

Institutional Technology Planning Committee  
April 14, 2011 at 8:15 a.m., Library Conference Room  
Unapproved Minutes

Present: L. Merchant (C), E. Theobald (C), T. Bartley (M), Dr. Kayleigh Carabajal (A);  
Michael Giampaoli (F); Shawn Hubbard (S)

1. Called to order at 8:40 a.m.
  - Approval of Agenda - approved
  - Approval of minutes 4-12-10 - unavailable for review
  - Minutes taker for today - E. Theobald
  - Elect chair – L. Merchant
  - Choose regular meeting time – Thursdays 8:15 – 9:15 a.m. until ITMP revisions are complete

2. Review of 2009-2010 ITMP

In the introduction section of the plan, paragraph 2, it was noted that the Programmer/Analyst position is vacant. Web page maintenance is contracted out to Jeremy Couso. Help Desk first-level support is now provided by the IS Dept.

Changes to the committee make-up: Rosanna Brown retired and has been replaced by ????? Kayleigh Carabajal – Dean of Educational Services - has replaced David Burris as the Administrative representative. Jackson Ng has replaced Kam Vento as the faculty alternate member.

In a broad review of the 5 goals, we determined that items 1-4 would be completed by June 30, 2011. Item 5 needs to move into 2011-12 because SharePoint is not yet being used on campus nor has any training been done.

In a more detailed review of the goals and objectives the following observations were made:

**2010-2011**

**2.6.d** Reference to AV Specialist should be changed to Media Technician. The hiring of this position is contingent on goal #3 (?) and the budget.

**2.6.e** Will be completed during Summer 2011

**5.2.b, 5.6.c, 5.6.d** All refer to a Datatel dashboard. The cost to purchase a dashboard from Datatel is \$85,000. Dr. Carabajal is currently preparing a one-page KPI dashboard semi-annually for the Governing Board. If we are awarded a Title 3 grant, then we may purchase the Datatel dashboard. Move to 2011-2012.

**2.6.a/b** The chair of the ITPC regularly attends Consultation Council meetings and EMP committee meetings on an as needed basis.

**2.6.c** Need to get info from Dr. Carabajal.

**3.8** Need to get info from Dr. Carabajal.

**5.1.a** IT staff have received SharePoint training. The two other SharePoint items need to be moved to Fall or Spring 2011. Installation of wireless equipment and assessments of usage and impact on IT infrastructure will be complete by the end of Spring 2011. Single sign-on for LCC staff will be part of the portal project for Fall

2011. Training of the Housing Director & R.A.'s to provide tier 1 wireless support has not occurred and is dependent on the Governing Board's decision regarding the Dorm.

### **2011-2012**

**4.6.h** Review of minimum system standards has been completed. Standards are based on the system requirements for the installation and use of Windows 7 and Office 2010. The frequency of the refresh cycle has been determined to be 3 years. Prioritization of the equipment to be replaced has been completed. Full-time faculty members will receive notebook computers. Memory upgrades will be purchased for all computers that are able to run Windows 7. Computers not able to be upgraded will be replaced. The desktop refresh project will be completed before June 30, 2011. The Dean of Administrative services will determine whether we will lease or purchase the new equipment. A Title 3 grant is being considered as a revenue source as well.

**5.1.f** The current phone system equipment was inventoried during Fall 2010. A VoIP communication system will likely be purchased before the end of Spring 2011.

**6.4.d** The portal project will address these needs.

The remaining goals for 2011-2012 were not changed. The goals for 2012-13 & 2013-2014 were not reviewed yet.

#### 3. Report from IS

- Merchant - The review of the ITMP gave a good overview of the projects IS has been/will be involved in.

#### 4. Com.P.Act and its impact on ITMP

The ITMP was approved by the ITPC by consensus via e-mail. Carabajal merged this plan with the 4 other master plans to create LCC's comprehensive master plan. There are a total of 34 goals to be completed during the 2010-2011 year. She reported that the master plan will go to Consultation Council on April 15 and to the Board in June. Carabajal also created a 4 page action plan to accompany the comprehensive master plan.

#### 5. EMP (draft) and its impact on ITMP

Carabajal passed out a draft AP 3720 provided by the California Community College League which includes all legal requirements. This draft has as its basis Ed Code section 70902. The League's recommendations are what prompted most of our Administration's edits and concerns regarding the AP developed by the ITPC. Additionally, the requirements of CENIC's AUP must be incorporated into our AP 3720.

It was decided that the League's draft will be our starting point with CENIC's AUP and the ITPC's draft AUP to be merged into a final draft. Carabajal graciously volunteered to prepare the document for the ITPC's approval. Carabajal stated that

we have only 2 weeks to complete this project. Merchant stated that he is unable to begin even a pilot implementation of the wireless network until the AUP is approved and in place.

6. Begin draft of ITMP for 2011-2016

Merchant reported that all equipment and licenses have been purchased from Meraki and have been received. The connection speed will be between 5 and 20 megabits per second. Merchant will create a splash screen that will require acceptance of the AUP before a person can use the wireless network. He hopes to be able to pilot the wireless in at least the Cafeteria, the Learning Center, and the Dorm before the end of spring semester.

7. Call for future agenda items

Carabajal reported that the Datatel Users Group meets weekly. The group prioritizes WA initiatives as they are introduced. We will soon need to populate OFFI. Financial Aid must now inform students of the name, ISBN, and price of each book needed. WA would be a good avenue for this.

8. Other/Announcements/Good of the Order  
None

9. Adjourned at 9:25 a.m.