



Technology Committee Minutes

April 18, 2019

2:00 PM - 3:00 PM

ECC, Room 186

Attendance

Voting Members	Absent/Present	Voting Members	Absent/Present
Bakit, Libbier	Absent	Pitcher, Nathan	Present
Burns, Mary	Absent	Quintero, Edith	Present
Fischthal, Michelle	Absent	Sabanos, Jacqueline	Present
Hornik, Kathy	Absent	Saylar, Tim	Absent
Iffland, Aaron	Present	Thomas, Stephanie	Present
Luedtke, Jessica	Absent	Vargas, Anthony	Absent
Matthew, Esther	Absent	Student Rep (TBD)	Absent
McGirr, Rich	Absent		

Guests and Proxies		Guests and Proxies	
Will Olmstead			

Agenda Item #1: Call to Order

The meeting was called to order by Aaron Iffland at 2:05 PM.
A quorum of the members was not present.

Agenda Item #2: Welcome/Introductions

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Agenda Item #3: Approval of Previous Meeting's Minutes

Discussion: None
Motion: Edith Quintero moved to approve, Stephanie Thomas seconded. Motion carried.
Changes Made: None

Old Business

Agenda Item #4a: Update on the Review of the Request/Scoring Process

Discussion: <ul style="list-style-type: none">• Aaron Iffland informed he met with the Core Resource Team for several meetings, and discussed the 15 concerns that the Tech Committee has regarding the process of scoring.• Aaron reported there is a proposal to use more functions on Survey Monkey to customize the scoring procedures, facilitating the scoring process.• There are also plans to migrate the creation of the requests to a module in Campus Labs. This should help with the formatting, standardization, and linking to the goals/objectives.• Aaron also commented that there was a discussion about the Tech Committee rating equipment, as well as technology.• Edith Quintero suggested the request form goes to the corresponding IT employee of each campus before it is submitted to the Technology Committee.
Motion: None Required
Action Needed, Persons Responsible, and Deadline: Aaron Iffland will bring feedback from the remaining two meetings to the next meeting scheduled on May 16.

New Business

Agenda Item #5a: Governance/Operational Committees Effectiveness Survey

Discussion: <ul style="list-style-type: none">• Aaron Iffland reminded the committee members about the Governance/ Operational Committees Effectiveness Survey is due April 18.
Motion: None Required
Action Needed, Persons Responsible, and Deadline: Committee Members need to complete the survey by end of business day April 18.

Agenda Item #5b: Creation of Master Technology Replacement Plan

Discussion:

- Aaron Iffland reported that there is a possibility to create a master technology inventory replacement plan. Many technology requests are simply requests for replacement of existing technology. Technology requests that are part of the replacement plan would not need to go through the technology resource request scoring process, limiting the number of requests the committee votes upon. This plan would take coordination between the Technology Committee, the IT group, the Budget Committee and the budgeting group.

Motion:

Action Needed, Persons Responsible, and Deadline:

- Aaron Iffland will report back during the May 16 with an update on the plan.

Agenda Item #5c: Update of SDCE Technology Plan

Discussion:

- There was discussion on the update of the Master Technology Plan. Aaron Iffland suggested that because we now have a scoring process, those documents be included in the Master Technology Plan as appendices that could be updated each year.

Motion:

Action Needed, Persons Responsible, and Deadline:

Aaron Iffland will place the scoring process documents in the Master Technology Plan for review at the May 16 meeting.

Agenda Item #5d: eBook on ADA compliance and AV equipment

Discussion:

- Agenda Item tabled so that Mary Burns may present during the May 16 meeting.

Motion:

Action Needed, Persons Responsible, and Deadline:

Agenda Item #6: Roundtable

Discussion:

- Stephanie Thomas asked about the possibility of holding the committee meetings via Zoom.
- Aaron Iffland said that the reason why meetings in the past were not held via Zoom is that there was concern that the meeting is governed by the Brown Act which could create complications. Additionally, the technology to hold the meeting is not readily available in room 186.
- Jacqueline Sabanos suggested she get clarification is the meeting is governed by the Brown Act. If it is not, it was agreed to test holding the meeting through Zoom.

- Aaron Iffland suggested if the meeting is to be held via Zoom, the Committee needs to create a set of rules for holding meetings remotely.

Motion: None

Action Needed, Persons Responsible, and Deadline:

- Jacqueline Sabanos will get clarification if meetings fall under the Brown Act.
- Aaron Iffland will follow up with technology requirements to hold meeting via Zoom.
- Aaron Iffland will follow up draft of rules for holding meetings remotely.

Next Meeting

May 16, 2019, 2 pm, ECC

Adjournment

Motion: Motion to adjourn by Edith Quintero, seconded by Jacqueline Sabanos. Motion carried.
Meeting adjourned at 2:45 PM.

Submitted by: Patricia Lopez and Aaron Iffland

Approved on: