The ability to change, update, and re-set every computer from one place in one location—for example, a lab with 50 computers could have this done in one place without the need for staff to go to that particular computer lab to do this. The Technology Committee supports the paradigm shift in technology to support our users at the college. Bob Sprague moved that the Technology Committee accept the report.

IT Help Desk is now in place and accessible through the faculty webpage. Nick Dang will send Larry Rowell to the next meeting in October.

The meeting adjourned at 4:40 pm.