College Technology Committee
AY2012-13 Meeting #01

MINUTES   AUG. 30, 2012   11:15AM   GCC TC 1210 CONFERENCE ROOM

MEETING CALLED BY	Marlena Montague
TYPE OF MEETING	First meeting for AY2012-2013
FACILITATOR	Marlena Montague
NOTE TAKER	Ana Mari Atoigue
TIMEKEEPER	Meeting adjourned at 12:30pm
ATTENDEES	Chris Camacho, Frank Camacho, Patrick Clymer, Elaine Fejerang, Wesley Gima, Terry Kuper, John Limtiaco, Marlena Montague, Michael Setzer II, & AnthonyJay Sunga

*Next meeting is scheduled for September 13, 2012 at 11:00am in TC1210 Conference Room.

Review/Approve Minutes

REVIEW/APPROVAL OF MINUTES #15   MARLENA MONTAGUE

DISCUSSION	**MOTION** **moved to approve table minutes #15,** **second the motion, motion carried.**

CONCLUSIONS	TABLED

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Old Business

Election of Chair/Co-Chair & Meeting Date/Time   MARLENA MONTAGUE

DISCUSSION	1. Elaine suggested revisiting the meeting date and time that is most convenient for all. 2. It was mentioned final appointments have not been received to verify if all current members are still on College Technology Committee this academic year. 3. Frank suggested keeping it at its current day, time, and cycle of every two weeks. Unless there are urgent matters to be address then we have it weekly. 4. Marlena mentioned she will set up and send out a calendar of meeting dates for the academic year. 5. Frank asked if we are electing of a chair and co-chair for this academic year. 6. Marlena and Elaine asked for nominations for CTC Chair and Co-Chair. Frank nominated Marlena for Chair and Elaine for Co-Chair. They accepted. No other nominations made. **MOTION** **Frank moved to approve Marlena as CTC Chair and Elaine as CTC Co-Chair** **for the 2012-2013 academic year,** **Patrick second the motion, motion carried.** 7. Marlena mentioned that the staff representative will be appointed by the President since there is now a Staff Senate. Elaine mentioned the current contract needs to be revised because currently it says the committee votes for a ninth member. Wes said the contract doesn't mention the ninth person by position. Mike asked if the staff will have one or two

	representation. Ana mentioned the staff senate does have a meeting today and will ask that question. Elaine mentioned we have to be in line with the contract that states; 4 faculty / 4 administrators with all 8 voting for the 9th. **MOTION** **Patrick moved to accept the Staff Senates nomination then** **the CTC can move forward with nominating its ninth member,** **Terry second the motion, motion carried.**

CONCLUSIONS	Marlena continues to be CTC Chair and Elaine continues to be CTC Co-Chair. The committee agreed to keep current schedule of meeting every other Thursday at 11:00am for this academic year.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

EA/ITSP "Did you know" (FAQ-Digital Fact Sheet)
/ EA Topic to Review (based on campus
feedback)   MARLENA MONATGUE

DISCUSSION	1. Marlena mentioned this was tabled last semester as it was to be discussed this fall. This will need to be addressed this academic year. Elaine clarified the intent was for committee members to come up with frequently asked questions about the Enterprise Architecture that can be compiled and posted for campus community. She suggested having each member provide two questions by next meeting so that it can be discussed. Marlena mentioned it should be two questions or facts. Frank clarified the question you ask should answer itself.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Each member is to provide two facts/or questions for FAQ Fact Sheet	All CTC Members	Next meeting (9/13/2012)

Wireless Project Update-Authentication   MARLENA MONATGUE

DISCUSSION	1. Chris mentioned they are working with the consultant group. They've prepared population servers to be used. A virtual machine was just created. The licensing and the decision to move forward are still up in the air as it is unsure of how much dollars are available for it. 2. Frank mentioned the authentication to the wireless is still open. Right now we are not seeing a problem. Chris mentioned we want to get authentication in place first, then we can create subgroups to restrict the traffic. 3. Elaine mentioned this committee is tasked to establish procedures so that we don't go haphazard having everyone on campus having access to certain things. Once it's authenticated, we'll have various levels. Chris mentioned these levels will need to be defined. Marlena asked if this is available with our current carrier. Chris mentioned this won't be known until a server is in place. Frank mentioned they have the technology support for it, as it was part of the specifications. Chris mentioned the goal is to use their existing system, password, and log in databases to support that authentication. Marlena asked if we did have the server and was able to use it, what the licensing fee would be. Chris mentioned this would be a GCC system. He further clarified when he made reference earlier to the unsure of the cost it was in regards to the cost of the contract for bandwidth. 4. Elaine asked what the time line was. Frank mentioned there was recently a bid opening. Once the award is made official (possibly in October), they will start laying out the project and we can clarify the hours with them. Marlena mentioned when this all take place, we will then be able to analyze and review the cost saving. **MOTION** **Frank moved to table discussion till October,** **John second the motion, motion carried.**

