Technology Committee
Tuesday, February 18, 2014
3 pm - LRC-4B

Attending: Marcus Butler, Nick Dang, Cyrus Helf, Helen Lin, Jan Pfeiffer, Vidya Swaminathan, Ken Takeda
Guests: Mary-Jo Apigo, Leo Calderon, Eric Ichon, Michelle Long-Coffee

The agenda items this meeting are out of order, since guests invited to speak on these items arrived at different times.

3. Instructional Grant Update
a. Helen Lin and Leo Calderon reported on the instructional block grants. Helen reported that about $2,000 was spent on the block grant.
b. Block grants will have a three year lifespan. Prop 20 lottery revenue only has a 12 month lifespan. The funds have to be used before June 30, 2014.
c. $84,000 instructional grant will be used for instructional equipment and library materials.
d. FA classrooms need to be updated – including speakers, screen, and touch panels.
e. This recommendation needs to be brought to College Council and needs to be communicated as an endorsement to the Prioritization Task Force (Rebecca Tillberg) before it goes to College Council. Deadline is March 14, 2014.

2. Kentico Update
a. Michelle Long-Coffee presented an update on Kentico. She passed out an informational page on Kentico. Zumwinkle is closing out on the project and is working with Nick in setting up the server.
b. Zumwinkle will conduct training for Michelle and trainer’s group this Friday. Training will be held on SSB fourth floor, matriculation and assessment. Clarissa Castellanos, Michelle Long-Coffee, Nick Dang, Larry Rowell, Cyrus Helf, and Scott will attend.
c. An annual maintenance charge is due April 2014. The college gets unlimited technical support for paying annual maintenance.
d. There was discussion on creating a position at West for maintaining the website.

3. Action Item: Approve minutes for the meeting of 11/19/13.
a. Minutes for 11/19/13 were approved with the correction to membership. Mary-Jo Apigo and Eric Ichon are guests of Technology Committee, not members.

4. District TC replacement schedule
a. Ken Takeda reviewed the proposed replacement schedule, recommended by the DTC.
b. Realistic replacement goals were discussed. A robust discussion took place on how to set aside money to pay for replacement at end of year. The question remains: How much can we allocate toward this?

VISION - West: A gateway to success for every student.
MISSION - West Los Angeles College provides a transformative educational experience.
West fosters a diverse learning community dedicated to student success.
c. Discussion of college’s policy for updating software. As far as policy, this is being written now downtown (per Ken Takeda). Should be ready by end of March 2014 and Ken will have a draft to bring to Technology Committee.

5. IT Update: Outlook training, spam email, voicemail, security
   a. IT will have training on Outlook on March 13 & April 17, 2014, at 3:30 pm by Tracy Pham. This will be sponsored by Tech Fair. Handouts will be distributed.
   b. Nick Dang will send out a global email message for employees to delete junk email. Any email older than 3 years will be deleted. This policy will be reinforced across the District.
   c. SPAM email update – Larry Rowell & Nick Dang have resolved the issue.
   d. Item from Olga Shewfelt – adjunct faculty are requesting their names be on college directory. Email request will have to be from an adjunct employee. IT will update directory.

6. Status of IT’s Program Review
   a. Nick Dang passed around status report of what IT is doing right now on program review.
   b. Needs to be submitted this week.

Meeting adjourned at 4:47 p.m.