## Meeting Minutes

### I. Called to Order at 2:38 pm. Introductions of all attendees were made. Due to the late announcement of the meeting quorum was not met.

### II. The agenda was reviewed, item IV.D was added and agenda approved by consensus.

### III. Minutes from the April 27, 2015 were reviewed but not approved due to quorum not being met.

### IV. New Business

#### A. The committee membership (as documented in the Governance Handbook) and selection process for committee chair (per Governance Handbook) were reviewed. Since quorum was not met, Jim Gioia agreed to be the chair and the membership agreed by consensus.

A suggestion was made to change the committee membership to allow some of the ex-officio members to be voting members and thus fill some of the vacant positions and increase the chance of achieving quorum. After discussion it was decided not to make any changes to the membership; the desire is for the membership to be filled by the college community and not heavily weighted by the technology staff. The chair will reach out to the absent members and other college faculty and staff to encourage participation.

#### B. The committee charge was reviewed. A question was asked regarding the Committee’s report status to RAC (Resource Allocation Committee); to date there has never been a report to RAC. The initial intent was for a situation in which funding or resources were being requested of or allocated by the Technology Committee, that request would need to go through RAC before the College Business Office and President. It was also noted that as

## Attendees

### Members Present (voting):
- Sylvia Rodriguez
- Paul Sapsford
- Kali Davis Rippel
- Greg Johns
- Paulina Garzon

### Members Present (non-voting):
- Jim Gioia, Chair
- Steve Gunderson
- Scott Vigallon
- Heidi Ulrech
- Jeannine Methé

### Members Absent:
- Technology Administrator
- Faculty, ALSS
- Keith Level
- Faculty, Student Services
- Sherman Lindsey
- Carol Edson
- Amy Rel
- Mike Sugi
- Student
- Webmaster

### Meeting Guests:
- Deborah Bauer
far as the College Technology Plan, Las Positas as well as Chabot are included in the CLPCCD Technology Master Plan that is posted on the web site.

C. The Accreditation visit is next week and the Technology Committee is being asked to meet with at least one of the team members. The Chair will work with the President’s Office to identify a time on Tuesday.

D. With the new Webmaster expected to begin next month, the suggestion was made for the Technology Committee to become the new Web Advisory Committee. While the committee wasn’t opposed to it there were concerns regarding Web Advisory topics taking up the majority of the Technology Committee meeting and making sure that the college community was encouraged to participate in the Web Advisory conversations. The suggestion was made that maybe the Web Advisory Group could meet right before the Technology Committee with a report out of their discussion to be made during the Technology Committee meeting. Or we could meet initially as part of the LPC Technology Committee and then split off separately once the web advisory group is established.

V Staff Reports
A. College
1. Computer/ Network/ Audio/ Video
   Over the summer the technology department worked on a number of different projects. These projects included computer installs, smart classroom installs, laptop configurations, event support, and imaging in preparation for the fall semester. In total there were over 315 systems installed throughout the campus (this includes the 45 laptops that were reported at the April 2015 meeting but weren’t completed until this summer). In most cases every computer that was installed, had to have one removed and prepared for surplus. This brought the total to over 600 systems that the technology department worked with over the summer not including the imaging that was done in preparation for the fall semester.
   - In building 2400 (130) systems were configured and installed in labs 2412, 2414, and 2416.
   - In building 800 803 lab (100) systems are configured and installed.
   - In building 500 (35) new systems were configured and installed in the 502 lab.
   - In building 700 a new CIS computer lab was brought online consisting of (45) new systems configured and installed into Spectrum Flex style hide-away desks.
   - In the new temporary portables identified as building 100 (6) systems were installed in the classrooms.
   - In preparation for fall semester an additional (185) computer systems were imaged in labs 804 and 805, building 1800, and the express lab in building 2400. These systems had updated software and patches installed.
   - The department also provided technology support, access accounts, and computer moves and installs for a number of new faculty and staff.
• As a side note – when there is activity on new or remodeled construction there are installs and configurations that need to be done on switches, wireless access points, and connectivity for both voice and data.

Most of the installations took place to ensure that most of the final life-cycle of computers are in place before the end of Measure B. Our intention was to replace all systems in the ILC lab over the summer as well, but there was not have enough time with all the other work going on. There are still systems in the warehouse that will replace the computer systems in the ILC area and 45 MAC laptops that need to be configured for CIS.

The technology department also completed all the audiovisual installs for the temporary portable area currently called building 100. This included screen installations, cabling and termination, programming, document cameras, speakers, and projectors for all six classrooms.

In addition to the audiovisual that was installed for the temporary portables the department also provided audiovisual support for graduation, and ran cabling for the infrastructure that provided sound reinforcement to the first production in the amphitheater over the summer.

This year’s graduation consisted of streaming high-definition video from multiple camera shots for mobile viewing on and off campus. We had over 500 viewers watch the stream from off-site. The stream was available to all devices regardless of compatibility using our Live-Stream service. Reports received from viewers during the event were very positive. We also monitor the feed and did not experience any dropouts or buffering issues. We do plan on doing more of this type of streaming in the future.

