District Technology Working Group Notes

Present: Jenni Abbot, Jennifer Ahlswede, Santanu Bandyopadhyay, Patrick Bettencourt, Ryan Brady, Arnold Chavez, Cynthia Fuhr, Fred Grolle, Margo Guzman, Josh Hash, Michael Leamy, Joe Macklin, Lue Martin, Bob Pacheco, Patrick Pimentel Sr., Joshua Sigman, Michael Smedshammer, Trevor Stewart, Jeff Swank, John Zamora, Henry Yong

Absent: Al Alt, Nancy Backlund, Kelsie Bonavia, Joshua Brown, Melissa Colon, Shawna Dean, Juan Garcia, Michael Garcia, Brian Greene, Ryan Guy, Lisa Husman, Terri Isaman, Leslie Michtavy, Melissa Raby, Marnie Shively, James Thomas

I. **Welcome**

Bob Pacheco introduced himself and his role in this meeting of the District Technology Working Group. He provided guidance and input into the IT Total Cost of Ownership Plan with meeting the accreditation compliance recommendation of establishing a TCO to meet Standard III.C. It is his job to work with the colleges to produce evidence that we are doing what we say we are doing related to the IT TCO Plan.

II. **Campus Technology Needs List**

Josh Hash requested the campuses work through the College Technology Committees to gather their lists of technology needs and compile them. Jenni Abbott requested a template the committee can utilize to list their needs, establish the priority, and provide information about the need. *Jennifer Ahlswede will research templates that could be used to gather this data and send a sample to Jenni.* Jennifer requested that the colleges begin compiling their lists while the template is being finalized.

III. **IT Total Cost of Ownership Plan**

Jennifer presented the timeline of how we came about drafting the IT TCO Plan and the steps taken in drafting the document. Within two weeks, the scope of the plan was decided, drafted, sent around for feedback, and feedback incorporated into the presented draft IT TCO Plan. This document is still in draft form and will be discussed at the upcoming technology committee meetings at the campuses.

The technology committees at the Colleges will gather feedback from their campuses and provide one document with feedback to Jennifer for incorporating into the draft plan. The plan will need approval from the appropriate governance groups. Subsequent iterations of the plan will continue to be shared with the campuses when major revisions are ready for review.

IV. **IT Strategic Plan**

It became apparent as the IT TCO Plan was being drafted that the next document requiring our attention is the IT Strategic Plan. This committee will begin meeting

regularly to begin the work on this document so we can provide evidence that the Colleges and District are carrying out the work described in the IT TCO Plan. It was decided that the timeline and steps to write the IT Strategic Plan will not be included in the final TCO Plan, but that we will follow the suggested timeframe and begin the work to draft the IT Strategic Plan as a committee. We are hopeful to have a beta draft of the IT Strategic Plan by March. *Jennifer will schedule the next meeting will be scheduled for the week after Thanksgiving and an invite will be sent based on best time for most.*

V. Other

Chancellor Yong noted these documents will be updated as needed. We are including in the plans what we believe needs to be accomplished and how we think it will be done. Because we desire to continually improve, we reserve the right to modify the documents as needed to make the necessary changes as we come across strategies and information that require the change.