



MINUTES
Technology Planning Committee

Tuesday, April 5, 2016

12:50 – 1:50 P.M.

Building 10, Board Room

MEMBERSHIP

- | | |
|--|--|
| <input type="checkbox"/> Jeff Enz- Administrative Representative (Chair) | <input checked="" type="checkbox"/> Adriana Sano - CMCA Representative |
| <input type="checkbox"/> (vacant) - Administrative Representative | <input type="checkbox"/> Marisa Izarraraz – Classified Representative |
| <input checked="" type="checkbox"/> Jeff Cantwell – Chair of B.U.G/CMCA Rep. | <input checked="" type="checkbox"/> Dixie Krimm – Classified Representative |
| <input checked="" type="checkbox"/> Allison Brock – Faculty Representative | <input checked="" type="checkbox"/> Gabriel Gonzalez – Classified Representative |
| <input type="checkbox"/> Mark Duva – Faculty Representative | <input type="checkbox"/> Amy Diaz - ASG Representative |
| <input checked="" type="checkbox"/> Gaylla Finnell – DE Coordinator | <input type="checkbox"/> Benjamin Barajas - ASG Representative |

Recording Secretary: Angie Gallo

I. Welcome

II. Action Items

- a. Approval of March 1, 2016 Committee Minutes
Approved as presented.
- b. Enhanced Budget Report (2016-2017) Information Technology prioritization
The committee discussed and reviewed the Budget Enhancements requests and prioritized the items. *See attachment.*

III. Updates

- a. OEI Update – *tabled until next meeting due to lack of time.*
- b. Canvas Update – *tabled until next meeting due to lack of time.*

IV. Discussion Items

V. ADJOURNMENT

The meeting was adjourned at 1:56pm.

Technology Planning Committee: 2016 – 2017 Budget Enhancement Requests Prioritization

The Technology Planning Committee (TPC) evaluated and prioritized the 2016-2017 Annual Program Review (APR) Budget Enhancement Requests at its April 5, 2016 regular meeting.

The following requests were submitted for review and prioritized by the TPC, sorted below by priority:

Rank	Dept	Program	Cost	Item Descrip.	Objective
1	Information Technology	Enterprise Systems	42m500	Increase budget for 707 and 708 5620 (maintenance agreements). These two accounts are used to pay for the yearly support and maintenance agreements that are the responsibility of the IT Department. At this time there are approximately 70 different support/maintenance contracts.	Increase 16/17 budget for 707 and 708 5620 (maintenance agreements). These two accounts are used to pay for the yearly support and maintenance agreements that are the responsibility of the IT Department. At this time there are approximately 70 different support/maintenance contracts. Below is a breakdown of the amount requested and a description Yearly Increase (Support Contracts normally increase yearly by 3% - 5%). Current budget is \$574,372.00 X 1.03 = \$591,603.16, which is an increase of \$17,231.16 Additional Blackboard Cost: Over the last 4 years ATLAS has been picking up \$18,500 of the Blackboard contract. With Atlas ending these costs, for one year, need to be picked up by this account. \$18,500 There are a number software programs that the Business Division uses that they would like added to this account, but do not have the budget to transfer with it. Would like for them to be considered: - \$7,000 Total Propose Increase of \$42,500
2	Student Affairs and Enrollment Services	Admissions and Records	\$ 17,159.00	Request funds to purchase ViaTRON. ViaTRON will convert A & R student records on microfilm and microfiche that we currently have in storage to a digital format to house on our server. This would involve converting 279 rolls of microfilm to a digital format.	Request funds to purchase ViaTRON. ViaTRON will convert A & R student records on microfilm and microfiche that we currently have in storage to a digital format to house on our server. This would involve converting 279 rolls of microfilm to a digital format.
3	Student Affairs and Enrollment Services	Admissions and Records	\$ 45,728.00	Request Funds to Purchase ViaTRON. ViaTRON will convert microfilm that we currently have in storage for other departments (Academic Services, Human Resources and Business Services) on campus from microfilm to a digital format. We currently have 871 rolls of microfilm that would need to be converted	Request Funds to Purchase ViaTRON. ViaTRON will convert microfilm that we currently have in storage for other departments (Academic Services, Human Resources and Business Services) on campus from microfilm to a digital format. We currently have 871 rolls of microfilm that would need to be converted
4	Public Safety	EMS	\$ 1,800.00	Improve performance on National Registry Exam by monitoring, tracking, & implementing teaching strategies 11001-674-6502-1200	Utilize test preparation programming (EMSTesting.com) to validate test questions and computer adaptive tests.(we can enhance our student's chances for a first-attempt pass on the NREMT licensure exam.) The cost will vary from \$1200 for class of 12 students to \$1700 for a class of 20 students.
5	Math	Math	\$ 1,102.00	Obtain 15 licenses for MATHLAB and associated software.	Needed to secure enrollments in our classes.

