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Modesto Junior College
CTC Meeting Minutes
December 4, 2012

Approved Minutes

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Co-chairs: John Zamora, Nadia Vartan

Present: Nadia Vartan, John Zamora, Pamela Aguilar, Ellen Dambrosio, Will Lotko, Carol Ellis, Nancy Backlund, Dale Phillips, Yoseph Demissie, Michael Guerra, Leslie Collins, Francisco Banuelos

Absent: Josh Hash, Larry Scheg, Pedro Mendez, Laura Maki, Mel Ainsworth, Shamiran Pourelyas, Timothy Vaughan, Jenni Abbott, Michael Sundquist, Arnold Chavez, Shelton Patterson, Michael Smedshammer, Scotty Gonser

Approval of Agenda
Michael Guerra would like to add discussion regarding a form to be completed when people request purchases of new technology. This was added to the agenda. With the addition, the agenda was approved.

Approval of Minutes
Without objection, the minutes from November 6, 2012 were approved.

Training Survey Results
The list of responses from the survey was forwarded to the PDCC group and they will move forward with coordinating trainings based on the responses. Yoseph said they acknowledged receipt of this list and will be looking into schedules, locations, times, instructors, etc. Michael Guerra mentioned that it would be great to have funds to provide staff training in the future, but for now, Title V provides funding for staff development. A good question to consider is, once Title V is completed with their projects and funding, how will MJC sustain funding for staff development? Yoseph said he can ask the group what the annual cost estimate is for staff development.

The week of January 7, leading up to Institute Day, will have a few workshops available regarding technology trainings. Yoseph said the HelpDesk couldn't provide much, but they are planning on providing trainings on the Cisco phones and Outlook tips and tricks. John asked Yoseph if he could encourage the trainers to include calendar requests and invitations as part of their training, as well as introducing them to the scheduling feature in Outlook. Many individuals rely on email to schedule meetings and the Outlook calendar features are underutilized.

Action Item:

- Have HelpDesk Outlook trainers include calendar/scheduling features in their workshops.
  WHO: Yoseph Demissie
  WHEN: For Outlook tips and tricks training in January

Tech Plan Action Timeline
Nadia provided a list of technologies we need to include on the "current technology standards" list for the college. We need to complete the list of technologies we support and would recommend for purchase and need the CTC's help with this list. CTC should help identify technology standards that impact the entire campus. As we compile the list of technologies supported and recommended for purchase, we will note items that we do not support.

Michael asked if an automated backup system should be included on this list. To date, this has been a District IT issue; however MJC Technology Services is currently working with District IT on some backup options for the college.

Will Lotko asked if we purchase computers from Dell in bulk if we receive a discount. Over the past few years, we have not purchased in bulk due to budgetary constraints, but when we are able to, we do work with Dell in getting the best price possible.

We are not supporting Windows 8 or Office 2013 at this point. Yoseph said the product is out, but we are not installing it on District systems. Windows 8 has not been thoroughly tested in our environment and we do not know what applications are compatible with the new operating system.

At this point, regarding technology purchases, Nadia is to approve all requests in Datatel. All technology requests must meet our minimum standards (Goal 3 in Technology Plan). If a user needs a better computer, they can complete the form and prove their need to upgrade. If we have inventory, we will provide the user with a newer system.

Michael said he would like the ability to manipulate PDF documents. Nancy Backlund said there is a feature in Office 2013 which would allow a user to accomplish this; however we are currently not supporting Office 2013. Yoseph said he would look into the possibility of a site license for Adobe Acrobat Professional with JourneyEd/US College Buys, even though in the past, Adobe would not offer site licenses to higher ed.

> **Action Item:**
> - Look into possible site license for Adobe Acrobat Professional
>   **WHO: Yoseph Demissie**
>   **WHEN: No date discussed**

Michael asked how we support funding/budget for licenses. At this point, all software, license and technology-related purchases are made at a department level. If there is a cost associated with repairing or maintaining a current technology, Technology Services has been given funds to repair/replace technologies on an as-needed basis.

The list of supported technology for Media Services will be more specialized. Yoseph mentioned that if there is equipment installed in a classroom, it is assumed that Media will support it because the user may not have made the choice to have it installed. For example, we have debated supporting Smart boards because of the high cost and lack of full use of the Smart board's functions. However, if they are installed, we should support them.

Michael asked if we have broadband internet cards available for checkout. Yoseph and Nadia said they could look into what it would cost to purchase some for use on a checkout basis.

> **Action Item:**
> - Look into cost of purchasing broadband internet cards for checkout.
>   **WHO: Yoseph Demissie and Nadia Vartan**
>   **WHEN: No date discussed**

Technology Request Forms
Michael brought an example of a form that can be completed when an individual/department is requesting new technology. Deborah Campbell is drafting an email to everyone at MJC requiring Nadia approve all technology related requests before a purchase can be made. The idea is to have the form completed and approved first, and then a Datatel requisition can be made for purchase. We will go over the form at our next CTC meeting.

- Add technology request form to agenda for next meeting
  WHO: John Zamora and Nadia Vartan

Another item to be added to our CTC agenda as a standing item is technology budget requests. Michael will introduce the idea to the RAC at their next meeting.

Other Items
Yoseph discussed what a proof of concept project entails. If there is a desire to roll out a new technology that impacts a larger group of people, a proof of concept needs to be developed before implementation can occur. During the proof of concept phase, impact, risk, resources, cost, power, hardware, design, framework, etc. all have to be assessed. Once all these factors have been evaluated, a decision can be made if a pilot project should be pursued. If a pilot project is pursued, a pilot/focus group is established, funds are apportioned and the pilot project can begin.

An example of a recent proof of concept project is virtual desktop infrastructure (VDI) done by District IT. They began by having a consultant (J4) tell us what is required of the project. A small group evaluated it and discussed if it would work for our environment by assessing the advantages and disadvantages.

Michael said the Patterson site proof of concept has been given to the Resource Allocation Committee.

Next Meeting: Tuesday, January 15, 2013, at 2:30 p.m. in Forum 108.