



## Technology Committee Minutes

November 21, 2019

2:00 PM - 3:00 PM

Cesar Chavez Campus, Room 107

### Attendance

Voting Members	Absent/Present
Bakit, Libbier	Absent
Burns, Mary	Present
Gray, Michlle	Absent
Roberto Guerrero	Absent
Hornik, Kathy	Absent
Iffland, Aaron	Present
Luedtke, Jessica	Present
Matthew, Esther	Absent

Voting Members	Absent/Present
McGirr, Rich	Absent
Pitcher, Nathan	Present
Quintero, Edith	Present
Sabanos, Jacqueline	Present
Saylor, Tim	Present
Thomas, Stephanie	Present
Vargas, Anthony	Absent

Guests and Proxies	
Gray, Michelle for Fischthal, Michelle	

Guests and Proxies	

### Agenda Item #1: Call to Order

The meeting was called to order by Aaron Iffland at 2:06 PM.
A quorum of the members was present.

## **Agenda Item #2: Welcome/Introductions**

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

Discussion: None
Motion: Jacqueline Sabanos motioned and Tim Saylar seconded to approve. Motion carried.
Action Needed, Persons Responsible, and Deadline: None

## **Agenda Item #4a: Review of the Draft Shared Governance Updates**

Discussion: Aaron Iffland presented the updated draft of the shared Governance Handbook with the consolidated changes to it. All changes previously suggested and agreed by the Committee were made and noted in the draft. PRIE Office requires a motion from Technology Committee members to approve the changes made to the Technology Committee Meeting as well as to the mission, vision, and values on page eight. Jessica Luedtke pointed out some of the changes reflected in the draft on the Shared Governance Handbook, as well as, the organizational structure within SDCE. Edith Quintero inquired about the rules to assign a proxy or designee. assigning a designee helps the committees to keep quorum.
Motion 1: Edith Quintero motioned to remove designee from the Technology Governance Sheet Draft and Jacqueline Sabanos seconded. Motion carried. Motion 2: The members agreed to approve the Technology Committee Handbook as a whole. Jacqueline Sabanos motioned to approve and, Edith Quintero seconded to approve. Motion carried.
Action Needed, Persons Responsible, and Deadline: None

## **Agenda Item #4b: Update on the Resource Allocation Process**

Discussion: Aaron stated there haven't been any changes to the Resource allocation process. Jessica Luedtke informed program review has been completed and currently, departments are working on their strategic plan and resource requests. The deadline to submit these has been moved to December 6.
Motion: None
Action Needed, Persons Responsible, and Deadline: None

## **Agenda Item #4c: Update on Creation of Master Technology Replacement Plan**

Discussion: Tim Saylar was able to add all existing technology equipment to a database he created. The process is taking more time than anticipated. More details will be added to the database. Aaron and Tim will try to meet in January to have an update for the next Technology Committee
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meeting.
Motion: None
Action Needed, Persons Responsible, and Deadline: None

#### **Agenda Item #5a: Discussion on the need for a District-wide Technology Committee**

Discussion: There was discussion on the absence of a District-wide Technology Committee. Aaron suggested he could reach out to the technology committees at the other colleges to see if they would be interested in forming an informal technology group to discuss issues district-wide.
Motion: none
Action Needed, Persons Responsible, and Deadline: Aaron will reach out to the other technology committees.

#### **Agenda Item #6: Updates from other committees (DE, Budget and Facilities)**

Discussion: The Budget and the Facility Committees are working on the update of the Governance Handbook. Edith Quintero informed the committee that the Marketing Committee will be under the ARC Committee
Motion: none
Action Needed, Persons Responsible, and Deadline: none

#### **Agenda Item #7: Technology Group Accomplishments – Tim Saylar**

Discussion: Tim Saylar, reported the IT department is working on an inventory of all computer equipment.
Motion: none
Action Needed, Persons Responsible, and Deadline: none

#### **Agenda Item #8: Roundtable**

Discussion: Need to hold December 2019 and January 2020 meetings. There was discussion on the need to hold the December and January meetings. Consensus was that the December and January meetings were not necessary.
Motion: Tim Saylar motion to cancel the December meeting, and tentatively cancel the January meeting if no issues which warrant the meeting arise.. Edith Quintero seconded. Motion carried.
Action Needed, Persons Responsible, and Deadline: Reminders sent about meeting cancellations.

**Next Meeting**

February 20, 2020, Room 107 at Cesar Chavez Campus and Zoom.

**Adjournment**

Motion: Edith Quintero motion, Tim Saylar seconded. Motion carried. Meeting adjourned at 2:45 P.M.

Submitted by: Patty Lopez and Aaron Iffland

Approved on: