Technology Planning Committee
Minutes
Thursday, April 14, 2011
1:30 – 3:00 P.M.
Administration Building Board Room

MEMBERSHIP
Todd Finnell, Co-Chair - Administrative Representative
Gaylla Finnell - Faculty Representative
Jeff Cantwell - Chair of B.U.G.
Edward Cecena - Classified Representative
Larry Valenzuela - Classified Representative
Daniel Bermudez - ASG Representative

Members Absent
Jim Fisher, Co-Chair - Faculty Representative
David Zielinski - Faculty Representative
Kathy Berry - Administrative Representative
Taylor Ruhl - Administrative Representative
Angie Gallo - CMCA Representative
Martha Olea - Classified Representative

Visitors Present
Omar Ramos, Jeff Enz, Valerie Rodgers

Recording Secretary: Adriana Sano

I. VISITOR COMMENTS

a. **Welcome and Sharing**

b. There was discussion among the group about the Applied Sciences Career Expo which took place this morning.

c. Val Rodgers announced that the ATLAS Interim Report was completed and would be going out this week.

II. ITEMS

a. **Program Review and Approval**

- Omar Ramos distributed two handouts and gave an overview of the 2011-2012 Program Review Resource Requests Report, and 2011-2012 Program Review Technology Plan Report.
- Todd Finnell informed the group that the Technology Planning Committee would be reviewing the college's technology resource needs and making recommendations to the Program Review Committee. The committee is to look at student needs, the District's best practices, and determine if the resources requested fall within the scope of the Technology Plan's goals and priorities, or whether they need to be added.
- The committee reviewed the 2011-12 Program Review Resource Requests Report for each ORG in detail.
- There was discussion on the definition of a smart classroom which varies around campus depending on which building you are in. Todd Finnell informed the group that IT's vision would be to implement Thin Clients in all classrooms for faculty. This approach would allow faculty to have access to their own desktop from any classroom. A pilot of Thin Clients will be implemented this Summer in classroom labs 803 and 901.
- Todd Finnell asked the committee for their recommendations.

- Gaylla Finnell recommended that the District prioritize those things that maintain the core infrastructure of the college. Edward Cesena agreed.
- Omar Ramos indicated he would like to see more virtualized classrooms and labs.
- Jeff Enz recommended that desktops older than five years be replaced; they would need to be a high priority, since VDI will take a couple of years to implement campus-wide.
- Daniel Bermudez agreed with the recommendation to replace desktops and implementing VDI.
- Larry Valenzuela agreed with supporting instruction and standardizing desktops.
- Jeff Cantwell recommended that each request should be reviewed on a case by case basis.
- Todd Finnell summarized the consensus of the group by stating that budget be set aside for replacing computers and each request be handled on a case by case basis (based on need, priority, and conformity to the strategic plan).
- Omar Ramos volunteers to put together a prioritization spreadsheet using Google to submit electronically to the group in order to consolidate their recommendations.

III. ACTION ITEMS

a. Approval of Minutes

M/S/C Valerie Rodgers/Larry Valenzuela to approve the March 10, 2011 Minutes.

b. Technology Plan Review and Approval
M/S/C Gaylla Finnell/Jeff Cantwell to approve the Strategic Technology Plan as presented.

Discussion:
- Todd Finnell gave an overview of the the Strategic Technology Plan for 2011-2015 which included the following: Vision Statement, Strategic Initiatives, Support Index, Five-Year Road Map, 2011 Action Plan, and Appendix A, B and C.
- Todd Finnell informed the group that this committee's primary objective is the development of the Technology Plan and holding this institution accountable to adhering to the plan. The committee's role is to evaluate progress and develop annual Action Plans to capture priorities on a yearly basis.
- There was discussion among the committee members on the institution's technology needs funneling through this committee for review.
- The committee discussed the changes within the organization and changes to come as new IT initiatives are implemented. This committee's role will be to make recommendations on how to best implement these new initiatives.
- Larry Valenzuela asked whether Web Time Entry, Technology Training, and Online Tutorial Videos could be included in the Action Plan. There was discussion among the group and it was concluded that these tasks were included as a subtask under a larger activity and supported in the Technology Plan.

Motion carried.

IV. ADJOURNMENT

The meeting was adjourned at 2:50 p.m.

