



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

**Tuesday, September 1, 2015**  
**12:50 – 1:50 P.M.**  
**Building 900, Room #901**

**MEMBERSHIP**

Jeff Enz - Administrative Representative (Chair)  
(vacant) - Administrative Representative  
Jeff Cantwell – Chair of B.U.G, CMCA Representative  
Allison Brock – Faculty Representative  
Mark Duva – Faculty Representative *absent*  
Gaylla Finnell – DE Coordinator  
Adriana Sano - CMCA Representative  
Martha Olea – Classified Representative *absent*  
Dixie Krimm – Classified Representative  
(pending) - ASG Representative *absent*  
(pending) - ASG Representative *absent*

Recording Secretary: Angie Gallo

**I. WELCOME**

Gayla announced a Canvas meeting scheduled for next week and invited committee members to participate in the 10:00 am Backside of Canvas presentation.

**II. ACTION ITEMS**

**a. Approval of April 16, 2015 Committee Minutes**

M/S/C Gayla/Adriana approved as presented.

**b. Technology Planning Committee – Program Review**

The TPC program review was sent out today for committee review. Committees were asked to include no meeting dates due to faculty off contract in the summary.

Recommendation was made to add the technology budget enhancement prioritization as a valuable accomplishment. Also added was the obstacle – inability to meet when faculty is off contract. Committee recommended with suggested amendments, approval to forward to College Council for the next meeting.

M/S/C Jeff C. /Dixie approved.

**c. Campus Printing**

The committee reviewed the printing guidelines that had previously been sent & reviewed in April. Discussed the (3) different types of area classifications/types of offices. The issue of lack of signage in the #3100 building for the student copier was mentioned and a need to more clearly direct students was expressed. Banner printing – there will be a testing phase to ensure printers are compatible with Banner.

Consideration is going into bringing tech support internal – handling support with minor issues including ink/toner. Departments would still be responsible for paper. Concern was expressed over some older printers on campus. Older copiers/printers will be replaced with newer machines. With RFP, the district will receive new copy machines. Not so with printers. Everything will be dependent on RFP. Printers will be kept and replacement will begin when those begin to give out. The printing guidelines have been presented at Academic Senate and College Council.

M/S/C Gayla/Dixie to approve as presented.

**III. DISCUSSION ITEMS**

**a. Audio Visual Update – Jeff E.**

The Av issues in the #2700 have been fixed but have started getting reports of other problems/issues. ATLAS grant is being used to update (3) classrooms: 2721, 2722, and the lecture hall 2734. The projectors are still working. The lecture hall is transitioning to digital projectors and mic to allow up to (4) receivers/mics to speak at same time.

New software Mirroring 360 was deployed to 73 lecterns on campus. This will help provide faculty more access to technology on campus. The campus needs to attract students with technology. Need to prepare since K-12 is already using technology in classrooms and lecture plans.

With the Office 365 we offer students – students have access to all Microsoft programs and the ability to save work to the cloud when no flash drive is available.

**IV. ADJOURNMENT**

The meeting was adjourned at 1:44 p.m.