Approved Minutes
October 21, 2014
3:00 pm – LRC-4B

Attending: Mary-Jo Apigo, Marcus Butler, Leo Calderon, Nick Dang, Eric Ichon, Cyrus Helf, Helen Lin, Ashok Patil, Bob Sprague, Vidya Swaminathan, Ken Takeda

Guests: Michelle Long-Coffee, Peter Allman

1. Action Item: Approval of Minutes for the meeting of 9/16/14 were approved as submitted.

2. AV update:
   a. Leo Calderon reported that p.o’s were approved for FA classrooms mentioned in minutes of 9.16.14 that were approved.
   b. Lamps in MSA building are at their end of life – Leo is ordering another 8 lamps – totaling 12 lamps.
   c. Leo will submit a list of rooms to Technology Committee for rooms that need to be upgraded. Health classrooms are in need of AV equipment. Average expense for a classroom is $13,234 for everything – includes new projector, document camera, DVD/VCR combo, speakers, new screens, touch panels. Security locks are included.
   d. Leo and Ken Lin are working on a campus wide list of rooms that need new upgrades.
   e. Classrooms that don’t have technology – Leo will submit to prioritized list for PIE Committee
   f. Leo has had a demo with new vendor – software, hardware. Each classroom will have to have its own contract.

3. Kentico Update:
   a. Michelle Long-Coffee gave an update on Kentico which went live about three weeks ago. Went pretty well and received good feedback and little negative feedback.
   b. Tech Fair is gearing up to teach faculty to have their own faculty web pages. Mary-Jo Apigo has four sessions planned.
   c. How to create new templates – special events.
   d. Nick is setting up another site for faculty and staff to build a website. Division Chairs and managers get their passwords the date they are trained. Digital curriculum storage will be retired.
   e. There will be a DTC meeting here at West next month, Friday, November 14, 2014, in SSB 414 from 12-2 pm.
   f. Storage in Kentico – faculty can purchase a third party software that will clean up their email.
g. Service contract with Metronome is expiring in May 2015 – 3-year contract in case of a major system shutdown. West can call them for troubleshooting – 24 hour on call service. Nick is looking for a new vendor. For $100,000 – college got on-call assistance – fix software, check to find out what caused it – network infrastructure problem.

4. **IT Program Review:**
   b. You could note what benefits the college would gain from hiring these top two IT positions. Bob Sprague suggested to enter this in program review.
   c. Workshops will be offered for people who need to learn how to unload documents from their computer – by February 15, 2015. Two consecutive dates – Thursday and Friday will be offered to employees to learn how to clean up their emails.
   d. Six months after employees have separated, their email has to be deleted – this is a District policy.
   e. Campus wide security project – video cameras - a lot of storage.

5. **FY 2015-16 Instructional Support 5-Year Plan – Block Grant:**
   a. Ken Takeda shared memo from Jeanette Gordon, CFO/Treasurer
   c. Use last year’s expenditures to project next year’s projections
   d. Align it with construction projects. Integrate equipment projection with bond project, then fold in Leo’s AV projects
   e. Everything you would use in a classroom, could be for science equipment. Use up all money we project and have reasonable distribution across those academic divisions and tie it to something instructional needed for this year.
   f. Try to find a short-cut way - Start with this year - $463,000 – how to allocate. Take recurring costs from program review.
   g. Eric Ichon reported there are 4 -5 rooms in FA that have never been updated. Technology Committee supports this idea.

6. **Plan for revision of Technology Master Plan (TMP)**
   a. Bob Sprague spoke on the revision of the technology master plan
   b. Holly Bailey-Hofmann has been appointed by President to work on the TMP. Technology Committee should support her.
   c. Spring 2015 – a draft of the new TMP that’s aligned with Educational Master Plan (EMP). Technology Committee has input on the TMP – aligning technology plan with the EMP to coincide with scheduled years of effectiveness.
Co-chair Vidya Swaminathan reported that the Technology Committee is in need of more members. If you know of anyone who would be interested, please notify Bob Sprague or Vidya Swaminathan. They are also looking for a new co-chair for this committee.

7. Outside Guest:
   a. Peter Allman, film producer and TV producer, journalist
   b. He is doing a project on campus – “Talk Back” - up on WLAC Internet
   c. Michael Arata is on it – half hour show – independent film project
   d. Asking for financial support of two students who are editing this project - students need to be paid for their time.
   e. Michelle Long-Coffee could help put up on Youtube.com.
   f. Five - ten minute segments only

The meeting adjourned at 4:36 p.m.