

District Technology Meeting Minutes

Present: Jenni Abbot, Al Alt, Nancy Backlund, Julie Berg, Patrick Bettencourt, John Black, Kelsie Bonavia, Arnold Chavez, Roger Clague, Mellissa Colon, Shawna Dean, Cynthia Fuhr, Juan Garcia, Brian Greene, Fred Grolle, Margo Guzman, Josh Hash, Terri Isaman, Michael Leamy, Gina Leguria, Joe Macklin, Leslie, Michtavy, Crista Noakes, Melissa Raby, Joshua Sigman, Michael Smedshammer, Trevor Stewart, James Thomas, Henry Yong, John Zamora

Absent: Ryan Brady, Joshua Brown, Michael Garcia, Ryan Guy, Lisa Husman, James Palmer, Patrick Pimentel Sr., Marnie Shively, Jeff Swank

Guests: Julie Berg, Jim Thomas

I. Welcome/Introductions

The meeting was called to order at 12:00 p.m.

A. Roger Clague

- What is the promise? Enable each student to accomplish their own levels of personal excellence.
- Accomplish student success by being transparent.
- District technology working groups and forming sub working groups.
- Bring your own device.
- Refresh, refurbish and recycle.
- Goal – breakout in sub groups, report back to Technology group.

B. Henry Yong

- Stay up with changing technology.
- Find ways to stay current in your field.
- Learning by self via online workshops.
- Knowledge is an investment for the District, we stay better connected.
- It is everyone's responsibility to work together.

II. Updates from District IT Management Team

A. Roger Clague

- A PMP (Project Management) course is being hosted by Information Technology the week of February 26th.
- Lue Martin will be the District's IT Lead Trainer.
- Outside training is an option if necessary to support the campuses.
- Position access – Total Cost of Employment.
- Project Management – Metrics and accountability are important to gauge if a project is successful.
- The savings used from group printers may allow the possibility for free printing to students.
- Open to writing letters of recommendation for IT students working in IT one year with good feedback from their direct Managers.

B. Margo Guzman

- The Help Desk is the first point of contact.
- The goal is to provide a one stop shop to the campuses for Level 1 support.
- Working to upgrade the Sysaid system.

C. Shawna Dean

- Total Cost of Ownership process underway for IT. Shawna will take the lead on this project.
- MIS – working to report session hours and military status accurately.

D. Joe Macklin

- SP Grading finalization.
- Starfish project.
- IT is working to change the way projects are managed via WRIKE project management software. Traditionally, projects have been managed informally.

E. Josh Hash

- Welcomed Joe Macklin to the IT Leadership Team.
- Server Admin groups, Networking groups and Operation groups.
- Networking – working on security.
- Working on a proposal for outdoor wireless.
- Admin side – Active Directory, Starfish, Sysaid and Database Conversion.
- Data Center labeling project on electrical system in progress.

F. Jim Thomas on behalf of Patrick Pimentel Sr.

- Completed computer inventory.
- Exploring systematic computer replacements.
- VDI (Virtual Desktop Infrastructure) – Focusing on Smart Classroom
 - Less expensive option.
 - Electric savings.
- Exploring student printing solutions.
- Moving student labs and directory into a new domain.

- Queueing project with Jenni Abbott.
- Student Internship Program with the help of John Zamora.

G. Fred Grolle

- Upgrading 150 computers at Columbia College. Hoping to upgrade an additional 500 computers.

H. Julie Berg on behalf of Jeff Swank

- Continuing support of instruction and events on all campuses and sites through real-time services such as:
 - Video recording events/lectures/recitals/athletic events
 - Providing/setting up/operating video and audio systems for campus events
 - Responding to requests for classroom assistance
 - Providing laptops, projectors and other devices for short-term use
- The following projects are in progress:
 - Installation of the Culinary Arts multimedia system*
 - Installation of the Student Services student queuing system*
 - Upgrade the multimedia systems in the following rooms:
 - Ace 150*
 - Ace 160*
 - Ace 170*
 - PAC 243*
 - Sugar Pine 114
 - John Muir 155
 - John Muir 159
 - John Muir 160
 - John Muir 163
 - Install additional technology in the following rooms:
 - CAT 209 (interactive FPDs for small-group work)*
 - CAT Multi-Touch Lab (interactive FPDs)*
 - Replace FPDs with projectors in the following rooms:
 - CAT 134*
 - CAT 136*
 - Install FPDs for sports & news in East Campus Student Dining Room (partially funded)
 - Design/install FPDs and infrastructure to display dynamometer and OBD content in Columbia Auto Tech facility
 - Implement videoconferencing functionality in YCCD Board Room

III. Organization Topics (used for breakout session)

- A. Role and Purpose
- B. Composition
- C. Sub working groups
- D. Representation
- E. Meeting frequency

IV. Today's Discussions – Roger Clague

A. Protocol for IT Assistance

- Sysaid restructure is underway.
 - IT rollout deadline is July 1, 2018.
 - Deadline to rollout to campuses is Fall semester.
 - An interim solution will be slated for March.

B. Improving the college application process

- Roger plans to attend the next CCCApply workshop and addressing the needs at both colleges.
- The goal is to have a solution mid semester.

C. Project Prioritization and Active Directory

- Active Directory and Single Sign-on are two different topics. A plan to address both will be completed by the end of the semester.

D. Standards for Technology

- Standards and processes are necessary. The District will work with the Colleges on suggesting standards based on college needs.
- A requirement base will be implemented for standards.

E. Total Cost of Ownership (TOC)

- TOC model in progress with 18-19 fiscal year funds. Roger may have identified \$500,000.00 for hardware, software and training.
- Replacement and upgrade program will be in progress.
- TOC will lead to assets.
- Roger suggested as a starting point to establish baselines for District support. The idea is anything beyond the baseline will become the responsibility of the colleges.
- Institutional Licensing - It is possible to purchase software as a whole (District-wide) opposed to by department. This process may be added into the suggested District baseline.
- Colleague (Formerly Datatel):
 - The District is currently on an annual agreement. The goal is to work out a five year agreement with Ellucian. A five year agreement can save up to \$250,000.00.
 - Standardize course coding.

The meeting was adjourned at 4:05 p.m.

The next meeting is scheduled for the end of Spring semester 2018.

Location TBD.