Technology Planning Committee
Minutes
Thursday, March 08, 2012
1:30 – 3:00 P.M.
Administration Building Board Room

MEMBERSHIP

Todd Finnell, Co-Chair - Administrative Representative
Ted Ceasar - Administrative Representative
Larry Valenzuela - Classified Representative
Alberto Izarraraz - ASG Representative
Michael Heumann, Faculty Representative
Jeff Enz, Director of Enterprise Services

Members Absent

Jim Fisher, Co-Chair - Faculty Representative
Gaylla Finnell - Faculty Representative
Kathy Berry - Administrative Representative
Taylor Ruhl - Administrative Representative
Angie Gallo - CMCA Representative
Edward Cecena - Classified Representative

Recording Secretary: Adriana Sano

I.   VISITOR COMMENTS

a.   Welcome and Sharing

- Todd Finnell announced that IVC and ICOE would be co-sponsoring a countywide technology conference to be held in the 2700 Building on Saturday, May 5th to promote awareness of technology in education. It will be open to IVC, K-12, and members of the community.

II. ACTION ITEMS

a.   Approval of Minutes

- M/S/C Larry Valenzuela/Michael Heumann to approve the January 12, 2012 Minutes.

III. ITEMS

a.   Review and Prioritize 2012-13 Annual Program Review Resource Requests

- Todd Finnell passed out the 2012-13 Annual Program Review Resource Request across all ORGs. He explained one of core functions of the Technology Planning Committee is to review, prioritize, evaluate and make recommendations to the Educational Master Planning Committee. The committee will identify each ORG request and rank by priority.
- Todd Finnell explained to the group the current fleet of computers is approximately 1000 campus-wide. In order to refresh all computers through a five-year cycle, 200 machines would

need to be replaced each year. Many of the current computers used by faculty and staff are dangerously close to failing.

- The Committee reviewed the following Resource Requests by Org:

  - ORG 201 – Desktop
  - ORG 211-1100 – Desktop
  - ORG 211-1500 – Desktop
  - ORG 211-1501 – Desktop
  - ORG 227 – Laptop
  - ORG 228 – Desktop
  - ORG 228 - Laptop
  - ORG 709 - Computer Refresh
  - ORG 709 - Data Projector
  - ORG 709 - Data Lamps
  - ORG 907 - Desktop
  - ORG 937 – Desktop

- The committee agreed that the computers should be replaced according to a replacement schedule (according to need and whether it is over five years). The committee ranked the Computer Refresh Program as the highest priority as outlined in the Strategic Technology Plan. The committee ranked as a high priority classroom data projectors and lamps and recommended that a plan be developed for replacement and maintenance.

b. **Update on Wireless Network Implementation**

- Jeff Enz showed the group the four SSIDs for the entire campus (IVC Private, IVC Employee, IVC Student, and IVC Guest).
- The type of login will determine what resources are available to each user and the account will be authenticated.
- Jeff Enz gave a preview of how to access the new wireless SSIDs. There was discussion among the group about requiring employees to change their password every three months.
- He gave an overview of Aerohive Access Point coverage map which shows access point coverage activity throughout campus.
- He stated that nearly 200 access points would be installed throughout campus to give wireless access campus-wide.

c. **System Center Implementation and Changes to End-Point Security**

- Todd Finnell announced that IVC would be part of a pilot group with Microsoft. The System Center implementation is a way to manage campus technology more efficiently. He indicated that a demonstration would follow at a future TPC meeting.
- Todd informed the group that Sophos Antivirus would not be renewed and would be replaced with Forefront Microsoft End Point Security.

d. **Classroom Technology Update (Podiums)**

- Todd Finnell gave an update on the current classroom technology and stated that the vision is to have every podium equipped with computer retrofits in each classroom. The current podiums do not have computers and a request has been made to provide computers for these classroom podiums.

- Jeff Enz indicated that the challenge is how to provide monitors for the computers and is looking into different models. He has decided on an articulating arm bolted onto the podium and he would be proposing this model to Instructional Council at their next meeting.
- Michael Heumann indicated that he met with Brian McNeece and the English department and they recommended that the arm be placed on the lower section of the podium.

IV. **ADJOURNMENT**

The meeting adjourned at 2:30 p.m.