Institutional Technology Planning Committee Meeting Notes
Regular Meeting
October 21, 2016 10am
Humanities- 102 TECC

Called to Order at 10:05 by Chair David Corley

Members Present: David Corley, Julie Johnston, Jackson Ng, Omar Alshykhly, James Kleckner, Jennifer Tupper, Logan Merchant, ~~Jacob Freitas,~~ *Cathy Harrison, Dr Armstrong*

1. Procedural
   a. Approval of Agenda & Prior meeting notes
      i. It was moved by Dr. T. Armstrong and seconded by James Kleckner to accept minutes with corrections as followed
         1. In the Members Present section Omar Alshykhy's last name was not spelled correctly
         2. Section 2a Jennifer's first name was not spelled correctly
         3. Section 5b. Institution was not spelled correctly

2. Agenda Items for the meeting
   a. Chairperson David Corley asked that the committee help him with the prioritization of the IP NIPR Items on the ITMP.
      i. *(Removed)* AJ IPR regarding *Request funding to improve classroom infrastructure CA123A* this class has not been taught on the campus in several years it is only taught online.
      ii. *(Revised)* 2015 Social Services IPR Rotation schedule needs to be developed to update the instructional technology on campus (*Replace as needed)*
      iii. *(Revised)*2015 Fire Science IPR Need classrooms that will hold at least 35 students. (*Needing computers /Phones)*
      iv. *(Revised)* 2015 Fire Science IPR Need office and storage space *(Needing Computer / Phones)*
      v. *(Action Item)* David Was instructed to go ahead and order the computers for the Nursing program that is scheduled to start in the Spring 2017.
      vi. *(Move)* This item will be moved to the 17-18 IPR for Digital Graphics – *Reconfigure CA 204 computer lad so Smart Board can be used*

   b. **Institutional Technology Budget Prioritization Proposal 2016-2017 (recommended ongoing expenditures in priority order)**
      1. No correction
      2. Phone system upgrades will increase current annual maintenance *(USDA Grant will pay for the upgrade)*
      3. No correction
      4. Additional training funds for IT Department (*This money will be in addition to the current amount HR has allotted for training.*

   c. **Institutional Technology Budget Prioritization Proposal 2016-2017 (recommended one time expenditures in priority order)** Committee decided on the following order:

1. Purchase 6 computers & 1 printer for the nursing program
2. Purchase software: Nurse, ProCalc, Maternity, Maternity, and Pediatric & Critical Care Modules
3. Security Cameras (higher quality camera for Gym for events
4. Blue Phones
5. Wireless/ID Card system for Library – (Need a procedure)
6. Replace old Microfiche machine with a digital scanner system
7. Increase equipment purchase equipment purchase for professional quality printing

   d. Jackson NG – He is having a constant issue in the computer lab in 123CA classroom. In the past week he has had problems with access points. Jackson has emailed Matt from the IT staff to get things looked at with no luck. *Jackson wanted to point out that the problem was handled by Matt and is no longer an issue.* David Corley directed him to personally email him or use the help@lassencollege.edu. At this address everyone in the IT department will see his email for help. From this email work assignments are issued for the IT department. Committee members suggested that this email address be emailed out to all staff to remind them how to get IT help. There is also a lighting issue in this room that will be communicated to the Facilities Department.
   e. James Kleckner - Wanted to know when the MAC computers were last replaced in the classroom where he teaches. David Corley let him know that they are due to be replaced in 2 years. If he needs more RAM, David Corley will ask Matt to get more RAM for those MAC computers.
   f. Jennifer Tupper – Asked if we could get more computer stations in their Learning Center they are already running out of room. She is having request from Faculty to use the space for class and when this happens it makes it a little crowded. The suggested answer is to use the computer labs in the CA building for overflow. Those rooms just have to be coordinated with the other faculty.
   g. Dr Armstrong – Ask that someone download the free software that Natalia needs for her classes ASAP. David Corley was aware of what was going on and would talk with Matt about the issue to get this taken care of.
   Also some of the Faulty are having issues with their lap tops. David Corley has assigned those work orders to Matt.

3. IT Project Updates(Current and Upcoming)
   a. Website – Timeframe for live date is the Spring 2017 Semester. All other independent websites to include Athletics, Library, Bookstore, etc. will have to be linked to the new website but will stay independent. There will be a link set up on the main website
      i. Cathy Harrison – Would like to have a meeting for the website committee, she would like to have live discussion on what content will be housed on the website for students and staff. David Corley said as we get closer to the live date there will be a meeting.
   b. Faculty will be getting new MAC laptops they will be implemented 3-4 per week until completed
   c. David Corley reported that the security camera system for the dorm and café is going to be purchased in the near future.

The next meeting will be held November 18, 2016 @ 10am

Meeting was adjourned at 11:30am