6	Information Technology	Enterprise Systems	\$ 60,000.00	Pillar Two of the Technology Plan calls for "Technology Renewal and Replacement on Predictable Cycles." Evaluate and make improvements to the network design and architecture, and thoroughly document network. As with the computer inventory, the network infrastructure needs to be refreshed on an on-going basis to remain capable of meeting the constantly changing demands of technology. Network technology needs to be refreshed on a 5 -7 year schedule, we are looking at a 7 year schedule.	The Enterprise equipment and classroom audio video needs to be placed on an on-going refresh cycle, similar to that of the computers. \$60,000 will not cover all of the expenses, but will be a start.
7	Information Technology	Enterprise Systems	\$ 22,000.00	Data Protection Solution	Security of and user access to enterprise resources. Pillar one of the Technology plan calls for Robust, Reliable Network Architecture. This can be accomplished with training on and improvements to the current policies and procedures around data access and security and the implementation of appliances that can help with these areas. The appliances would consist of a Network Access Control, which manages access to either the wired or wireless network and at the same time secures what is happening on the network. The other appliance works to provide secure authentication, authorization and provisioning of user rights on data folders. It would provide greater security and auditing of important data stores.\$20,000 one-time expense; and \$2,000.00 recurring maintenance fee.
8	Information Technology	Enterprise Systems	\$ 40,000.00	Network Access Control and Data Protection Solution	Security of network resources and user access to enterprise resources. Pillar one of the Technology plan calls for Robust, Reliable Network Architecture. This can be accomplished with training on and improvements to the current policies and procedures around data access and security and the implementation of appliances that can help with these areas. The appliances would consist of a Network Access Control, which manages access to either the wired or wireless network and at the same time secures what is happening on the network. The other appliance works to provide secure authentication, authorization and provisioning of user rights on data folders. It would provide greater security and auditing of important data stores.
9	Information Technology	Application Services	\$ 163,000.00	Licensing and maintenance cost for Banner Data Defense	Banner Data Defense add-on allows for encryption of data in the Oracle databases on campus for protection of hacking or farming of campus data. Price shown is discounted from \$185,000 to \$133,000 and the MNT from \$40,000 to \$30,000. Enhance the security of institutional data by incorporation of best practices, controls and monitoring of internal business processes. Dependencies: Ownership and adoption by key business units to alter traditional business processes. Risks: Unavailable time to Application Services or required business unit staff due to competing projects that are deemed of a higher priority by either; the institution, specific business unit(s), or governing agencies whether state or federal. Continue with alteration of internal business processes to incorporate best practices for handling and storage of institutional data through established policies and procedures. This will include further investigation and pricing on Banner Data Defense add-on for data encryption.

