

**Modesto Junior College**  
**College Technology Committee**  
**April 20, 2021**  
**2:00pm – 3:00pm**  
**Online Zoom Meeting**

<b>Members</b>	<b>Present</b>	<b>Absent</b>
<b>Sarah Schrader</b> , Vice President, College & Administrative Services (Chair)	√	
<b>Michael Leamy</b> , Librarian (Co-Chair)	√	
<b>Nancy Backlund</b> , Professor, Office Administration	√	
<b>Scott Fernandes</b> , Senior Network Analyst	√	
<b>Juan Garcia</b> , Instructional Support Specialist, Allied Health	√	
<b>Scotty, Gonser</b> , Multimedia Specialist	√	
<b>Margo Guzman</b> , Director, Technology Services		√
<b>Joshua Harper</b> , Network Analyst		√
<b>Joshua Hash</b> , Director, Enterprise Services - Operations		√
<b>Lisa Husman</b> , Executive Secretary (Recorder)	√	
<b>Joseph Macklin</b> , Director, Enterprise Services - Applications	√	
<b>Maria Marquez</b> , ASMJC Student Representative	√	
<b>Phillip Martinez</b> , Program Specialist		√
<b>Christian Million</b> , Senior Research Analyst		√
<b>Danielle Preciado</b> , Adjunct Instructor – Child Development		√
<b>Joshua Sigman</b> , Front End Web Developer	√	
<b>Michael Smedshammer</b> , Coordinator, Distance Education		√
<b>Jeff Swank</b> , Director, Media Services	√	
<b>James Thomas</b> , Network Analyst	√	
<b>Tiffnie Versola</b> , IT Business Analyst	√	
<b>Sargon Yadegar</b> , Information Systems Specialist		√
<b>John Zamora</b> , Professor, Computer Science		√

- I. Call to Order/Welcome**  
 Sarah Schrader called the meeting to order at 2:02pm.

**Action Items:**

- II. Review and Approval of Minutes – 04/06/2021**  
 There was consensus to approve the minutes with one abstention from Joshua Sigman and one correction. James Thomas was moved from absent to present on the minutes from 04/06/2021.

**Informational Items:**

- III. Technology Request Form Update**  
 Sarah advised that she met with co-chair, Michael Leamy. Their thought was rather than implementing another form, Sarah will review the purchases. She will confirm that the purchase qualifies for HEERF funding and it meets the standards that CTC has established.  
 If the qualifications for funding and standards are not met, Sarah will ask the requestor to complete the questionnaire that CTC has implemented and bring that to CTC for review and a recommendation.  
 There was consensus from the committee to move forward with this process.

- IV. IT and Other Standards Update**

Margo provided a Technology Standards draft at the last meeting. Sarah stated after reviewing the form, she recommends that prices be removed from all of the standards forms since prices can change rapidly for technology items. Sarah understands that model numbers change but it's simpler to change model numbers than to have a department or division challenge an older price that is posted on the standards form.

Joe Macklin will relay to Margo the change that needs to be made to the Technology Standards draft form. Jeff Swank will remove the pricing from the standards form he is creating as well.

## **V. Windows 7 Computer Replacement Update**

Sarah relayed that there are technical issues with remotely supporting Dell and Lenovo computer carts. Margo is currently working through those issues with the respective company's technicians. Once that is resolved, more computer/cart quotes will be obtained.

The order for all of the desktops for the adjunct offices and ancillary spaces has been placed.

### **Standing Reports:**

#### **A. Michael Smedshammer, Distance Education**

Michael was not able to attend today's meeting but emailed a report:

- Faculty still have strong interest in participating in hy-flex classroom discussion. Concern that not enough faculty presentation in deciding on equipment or room configuration.
- Faculty senate tabled the webcam guidance proposal (requiring webcams in synchronous classes). Will return to this issue I summer/fall.
- Mediashare and ConferZoom workflows have been distributed to faculty. Mediashare shutdown can happen June 30.
- OEC wrote a new mission statement to fit with the new MJC Mission statement.
- We turned on the Immersive Reader in Canvas; it's an accessibility tool.
- Changed OEC meeting date to third Mondays from 305 for fall.
- Summer cohorts have 11 faculty and 5 Deans for full online instruction training.

