San Diego Miramar College
Technology Committee
November 29, 2011
Room M-105

Present: Susan Schwarz, Temmy Najimy, Rechelle Mojica, Ken Reinstein, Kurt Hill, Janice Hecksel, Tom Davenport, Kent Keyser, Glenn Magpuri, Gene Choe, John Richardson

The meeting was called to order at 2:30 p.m.

I.   Welcome
Rechelle Mojica welcomed everyone to the meeting and introduced the newest members to the committee: Gene Choe from Diesel and John Richardson from Associated Students.

II.   Approval of minutes from October 25, 2011 meeting
Rechelle Mojica moved to approve October 25, 2011 minutes with the following changes to the minutes. Page 2: agenda item III.A. Review if Governance Membership Requirement- change the word "Determine" to "Assist" under Committee Goals. *The Committee will:* **_Assist_** *technology needs and priorities to support all instruction, services, and administration.* Page 3: Add "Draft for Discussion" for item III.B. Development Campus Power Outage Directions and remove draft power outage procedural statement. It was seconded by Susan Schwarz. Approved by consensus.

III.   Review of Governance Membership Requirement
Review of Governance membership requirements will be tabled to next meeting for further edits. The following edits were made; see blue font.

Technology Committee

Chair Eligibility – Co-Chairs: Faculty and the Dean of Library and Technology
Chair Election – Recommendation, faculty co-chair elected by committee
Chair Term – Two Years
Committee Membership*

Administrators (*1*)	Classified Staff (*4*)	Faculty (*5*)	Students (1)
~~*VPI*~~	*AV Technician*	*School of Bus, Math, Science (1)*	*Representative*
~~*VPSS*~~	*Microcomputer Specialist Super.*	*School of Liberal Arts (1)*	
~~*Dean, School of Bus, Math, Science*~~	*Administrative Computing Support Specialist*	*School of Public Safety (1)*	
~~*Dean, School of Liberal Arts*~~	*Classified Senate Rep*	*School of TCBWI (1)*	
~~*Dean, School of Public Safety*~~		~~*School of Library (1)*~~	
~~*Dean, School of TCWI*~~		*Student Services Rep.*	
Dean, School of Library & Tech.		~~*Academic Senate Exec. Rep.*~~ *Academic Senate Rep.*	

The Committee will include the Instructional School Dean of Library & Technology, the Audio/Visual Technician, the Microcomputer Specialist Supervisor, the Administrative Computing Support Specialist, five faculty representatives, one from each Instructional School, one member of student services, one classified member appointed by Classified Senate, one faculty member appointed by Academic Senate and one Student appointed by the ASC.

Since this committee is composed of a large group who may not all be able to participate at every meeting the minimum Quorum is five (5) members. This shall include at least one Administrator, two Faculty, two Classified. At all times, the entire membership shall be subject to all committee agendas, minutes and correspondence.

Committee Goals:

The mission of the Technology Committee is to provide organization, recommendations, direction, and standards for campus technology. The structure of this Committee will rely upon the operational role of the administrator to orchestrate the continued development of the on-going Technology Plan, to advocate and support Instruction and Services utilizing technology, and to coordinate funding resources to maximize technology implementation campus wide. All the above listed members are voting members but the Committee will rely heavily upon the administrator's capacity to organize and implement recommendations.

The Committee will:
Develop and update 3-year Instructional Technology Plan
Establish technology standards and procedures for the College
Assist technology needs and priorities to support all instruction, services, and administration
Provide technology direction and oversight for the Website Sub-Committee
Maintain an inventory including status, warrantee, and condition of all campus technology and supporting infrastructure to include all non-program specific campus technology.
Provide technology expenditure recommendations to the Planning and Budget Committee.
Provide direction and guidelines for Audio/Visual Department to ensure adequate Audio/Visual support.
Coordinate technology training efforts with the Staff Development Committee.
Coordinate and assist with technology planning efforts in Strategic, School and Department planning.
Provide technology data, reports and assistance for Accreditation.

Committee Procedures and Calendar:
The Committee Chairs are the advocates for the Committee and will carry forward Committee recommendations to the following committees as appropriate:
All Standing Committees for review and input as needed
Planning and Budget Committee for technology expenditure recommendations, and
College Executive Committee through normal Senate/Council channels.
The Committee will review and revise the 3-year Technology plan annually. The plan will include the following components:
What technologies will best meet campus and program needs;
Priorities for implementing these technologies into the classrooms and work places, and;
The status of existing campus technologies;
The Committee may establish short term task forces to accomplish much of its work, as needed.
Additionally the Committee will invite District IT to committee meetings.
Committee will meet no less than once each month.

Standing Sub-Committees:
Website Sub-Committee - Oversight is shared with Marketing Committee.

Link to Agendas and Minutes: http://www.sdmiramar.edu/cmte/cmteTemplate.asp?cmte=TECH

Note: All recommendations from this committee will be based on college-wide priorities, as defined in the College Wide Master Plan (CWMP). Please refer to appendix III

IV. Development Campus Power Outage Directions Update

Kent Keyser will work with campus to develop a power outage procedural statement.

V.   **Development of new buildings- AV & IT collaboration**

Janice Hecksel reported she had been more involved in the planning process of new buildings since the last meeting. Glenn Magpuri pointed out it is helpful to be involved in the design of the building and Janice Hecksel concur by stating it is important to be part of the design process of each offices for staff and faculty. Kent Keyser requested developing a procedure to approve equipment for all new buildings. Susan Schwarz will discuss this with Brett Bell and Jim Bray.