Over the summer the theatre department presented their first production in the amphitheater. (A strange thing happened on the way to the forum). The technology department ran over (1,000) feet of network cabling from the mixing area of the amphitheater down to both sides of the stage. This provided the connectivity to run 16 channels of digital audio from each side of the stage back to the mixing console. The technology department provided the equipment for the event, including speakers, digital snakes, and amplifiers. Although the technology department did a number of setups for the event it should be mentioned that it was the theater staff that provided production for the show. The theater staff worked very hard throughout the week running the production and setting up and tearing down for each show. Technology’s role was strictly connectivity and equipment for the event. Other supported events included the Chancellor’s office statewide budget workshop, and college day here on campus.

LPC Technology also helped support the technology needs for the Rotary Club District 5170 and the Camp RYLA Program.
For those of you who are not familiar with RYLA - RYLA stands for “ROTARY YOUTH LEADERSHIP AWARDS” which is a complete scholarship awarded to men and women of high school age, who are leaving their junior year and will be next year's senior-high class.

The students participate in a 6-day leadership camp that is designed for high school juniors who have a strong desire to make their school or community a better place.

Las Positas College has sponsored the technology portion of this six day event for the past 10 years and we are hoping we can do it again for 2016.

This year Las Positas provided the group with.

- 10 – Laptops configured with various types of software
- Wireless Printer
- Wireless Router

There are a number of servers that need to be upgraded from Windows server 2003 to Windows server 2012. There was not enough time to complete three upgrades scheduled over the summer. These servers are not just in need of operating system installs, but they are reaching end-of-life and will be getting replaced with new hardware. Ethan Castor was able to upgrade one of the enterprise servers which was needed for us to move forward with the upgrade of the Follow-Me Software. The Follow-Me application is the software used to manage the RICOH copiers on the campus. Both the server and the Follow-Me application were completed over the summer. Heidi Ulrech can speak more to the upgrade for RICOH if you have any questions.

Technology is also active in the construction and design process for the following projects:

- VCOM and Photo relocation from building 300 to 700
- New Academic Building
- Verizon Wireless Mobility Project

NOTE: Technology works with Architects, Designers, Consultants, and our Construction Management team on submittals, RFI, design issues, and scheduling as it pertains to technology related items for all campus construction. These activities do not stop for our department over the summer.

All of the work that has been outlined above is in addition to the everyday support provided by the technology department staff.
Technology Committee

September 28, 2015 / 2:30 / Room 1687

2. Open Learning/ TLC
   • **Webmaster:** The webmaster job has been offered and accepted. It is hoped that the new webmaster will begin shortly after the Oct. 20 board meeting.
   • **Flex Day sessions:** On Sept. 15, the college hosted two sessions related to instructional technology, Social Media in the Classroom and Instructional Uses of Video in Online Classes. The first session had 46 attendees, and the second had 42. Both sessions went well.
   • **Student readiness:** On Oct. 17, Scott Vigallon will conduct a Community Ed class called “Become an Effective Online Learner.” This is part of the ongoing effort to prepare students to succeed in online classes.
   • **TLC Workshops:** Workshops continue through December. This week, there’s a workshop called “eLumen as an Instructor” from 1:30-2:30 Tuesday and one called “Enhance your Classes with Library videos” from 2-3 Wednesday. The complete list is on the Staff Development web site.
   • **OEI:** At the Sept. 11 District Technology Coordinating Committee meeting, it was announced that solicitation to participate in the district-wide OEI task force will begin after accreditation. That committee also decided that it would come up with a common meeting time among a core group of people before soliciting participants. The rationale was that faculty could better choose to join or not based on the day and time of the meetings. The Technology Committee will be asked to provide one representative.
   • **Blackboard:** The DE Committee has decided it wants to upgrade to the October 2014 release after the Fall semester. Chabot has been notified. If Chabot agrees, the upgrade will take place in early January. If Chabot doesn’t agree, the upgrade won’t take place. The only change that instructors will likely notice in the October 2014 release is a new look to the Blackboard Collaborate web conferencing tool.

3. Telecommunications/ Copy Services
   • **Telecom:** Twelve new faculty were hired for the new year and all were set up with new office phones and PhoneMail accounts.
     Seven new classrooms were completed over the summer. Six of the seven rooms have had an in-house phone installed. The remaining classroom is pending due to some necessary re-configuration work on the PBX.
   • **Copy Services:** Over the summer we/ Ethan Castor upgraded the Daffy server as a precursor to installing the copier upgrade of Ringdale, FollowMe from version 5 to version 6. This upgrade was necessary due to Windows 7 compatibility issues and end of life for support of version 5. There have not been any troubles reported regarding this upgrade.

Copy Center statistics: For the month of August the Copy Center completed 1888 jobs - which exceeds any other month on record by far; for the first week of class the
total jobs were 700; and opening day of Fall term the Copy Center completed 227 job requests – another record.

