Technology Committee

MINUTES for Thursday, April 16, 20   2:00 p.m.   Zoom

Members Present:	Mary Burns, Michelle Gray, Roberto Guerrero, Aaron Iffland, Jessica Luedtke, Esther Matthew, Nathaniel Pitcher, Edith Quintero, Jacqueline Sabanos, Tim Saylar, Stephanie Thomas
Members not Present:	Anthony Vargas, Libbier Bakit, Rich McGirr
Guests:	Duane Rinehart, Margaret Posner
Recorder:	Patricia Lopez

AGENDA

1. Call to Order 2:00 p.m.

2. Welcome/Introductions

3. Approval of Agenda

CONCLUSION	

3.1 Approval of February 20 Meeting Minutes

DISCUSSION	There is a correction to the February minutes: Nathaniel Pitcher attended the meeting on February 20.
CONCLUSION	Jessica Luedtke moved to approve with the change and Stephanie Thomas second. Motion carried.

4. Old Business

4.1 Update on Resource Allocation Requests

INFORMATION	The Resource Requests list was sent to the Budget and the Executive Committee for approval. Jessica Luedtke delivered the update resource requests to Jacqueline Sabanos. Jacqueline Sabanos informed the Committee that the items had been reviewed by the Business Office for potential grants and categorical funds that could finance each item. Also, numerous requests can't be fund by any grant. All items funded by Perkins will be removed from the resource requests list as Perkins grant needs to be spent immediately. Once this list is reviewed and finalized by the Business Office, the list will be routed to management for discussion. Jacqueline will provide an update of the resource request list to Aaron Iffland as he will be sharing this information with the Tech Committee members.

4.2 Update on Creation of Master Technology Replacement Plan

INFORMATION	There was no update on the Master Technology Replacement Plan. Aaron and Tim will try to work on it during summer.
CONCLUSION	
Action Item [Who?]	4.1 Jacqueline will provide an update of the resource request list to Aaron Iffland as he will be sharing this information with the Tech Committee members.

	4.2 Aaron and Tim will meet with Mark Nesbit II to discuss the Master Technology Replacement Plan.

5. New Business

5.1 Faculty/Classified Professionals Technology Needs

INFORMATION	Administrative Services send out a survey on what faculty and classified are needing to work remotely and will receive the results soon; Jacqueline Sabanos wants the members to send her any technology requests as the distribution of requested technology will occur soon. Jacqueline Sabanos has let deans and management know that staff can reach out to Admin. Services with their technology requests. Jacqueline Sabanos also announced this during the first SDCE town hall meeting. There is a possibility Admin. Services would be able to provide ergonomic and supply requests besides technology in the near future. The logistics of the distribution of this need to be worked out, as safety is a number one priority. The survey will be open for a few more days; survey results will be presented to management for review. Based on the response, management will decide if the survey needs to be re-open again to collect more information.
DISCUSSION	
CONCLUSION	
Action Item [Who?]	

5.2 Mobile Device Policy

INFORMATION	During the resource request process, Tim Saylar discussed the need for a Mobile Device Policy before any new mobile devices could be purchased and checked out by staff, faculty or students. Michelle Gray, Stephanie Thomas, Nathaniel Pitcher, May Burns and Margaret Posner expressed interest in joining a task force on crafting the policy
DISCUSSION	
CONCLUSION	
Action Item [Who?]	Aaron will be contacting those who would be part of the development of policies soon to draft out a mobile device policy for review by the Committee

6 Updates

INFORMATION	
DISCUSSION	
CONCLUSION	
Action Item [Who?]	

7 Technology Group Accomplishments

INFORMATION	
DISCUSSION	
CONCLUSION	
Action Item [Who?]	

8 Roundtable

INFORMATION	Tim Saylar informed the members that if they or any of their staff experience any technology issue while working remotely, they need to contact the IT Helpdesk and submit a work order.
	Aaron Iffland commented Microsoft is providing access to Microsoft Office 365 free for at least 3 months.
	Michelle Gray brought up the subject regarding opening Facebook pages to communicate with students. She proposed creating some guidelines as an institution to do so and she questioned if it is recommendable to use platforms as FB to communicate with students.
	There was a discussion of best practices to set up a safe zoom meeting. Requiring registration and a waiting room can help to avoid zoom bombing. Also, locking the meeting once the meeting starts was recommended by Nathaniel Pitcher.
DISCUSSION	
Action Item [Who?]	
4. Adjournment Meeting adjourned at 3:05 p.m.	

NEXT MEETING:
Thursday, September 17, 2020. – 2:00 p.m.
Zoom

Minutes submitted by: **Minutes approved:**