Meeting of November 20, 2012
3:00 pm, HLRC-4B

Attending: Mary-Jo Apigo, Marcus Butler, Josefina Culton, Nick Dang, Carmen Dones, Shalamon Duke, Helen Lin, Manish Patel, Jan Pfeiffer, Bob Sprague, Vidya Swaminathan, Michael Tesfai

Guests: Leo Calderon, Sue deBord, Eric Ichon, Jason Irish, Reginald Moore, Tim Russell

1. **Action Item**: Minutes of 10/16/12. Minutes were approved with the following correction: Add Mary-Jo Apigo to User's Group Task Force.

2. **Smart Technology updates by Leo Calderon.**

   a. Leo Calderon reported there are problems with the projector lamps being left on over the weekend by instructors in the General Classroom (GC) building.

   b. IT will be ordering special software that will turn off projector lamps in the GC building automatically when instructors forget to turn off the projectors.

   c. Vidya Swaminathan stated all the classrooms should be tested in the GC building while they are under warranty to see if the equipment is working properly. The pens need to be configured and there is a problem with the monitors not displaying properly. Leo also reported there are problems using the pens with the Smart podiums in the large lecture rooms in the MSA building.

   d. The college needs to renegotiate a new contract for the GC bldg. and the MSA buildings. The GST vendor will be contacted by Leo via email to meet with Nick Dang for a meeting to discuss solutions to fix the pens. Nick will let faculty know when GST will be coming to the college to receive input from them.

   **Action Item**: A recommendation to College Council from Technology Committee was made to get an extension for the AV maintenance contract for the MSA building. This will be sent to College Council for the next meeting.

3. **Software License report by Nick Dang**. Faculty and staff are not aware of software licenses available to them. Nick has created a place for the college to go to see what licenses are available. The link is [www.wlac.edu/software](http://www.wlac.edu/software). This can be accessed on a computer or on a Smart phone with Flash or Wintranet.
4. **Email reliability, and interruptions report by Nick Dang**
   IT is working on obtaining another kind of support when the server is down and will recommend. Nick reported that they will migrate to Outlook 2010 by the middle of January. Bob Sprague recommended to hold a 30 minute discussion to discuss the following agenda items:
   
   a. passwords and policy issues for the email system.
   b. policy the college has to adhere to.
   c. percentage of uptime the college wants, what it costs, what it needs to make it happen.

5. **IT Program Review Update** – Nick Dang reported that IT’s program review is in draft form and his staff needs to review this. Ken Takeda will review and then Nick will send to the Technology Committee.

6. **Kentico CMS Update** –
   a. Nick reported that Jason Irish has been assigned on how to order the software for the college. Jason has contacted Metronome and is in the process purchasing Kentico software by December 2012. Kentico will release the license and software as soon as they receive the funding.
   
   b. Michelle Long-Coffee has produced a timeline for getting the server running, developing faculty pages, and training. A small group met for a preliminary meeting on what the website will look like - faculty web pages, basic, medium and advanced. This group is still brainstorming. Training will be available to instructors in spring 2013 and an international website is scheduled to be online by summer 2013.

7. **Other Items** – Vidya reported than an email was sent by Suzanne Floyd to the Technology Committee regarding the District’s Planning Policy Committee. The technology plan implementation sets the umbrella for the District. Technology Committee members need to review this as the District will be acting on it in January 2013.

   The meeting adjourned at 4:35 p.m.