



## Technology in Education Committee January 23, 2014 Meeting Notes

### **Present:**

Armando Herbelin, Brandon Ray, Chris Nelson, David Mielcarek, Eli Hayes, Garry Lienhard, Jim Stanley, Maggie Stuart, Russell Osborne, Tracy Stanley, Chair - Lisa Matye Edwards, and Recorder - Sandie St. Onge

**Not Present:** Chad Meadors, Kim Salsbury, Kristy Enser, Marisa Greear, Renee Carney, and Susan Groth

- Student Email - Cabinet recommends a hosted email solution for students, to launch fall, ready for use by May
  - Other IT needs? Brandon doesn't know
  - Integrate into Student Portal for Gmail recognition
  - Need step by step for students to follow
  - Cut over date
  - Garry will put together a project plan draft from IT side
  - Jim and Armando will put together faculty issues/concerns
  - Lisa will write up cabinet proposal for dates, costs, savings - recommendations and plans from TEC
  - Plan switch over between commencement 6/20 and start of Summer quarter 7/7
  - Discussion on initial profile set ups to acknowledge Gmail, rather than automatically requesting to open Outlook
  - Bring up concept discussions with ASLCC officers and Tech Fee committee, staff and faculty...email access available on smart phones, full suite - google docs, etc., will be available
  - ADP Pro interface issues need to be addressed, internal vs. forwarded addresses
  - Check out best practices - Renee good contact (Canvas)
  - clicking "to" will not pull up directory of college addresses
  - No ads - commercials
  - Brandon will provide ITC list of campuses using Google/cloud based systems
  - Lisa provided policy from Green River re: email communications and student responsibilities/requirements. LCC needs a policy once the system is up and running.
  - Annual sweep necessary? Yes, a formalized thoughtful process. Sequel global database needed to help clear out forwarded addresses?

- Budgeting information - Brandon
  - Planning resource document - No amounts ever provided
    1. Intended to replace DI system 75-100 K cost, but no funds set aside
    2. Virtual server 100K
    3. Enterprise system 20K
    4. Forms on line 8k
    5. Sand solution 100 K
    6. Monitoring software to determine where issues are before users are aware...bandwidths, full drive, etc. 400K...equipment/staffing needs
  - 260k in 2011
  - 260K 2011-12
  - 260k 2012-13
  - 200k anticipated 2013-14
  - Brandon approach Tech Fee committee for base line funding request
  - Funds and staffing issues need to be addressed in IT...misconception because of staff being paid while on military deployment, medical leave...
  - Sever upgrades possible with move to H & S building
  - Need funding mechanism to refresh system as needed
  - Brandon will provide numbers in a spreadsheet
  - Vetting process yet? Lisa will follow up again...Brandon has the paperwork that went to Nolan some time ago and Tracy has something from 2008
- On the horizon - Brandon
  - Presidents looking for universal mobile devices policy, college supplied versus bought personally.
  - More systematic approaches being driven by ctclink.

The next meeting is currently scheduled for February 27