



**MINUTES**  
**Technology Planning Committee**

**Thursday, March 13, 2014**  
**12:00 – 1:00 P.M.**  
**Building 10, Board Room**

**MEMBERSHIP**

Jeff Enz - Administrative Representative (Chair)  
Todd Finnell - Administrative Representative *Absent*  
Jeff Cantwell – Administrative Rep/Chair of B.U.G  
Gaylla Finnell - Faculty Representative  
Jim Fisher – Faculty Representative *Absent*  
Van Decker - Faculty Representative  
Adriana Sano - CMCA Representative  
Martha Olea - Classified Representative *Absent*  
Dixie Krimm - Classified Representative  
Vacant – Classified Representative  
Andrea Montano - ASG Representative *Absent*  
Priscilla Ortiz – ASG

Omar Ramos – consultant

Recording Secretary: Angie Gallo

**I. VISITOR COMMENTS**

a. Welcome and Sharing

Van Decker announced that he is excited about the new equipment that has been installed in the Music Room. Jeff Enz explained that the Music Room equipment is being replaced using ATLAS Funds.

Dixie Krimm reported that the Meta Update for CuricUNET has arrived; the challenge is scheduling training that works with everyone's schedule. Training should take place no later than December. CurricUNET allows more flexibility and functionality in making changes to reports.

**II. APPROVAL OF MINUTES**

- a. Approval of the February 13, 2014 Committee Minutes  
M/S/C Finnell/Krimm to approve the February 13, 2014 minutes.  
Correction to minutes: Photoshop - Lab should be #803 (not #802).

**III. ACTION ITEMS**

- a. TPC Standing Rules (revised)  
Jeff Enz explained the purpose for revising the TPC Standing Rules, and specified the following changes:
- To standardize the standing rules of TPC;

- Removed dates and location of meetings to be available on the web as a different document;
- Removed individual representative names from membership list;
- Change to membership to be consistent with other committees; dropped from three representatives to two per group;
- Distribution of Agenda was changed from a 72 hour notice to a 24 hour notice;
- Quorum change from six to five.

Jeff Enz informed the group that discussion took place in College Council about campus committees not being able to conduct their meeting due to lack of quorum, therefore reducing requirements for quorum would help facilitate meetings.

M/S/C Finnell/Cantwell to approve.

b. Classroom AV – Doc camera replacement

Jeff Enz explained over the last six months a number of power supplies in the 2700 building have failed. Replacing the power supplies has not been an issue. However, replacing the document camera that recently failed could become an issue in the future if more continue to fail. The cost to replace the Wolfvision Ceiling Camera, as currently installed in the 2700 Building classrooms, is \$2,848.86 per camera. Since these cameras were purchased with construction funds, a determination will need to be made whether to replace the document camera with the existing model or find a table top model that is less expensive.

Jeff showed the group two quotes for table top document cameras that range from \$500.00 - \$600.00. New table top document cameras models are more portable and smaller in size.

Example:

- ELMO
- Ladibug (Flex Arm)

Gaylla Finnell informed the group that she took the issue to the last Academic Senate Meeting. The response was for the District to look at alternatives as replacement needs come up. She indicated the only recommendation was regarding the labs in the 2700 Buildings and their request to maintain the existing ceiling models due to academic need and safety concerns. The argument made was concerns with using chemicals that could spill and damage table top models.

Replacements are not currently budgeted and will need to go to Executive Council for budget approval and allocation. Replacement plan should be a 2- part plan: short term and long term.

The committee made a motion to recommend the following:

As document cameras begin to fail, the Technology Planning Committee will use the following criteria for replacement of AV document cameras:

- Cost, functionality & academic need.

M/S/C Krimm/Decker to approve the recommendation.

TPC will be send the recommendation forward; options to be sent through participatory governance. Motions made contingent on 2<sup>nd</sup> review; Academic Senate & College Council, and Instructional Council.

**IV. DISCUSSION ITEMS**

- a. SharePoint Demo  
Jeff Enz provided a demo of SharePoint. Test sites will be set up for CART, Curriculum, and DE.

**V. ADJOURNMENT**

**Meeting adjourned at 1:30 p.m.**