B. District ITS

- Education Master Plan – Jeannine Methe mentioned that the colleges are in the process of completing their Education Master Plans. The District is also completing their District Strategic Plan which supports the colleges’ Education Master Plans. Both the Education Master Plans and the District Strategic Plan are expected to be completed by the end of this Fall term in November. All the plans are posted on the District web site www.clpccd.org under the “Education Services” tab. Jeannine encouraged the members to review the sections on technology in each of these plans.

- Technology Plan 2015 Final – Jeannine reported that the current Technology Plan that addresses both the colleges and district technology initiatives was updated in September 2015 and is posted on the District web site under the “Technology Services” tab for “Technology Plans”. This is the final update for the current plan which goes through the 2015-2016 academic year. A new 5-year Technology Plan will be developed to cover the period form 2016-2020 based on the Colleges’ Education Master Plans and the District Strategic Plan. The LPC Technology Committee and the Chabot Technology Committee as well as the district-wide Technology Coordinating Committee will be involved in the development of the new Technology plan which will then be distributed through the shared governance process for input and approval.

- Reinstitute Banner User Group – Jeannine mentioned that the Banner User group meetings will be re-established by the end of the Fall term in order to identify new requirements or modifications needed for the Banner System as part of our district-wide Strategic Plan for technology initiatives. The Banner users met in September with the Ellucian Banner vendor to discuss what action items they would like to address to improve and maximize their usage of the Banner System.

- OEI – Jeannine reported that the Chancellor has approved a recommendation from the district-wide Technology Coordinating Committee to form a task force responsible to review the Online Education Initiative through the state Chancellor’s office and its applicability to the Chabot and Las Positas colleges. Jeannine will work with the College Presidents to determine the best method to reach out to the faculty to get volunteers for this task force who are scheduled for a final report at the end of the Spring term 2016. The OEI recommendation is posted on the TCC webpage at http://www.clpccd.org/ipbm/TechCoordCommHome.php.

- Forms Generation Software – Jeannine also reported that the Chancellor has approved another recommendation from the district-wide Technology Coordinating Committee to form a task force to evaluate and select vendor software that will allow the creation of forms, automatic workflow for routing of the forms, and online approvals. This software tool would replace the current method of creating PDF forms and then printing...
these forms to get manual signatures for routing. Jeannine asked for volunteers from the LPC Technology Committee to be part of this task force. The Forms Generation Software recommendation is also posted on the TCC webpage at http://www.clpccd.org/ipbm/TechCoordCommHome.php.

- Web Content Management System – Jeannine mentioned that once the LPC webmaster is on board, then the evaluation and selection of vendor software products for a Web Content Management System will continue. LPC previously did demos on several vendor products and the 3 webmasters from Chabot, LPC, and District will be part of the review team along with Guisselle Nunez who’s is the district’s new Public Relations Marketing, and Government Affairs director. Jeannine did ask for other volunteers from the LPC Technology Committee who would like to be on this task force.

- Accreditation Self Study for Technology had a Continuous Improvement item regarding available resources for technology after Measure B. A response was prepared describing additional funding sources that will be available to include Instructional Equipment, Innovation funds, grants, and General Funds as previously utilized before the Bond. However, much of the equipment was/ will be replaced near the end of the Measure B Project so it will be a few years before the college will need to replace it based on the equipment useful life.

- To follow up on information reported last spring, a new server was installed for CLASS Web during the summer that also included Firefox and Chrome updates which were causing browser issues with ClassWeb.

VI. Good of the Order - None

VII. Adjournment at 4:15 pm.

VIII. Next Regular Meeting
- The Chair suggested that at the next meeting there be a discussion of tasks for the year and develop a time line for accomplishing those tasks since the meeting dates for the year are very light.
  - October 26th
  - November 23rd
  - December (Winter Break – no meeting)
  - January 25th
  - February 22nd
  - March (Spring Break – no meeting)
  - April 25th
  - May (Finals – no meeting)

Attachments:
- Sign-in Sheet

APPROVED 10/26/2015
• LPC Shared Governance Handbook – Technology Committee

Prepared by: HUIrech
Tech Comm

[Signatures]

9/28/12
Technology Committee

Charge:
Assesses faculty, student, and staff technological needs; researches and analyzes options for campus-wide technology and makes recommendations for solutions in the following areas:
- Access
- Staff development and training
- Support
- Prioritization of resources and additional technology needs as they arise
- Collaboration with District ITS regarding District-wide projects and issues
- Review and recommendations on LPC Technology Master Plan

The Technology Committee will coordinate with other Committees that are impacted by technology related recommendations.

Reporting Relationship: Resource Allocation Committee (RAC)

Members: Chair (Non-voting member; selected by Committee vote)
- 1 Technology Administrator
- 1 Dean
- 1 Faculty per Division (2014-15 = 4) (per Academic Senate May 2014)
  Plus 1 Librarian
- 5 Classified
- 2 Student Senate appointees

Non-voting:
- Senior Instructional Network Systems Specialist
- Instructional Technology/Open Learning Coordinator
- Telecommunications Coordinator
- Webmaster/Webmistress
- CLPCCD Chief Technology Officer

Term: Two years

Quorum: 14 voting members, Quorum = 8