TECHNOLOGY ADVISORY COMMITTEE
MINUTES

DATE: May 14, 2014   LOCATION: Library Conference Room L-106   TIME: 1:30 – 3:00 p.m.

MEMBERS: Becker, Michael; Corlew, Curtis; McLean, Sharon; Olatunji, Ronke; Oleson, Mary; Ryan, Clint; Turner, Reginald, Wentworth, Kim, Gilbert Lopez-Thomas, Karan Arora

STAFF: Benzler, Camme

PRESENT: Becker, Michael; Benzler, Camme; Karan Arora; Turner, Reginald; Wentworth, Kim

Item #	Topic / Discussion
1.	Approve: Agenda: The agenda for May 14, 2014 was approved by those present. Kim moved, Reggie 2nd, all in favor. Minutes: The approval of minutes of April 16, 2014 was tabled because there was no one present that had been at the last meeting to 2nd approval.
2.	Announcements/Updates • D2L/Bb retirement Kim announced that the deadline to request migration from Blackboard to D2L is behind us. There were some interesting requests, i.e., asking for classes to be moved to other faculty. Mike indicated that these requests were copied to deans so they are documented. Kim indicated that we are currently waiting for news regarding the RAP proposal submitted for a D2L position. As of May 22nd Kim will no longer be the D2L coordinator. Mike said the he is hoping that with the budget update out that they RAP funding will be announced soon. • Infrastructure Upgrade Project (IUP/VoIP) Mike indicated that this project is close to completion. Almost all hardware, switches, wiring, and cabling has been completed. Phones will start showing up on campus shortly. ShoreTel Communicator works with Windows 7 and Mike is working to get a solution for it to function on XP. He indicated that the hope is to push it out to the college in the next week or two. Reggie asked if you are an employee fortunate enough to have Windows 7 if you will have to wait and Mike indicate that you would not. • Technology Renovation Project The Technology Renovation Project will begin next fiscal year. The cycle will be a five-year refresh and the plan is to be on a continuously cycle. SARS print release stations are not covered under this plan. The first phase is already funded. There will be five phases. The phases were developed based on groups or areas of service beginning with the oldest computers being upgraded in the early phases. • Accreditation (Standard IIIC) Mike indicated that an email had been sent out indicating that the Accreditation Self-Study had been approved by LMCAS, Classified Senate, and Academic Senate. The report is schedule to be presented to the CCCCD Governing Board meeting in June.

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	• Other Kim announced that the LMC Technology Focused Flex Day is coming Wednesday, August 13, 2014. Already scheduled to present are: @One, 3Cmedia, and Cengage Publications holding workshops. Everyone should mark your calendars. • Please keep the week of October 6th open. This is when the Accreditation team will visit and TAG members may be called in as part of their review.
3.	Report out from College Assembly Tabled
4.	Tech Staffing Plan (2nd read) • Mike indicated that long-term goals need to be identified to determine what IT&S can do to support technology going forward to make everything work – even when it gets up that five-year age before renovation. Mike called the committees attention to the Tech Staff Plan he developed. This is the committee's 2nd read through this document. He called everyone's attention to the fact that our current support level at LMC is 300 desktop units per 1 support person. Kim asked if Karen and James positions would be coordinated within this plan and Mike stated that the reporting relationship for those two positions does not involved IT. Mike brought his plan of having an IT network staff member monitor labs each morning back before the committee. This would entail going through each lab, turning on the computers, checking that they are running, and reporting via service ticket system if they are not. Reggie indicated that his position was the same as it was last month when this was initially put before the committee; and that was that the general upkeep in the labs should be a part of the general assignment of existing lab staff as opposed to hiring a new person to do something that someone else could already be doing. In light of classified furloughs and reductions he cannot support a new position being assigned this or a student assistant being assigned to do something a furloughed classified employee can do. Kim suggested that perhaps existing department student assistants could be assigned to this, i.e. the MESA lab student assistant could be assigned this duty as part of their daily duties.

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5.	**Technology Total Cost of Ownership (1st read)**	
	• This is the first read of the Technology Total Cost of Ownership. Committee members agreed that they would like to see more of a link between Karen and James. They are under Computer Science/Business only and there should be some kind of linkage. In addition, more input is needed from our instructional deans to IT when it comes to technology.	
	This document in on insite. Mike asked that the committee please review this document and send any comments back to him. When new technology resources are requested LMC needs to look at TCO. For example, when new software requests are made, not only should the purchase price be budgeted but budget planning should include deployment costs, license renewal costs, any training involved, etc., for as long as the software will be used. This needs to all be integrated into program review and RAP.	
6.	**2014-2015 Membership (who will continue)**	
	Those present who indicated they would like to stay on the Technology Advisory Committee for the 14-15 year are:	
	Karan Arora – Student member	
	Michael Becker – Management	
	Reggie Turner – Classified member	
	Kim Wentworth – Faculty member	
7.	**2014-2015 meeting schedule**	
	It was agreed to keep the TAG meetings on the 3rd Wednesday of the month. The time will be 1:30 p.m. – 3:00 p.m.	
8.	**Agenda Items for next meeting**	
	No items were put forth.	
∗	**Adjournment**	
	The meeting was adjourned at 3:01 p.m.	
NEXT MEETING: 1st fall meeting date to be announced, Library Conference Room L-105 or L-106, 1:30 p.m. – 3:00 p.m.		