10	Public Safety	EMS	\$ 15,000.00	Classroom laptop purchase - increase computer assisted learning access 11001-674-4320-1200	Purchase 20 additional laptops for use in the EMT courses. NREMT is an online exam and many students are not familiar with that specific online format and it is proving useful for the paramedic cohorts. Currently in 2015-2016 there are sufficient laptops for the paramedic cohort of 20. National licensure EMT testing is done online and in a specific format. It is recommended as best practice to utilize classroom experience with web-based and online testing formats similar to the national testing to improve student success.
11	Public Safety	POST	\$ 12,475.00	POST Level 1 \$12,475 Laptops (or equivalent) are needed for the new Level 1POST IZ1Yes Laptops Academy to comply with the POST testing protocols. Class size 0 No 11001-625-4320- is 40-50 thus purchasing 1/2 in 2016-2017 with district funds 2100	Laptops (or equivalent) are needed for the new Level 1POST Academy to comply with the POST testing protocols. Class size is 40-50 thus purchasing 1/2 in 2016-2017 with district funds and the other 1/2 with Grant funds if possible. Calif Commission on POST will determine if IVC's Level 1 will be accredited program and they have informed the POST coordinators that future testing will be web-based and monitored which will require use of laptops or more expensive PCU for all students. Request above is for 1/2 the total cost raw projected costs and will seek approval from Grant for the remainder. If unable to get grant funding the above cost will double.
12	Nursing and Allied Health	Registered Nursing (RN)	\$ 5,000.00	Increase Interactional Instructional Strategies 11502-671-4320-1200 (lottery)	New 'Sims' faculty to identify needed simulation supplies and equipment, determine the ongoing memberships and training needed, with faculty to determine where additional sims scenarios can be placed in curriculum, and train faculty in new sims strategies/methodologies. Simulation equipment and supplies enhance the learning experience for students and may take the place of 25% of clinical rotations in content areas that are not available to the students. [xxxx] Increase the use of human simulation scenarios and update the instructional methodologies used with simulations. Monitor the impact of the change on student comprehension, NCLEX results, and preceptorship experiences.]
13	Business & Agriculture	Office Technologies	\$ 6,900.00	Ongoing software budget to renew site licenses for Office Technologies	The Business Dept. has gone out of its way to help the district during recent budget problems. All software that is used in both our Office Technologies and CIS programs has been purchased with Perkins funds. Unfortunately, Perkins funds can only be used for new software or software updates, not site licenses. We have a number of software programs that are embedded in our courses (Perfect Interview, Gmetrix, Voice Thread, just to name a few). This software has yearly license renewals, which must be paid for, but we have no software budget and the costs are greater than allowed with Lottery funds uses. This money is essential to the ongoing success of our programs. We have requested that our IT dept. pay for these programs, but we have been told that they do not have enough money in their budget. Gmetrix (Microsoft certification software) \$4,600 Perfect Interview (integrated in WE 201) \$1,500 QuickBooks (absolutely essential to CIS 108) \$700 Voice Thread (used in several Office Tech courses) \$100
14	Counseling	Counseling	\$ 7,000.00	Investigate and procure a tool to verify addresses submitted to the college by students or staff	\$7,000 estimate paid by ATLAS first year, than District subsequent years. Investigate and procure a tool to verify addresses submitted to the college either by students or staff.
15	Information Technology	Reprographics	\$ 6,800.00	Business Card Cutter for Copy/Print Center	The existing cutter has been moved to a new location where only a few trained staff have access to use it so the need to purchase an entirely new cutter can continue to be postponed for some time. However, the purchase of the business card cutter would expand capabilities and make the business card creation process go more quickly because usually the cutting period is what delays cards the most.

16	Student Affairs and Enrollment Services	Student Health Services	\$ 5,250.00	Buy a new Electronic Health Records (EHR) system	To allow clinician the flexibility in regards to completing clinical documentation. The clinician's notes will be easily automated, saved, and managed. This way, the clinician will spend less time documenting and use more time to treat students.
17	Student Affairs and Enrollment Services	Student Affairs	\$ 4,500.00	Service Agreement for Regroup	To increase the methods of disseminating information to the student population. Enhance the Associated Student Government website to improve communication with students regarding deadlines and student life on campus (Clubs, Activities, etc.).
18	Counseling	Counseling	\$ 4,000.00	Migrate Degree Works current classic student planner to new student educational planner (SEP).	Migrate Degree Works current classic student planner to new student educational planner (SEP). Provide training to staff on new SEP.A. Upgrade Degree Works software to 4.1.3.1 or 4.1.4
19	BSS	Anthropology	\$ 3,000.00	Produce a 15-20 minute video on the ethno-history of native americans in the area.	Good for advertising.

*13 – tied/part of item ranked #1

x = Requests already procured.

** = Requests require more information. Requests ranked #8 – #12 are all equal in rank. The committee agreed the requests could not be further ranked due to lack of information regarding the items requested.

*** = Not I.T. Related Requests – items were placed at the bottom of the listed as a committee understanding that the requests are not relevant to the role of the Technology & Planning Committee and should be placed under Marketing Committee Prioritization list. In no way does the ranking reflect the opinion of the committee for said requests.