VI.   **RFF for Technology**

A long discussion was discussed among the members and recommended the following priority list. See attached spreadsheet on page 4 for technology priority list. It was reported that there is currently no IELM funds but the campus allocated around $59k to address items requested for the campus. Susan Schwarz pointed out that the campus does not have a bulb budget and requested moving the bulb request to a higher priority. She also mentioned this item should be a continuous funding item and should have an ongoing budget. A column for continuous funding was added to the spreadsheet to provide explanation to why item needs continuous funding.

VII.   **Other**

None

VIII.   **Next Meeting:** A tentative meeting is scheduled for Tuesday, January 31, 2011 @ 2:30pm in M-105 only if BRDS requires Technology Committee to meet to discuss RFF for Technology.

IX.   **Adjournment:** Meeting adjourned at 3:38 p.m.

Tech Priority	Item Requested	Qty	Comment	Explanation	Explain continuous funding	Unit Cost	Tax	Shipping	Total Cost	
1	Dell EqualLogic Storage Array	1	Critical need	Affects reliability, fault tolerance and ability to perform maintenance w/o downtime	Need to plan for future replacement	$ 13,445.00	$ 1,176.44	$ -	$ 14,621.44	
2	New Servers	2	2 servers are critical need	Servers host various instructional software, some required for certifications	Need to plan for future replacement	$ 5,700.00	$ 997.50	$ -	12,397.50	
3	Projector Bulbs	5		Budget needed for classroom projection replacement bulbs	Annual campus budget needed	$ 500.00	$ 218.75	$ -	$ 2,718.75	
4a	UPS Replacements	2	Important for powershut downs	Necessary for server protection	Need to budget for continuous replacement	$ 1,200.00	$ 210.00	$ -	$ 2,610.00	
4b	Battery Replacements	5	Important for powershut downs and current batteries are not sufficient for proper server protection	Necessary for server protection	Need to budget for continuous replacement	$ 200.00	$ 87.50	$ -	$ 1,087.50	
5	AV Cables (1Lot)	1	received since 11/04/2011		Need to budget for continuous replacement	$ 500.00	$ 43.75	$ -	$ 543.75	$ 33,978.94
6	Projection Unit (1 out of 2 requested)	1	received since 11/04/2011	Needed; currently no spares available for swapout	Need to budget for continuous replacement	$ 1,650.00	$ 144.38	$ -	$ 1,794.38	
7	Mac Minis (1 out of 3 requested)	1		We need to be abilie to hot-swap macs as we do PCs		$ 800.00	$ 70.00	$ -	$ 870.00	
8	Projector Bulbs	5		Budget needed for classroom projection replacement bulbs	Annual campus budget needed	$ 500.00	$ 218.75	$ -	$ 2,718.75	
9	Projection Unit (1 out of 2 requested)	1	received since 11/04/2011	Additional spare needed	Need to budget for continuous replacement	$ 1,650.00	$ 144.38	$ -	$ 1,794.38	
10	Replacement Hard Drives	5	received since 11/04/2011	Servers need to be up for instructional needs, some programs require services for certification	Server HDs should be replaced proactively, not reactively	$ 150.00	$ 65.63	$ -	$ 815.63	
11	lap tops (1 out of 2 requested)	1	received since 11/04/2011	Needed for faculty checkout		$ 1,500.00	$ 131.25	$ -	$ 1,631.25	
12	Mac Minis (1 out of 3 requested)	1		We need to be abilie to hot-swap macs as we do PCs		$ 800.00	$ 70.00	$ -	$ 870.00	
13	Printer Maint. Kits	2		Printers require periodic maintenance	Funding should be continuous	$ 400.00	$ 70.00	$ -	$ 870.00	
14	Mac Minis (1 out of 3 requested)	1		We need to be able to hot-swap macs as we do PCs		$ 800.00	$ 70.00	$ -	$ 870.00	
15	lap tops (1 out of 2 requested)	1	received since 11/04/2011	Needed for faculty checkout		$ 1,500.00	$ 131.25	$ -	$ 1,631.25	$ 47,844.56
Move to Campus List	3 Digital Cameras	3	received since 11/04/2011			$ 105.00	$ 27.65	$ -	$ 342.64	
Move to Campus List	NEW Miramar Podium w/ campus logo & PA microphone system	1	received since 11/04/2011	needed to replace refurbished podium that is on its very last leg		$ 3,500.00	$ 307.13	$ -	$ 3,807.13	
Move to Campus List	Turning Point "Clickers" Response Cards (50) , HID Receiver (1), RC Anywhere (1), case (1)	1	NO Dean prioritization. received since 11/04/2011			$ 3,593.00	$ 315.29	$ -	$ 3,909.00	
Move to Campus List	2 MONITOR/ 2 LOUD SPEAKERS	2 each	received since 11/04/2011	needed to support the increased outdoor activities		$ 1,890.00	$ 165.85	$ -	$ 2,056.00	
Move to Campus List	MULTI-CHANNEL WIRELESS MICROPHONE SYSTEM	1	received since 11/04/2011	needed to support the increased outdoor activities		$ 520.00	$ 45.63	$ -	$ 566.00	$ 10,680.77