Sarah advised we will continue to ask for faculty participation regarding hy-flex. She asked that faculty members in today's meeting, reach out to their colleagues and provide Jeff Swank's name as a contact.

Sarah stated the project is supported by some faculty and others are apprehensive. We will continue to research the equipment and move forward unless we are told otherwise.

Nancy Backlund inquired if there was a chance to have a trial run of the hy-flex equipment on campus with a faculty member that is very interested in the new equipment.

Sarah advised they would like to set up a demo room(s) with different options by next spring and possibly put into operation by fall of 2022.

## **B. Joshua Sigman, Front end Web Developer**

Joshua Sigman provided the following report:

- An overhaul of COVID related messaging is being done on the MJC website.
- Training new content creators.
- The District Web Workgroup is getting ready to send out the RFP.
- The feedback from the online catalog has been good. If you have feedback to provide, go to the feedback form located in the footer of the online catalog.

Michael Leamy asked for an update on Ocelot. Joshua advised that it is in the works. The content experts are adding content. There is no timeline on training Student Services staff on the live chat feature but hope to have that timeline soon. Michael added that he is not aware of anyone contacting the library regarding content and he's hoping the old content is not being utilized as there have been a lot of changes. Joshua will follow up on this.

## **C. Josh Hash, Information Technology – Operations**

Scott Fernandes provided the following report in Josh's absence:

- Expecting to receive quotes for three different Hy-flex classroom designs this week.
- Working on installing the shooting simulator.
- Working on baseball sound system. Stadium sound system replacement components have been ordered.
- Supporting multiple program completion ceremonies in the new MSR amphitheater.
- Working on completing the most recent round of Wi-Fi installs this week.
- Received quotes for new wireless controllers.
- Working on plans for replacing existing infrastructure.
- Search for MJC Counseling Cornerstone/Division/Department cleanup.
- Continuing work on Self-Service.
- Continuing report migration to CROA.
- Early planning stages to run fiber to football stadium and baseball field to improve streaming stability & performance.

Scott inquired if the additional HEERF funds are available. Scott will be meeting with Sarah regarding upcoming IT projects.

## **VI. Other**

### **ClockWork Update:**

Joe Macklin shared the link to the [ClockWork demo](#) for anyone interested in watching it along with the [ClockWork survey results](#). The invitation to watch the demo was extended to Columbia College and different departments within MJC. The attendees were Jacquelyn Forte, the Apps workgroup and Josh Hash. Therefore, the survey result is heavily weighted by IT. Columbia College was not interested in

the product at all. Joe shared that from the IT perspective there is significant overlap with Etrieve and the platform overall has a very aged look to it. Joe went on to explain how the integration would work with this platform and Colleague which was not promising.

Joe's recommendation is to look closer at a product that we already have that may be able to provide the same outcome as ClockWork. He stated that his team is currently working on a business process review and recommends completing that review to bring a further recommendation in the Fall.

Sarah polled the committee with the following recommendation:

Continue to work with DSPS over the summer to complete the gap analysis to determine if there is already a current software that can address the concern rather than purchasing ClockWork at this time.

There was consensus from the committee to concur with Sarah's recommendation.

Sarah relayed that the college version of the resource allocation model was approved for a first read at College Council on April 12. The second read will be on April 26. Once this passes we will be setting aside static line items for technology in the amount of \$500,000 per year. This will be used for items such as computer and equipment replacements along with items requested through the Program Review process. The hope is to implement the new RAM this upcoming academic year. Sarah explained the requests coming through Program Review will be prioritized by the division Deans and CTC would be responsible for prioritizing that list with a holistic college view.

## **VII. Check-Out**

Minutes from 04/06/2021 were approved.

Technology request process was discussed.

Standards were discussed and agreed upon to removing pricing.

Windows 7 update was provided.

ClockWork update was provided.

Meeting adjourned at 2:39pm.

**Next meeting:** September 21, 2021, 2:00pm – 4:00pm, Online Zoom Meeting.