



## Technology in Education Committee February 27, 2014 Meeting Notes

**Members Present:** Armando Herbelin, Chad Meadors, Garry Lienhard, Jim Stanley, Kristy Enser, Marisa Greear, Renee Carney, Tracy Stanley, Recorder - Sandie St. Onge, and co-Chair - Brandon Ray

**Members Absent:** Kim Salsbury, Maggie Stuart, Susan Groth, and co-Chair - Lisa Matye Edwards

- **Student Email/Gmail update** – Garry reported on the meeting he, Lisa, and Sue had after the last TEC meeting to create a more defined timeline. Although implementation is planned for next month and test groups have been identified to test the new system in April for a “go live” date in May, the committee felt that communication to the campus is still needed.
- **Health and Science Building update** – Brandon reported that there is an open house planned on June 12. This still needs to be communicated to the campus. The Nursing department will be moving in the week after commencement and will start classes in their new home summer quarter. Computer orders are ready for classrooms and offices. Lab computers will need to be ordered next. The audio visual contract is scheduled for “substantial completion” on July 1 and will be completed in August.
- **VOIP** – Based on an unofficial report from the contractor, cabling has been upgraded in the Don Talley Vocational building, the Vocational building, Main, and Applied Arts. There is now a relatively high degree of confidence moving forward that the call quality in these locations should be acceptable. The phones that were purchased earlier can still be used, but the servers need to be replaced. There have been two failed bids to date and a third request for bids is being released. Once a contractor is identified, conversations will need to be held to determine the level of redundancy (risk minimization) that will need to be built into the system.
- **Strategic Planning** – The IT budget has been supplemented each of the past several years from excess funds. Committee members felt that the college has not set a realistic budget for maintaining ongoing IT operations, much less planning for the future. With the reduction of three temporary positions looming; a stabilized budget and staffing levels are critical for the campus to move forward with current needs, to maintain service levels, and to initiate the upcoming ctLink system. Budget proposals are needed to compare actual expenditures vs. need. Comparisons with other campuses would also be useful. We need to maintain stability, provide quality customer service, and support anticipated FTE growth. The budget should reflect college initiatives to support the vision of the college and should include a plan for supporting the replacement of equipment with funds from across campus. Marisa provided an example of her very small goods and services budget being

used almost entirely for toner, which is supplied by IT on many campuses. Just as the IT department feels it is getting its “head above water”, staffing reductions due to medical leave and losing temporary staff members are anticipated. Without additional funds to maintain a permanent staff, no forward momentum can be anticipated on new applications and services such as web working forms (not Adobe based) and text message alerts for emergency communications.

**Follow Up Assignments:**

- ➔ Communicate the new Gmail account plan for students to the campus community at large.
- ➔ Communicate H & S open house information.
- ➔ An IT request/purchase proposal form needs to be added to the A-Z list.
- ➔ To accommodate budget planning needs, the committee will meet on Tuesday, March 11 at 3:30 for strategic planning to discuss and propose a technology budget. This is in addition to the regular meeting which is scheduled for Thursday March 27.