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Network Issues	MARLENA MONTAGUE
DISCUSSION	1. Marlena mentioned this was left on the agenda from last meeting. She mentioned we want to continue to monitor the activity on the network and determine, with regards to the throttling, what steps need to be taken. 2. Frank mentioned there will be some changes with regards to our phone system. It has been awarded to PDS. It was mentioned it will not be a VOIP system. There's going to be project coordination with PDS. Nothing will be turned off until we are sure it will work for us. 3. Elaine mentioned that was being discussed, prior to the closure of the academic year, was the throttling. There was a concern that there would be a lot of impact on our current network when we activated the Wi-Fi. How have we or are we addressing that? Frank mentioned a lot things brought up in the past have been addressed. With a 100 megs we've opened up more ports than we did before allowing us to gauge it better, especially with the discovery (testing). You will see things are being processed faster. We are seeing more efficiency and do not anticipate an issue real soon. 4. Marlena mentioned the committee had previously approved the use of funds to increase the bandwidth and wanted to know what happened to that money. Frank mentioned the services we had expected to have completed did not go through exactly as planned. For example the 30 megabit was just connected last week. Yes the money was spent to increase the bandwidth; however, GTA gave additional bandwidth at no cost. 5. Marlena asked how the current bid will affect what we just did. Frank mentioned it will continue the same amount of bandwidth level but we don't know how it will affect our current internet and phone systems. The SLA will be the key part. Elaine asked if our unique requirements are built it and addressed. Frank reassured her they are. In addition, they will be monitored them so as to compare with our current systems. Marlena suggested that we continue to monitor it and provide and activity update at each CTC meeting in terms of any issues being seen or reported, instead of being reactionary, until the new bid is awarded. 6. John asked if there's going to be any updates on the network expansion. Frank mentioned that in the last meeting it was agreed upon to continue the network expansion, however, he's still waiting for funding to be released to proceed.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

New Business

FY2012 ACCOUNT BALANCE REMAINING	MARLENA MONTAGUE
DISCUSSION	1. Marlena mentioned she emailed all members the information from Franks regarding the remaining funding from last fiscal year. 2. Frank mentioned the estimated amount unspent is $24,000.00. We have the following options mentioned from the previous meeting. 3. Elaine asked how much would the site licenses cost? Frank mentioned there is a price bracket depending on choice. Marlena asked how many labs still need upgrade hardware wise. Frank mentioned there are a lot. Elaine mentioned Frank had previously provided a cycle (schedule). Frank mentioned there is one Mac lab requested for upgrade (1109). Others are pc lab and mobile lab (laptop). Wes mentioned Bobbie had previously mentioned she would put Macs into the student center lab but ended using the money for something else. Wes mentioned this should be one for consideration as the only Mac computers open for student use are the ones in

the library. Frank suggested taking some PC's away and replacing them with Mac Computers in the lab.

MOTION
Frank moved to utilize the remaining balance to purchase Mac computers
for the open labs for student use,
_____ second the motion, motion

3. Terry asked of all the things discussed if this was the most critical. The only three things on agenda are the Mac lab, upgrades, and the site licenses. Frank responded by saying; No but this was based on what he's been hearing and seeing. Elaine mentioned the Mac lab came from a petition that a student gave during meet the President. Patrick mentioned we have other concerns regarding a PC Lab that's been out of date for how many years. Frank mentioned one open lab was taken away, during the summer, and moved to a satellite school based on the President's review of its utilization or lack thereof. Elaine mentioned if we had a lab that is old and were to pull the plug on it, because it's not being used, shouldn't it have been placed into an instructional lab on campus rather than moving it off campus? Patrick said student have mentioned many concerns, not recently, about open labs not being up to date. Regardless of the complaint, there's just as much a need to replace PC's as there are Macs. Can we get more bang for our buck by spreading the wealth and not purchase possibly 10 Macs.
4. Frank mentioned at least 4 labs can be upgraded with $125,000.00. The current PC Bids are undergoing evaluation.
5. Elaine reiterated Terry's concern on whether or not this was the only concern we can absorb the $24,000.00. If there's one really glaring that we need to address we need to identify it. One was a student's petition regarding a Mac lab and that's reason for the Mac lab discussion. If we also have a PC and also talking about an open lab that the President herself notice it wasn't getting the volume so decided to move it out. Patrick mentioned there is a much greater need for PC's at the secondary sites as there is to upgrade. How much can we use to fix more than one problem? Could we purchase 5 instead of 10 Mac computers? Frank mentioned the reason the open labs have the latest in it is to accommodate the entire instructional lab on campus. Anything we get has to be compatible for the majority.
6. Marlena asked Terry if the Cisco lab (TC1218) was part of the replacement cycle. He mentioned he didn't know. Frank mentioned if it was purchase by program agreement, it never went into the Tech Fee radar. Marlena asked if 3114 and 204 on the radar. Frank said; No. But it is in inventory. Keep in mind anything done by a grant before; rolls over to the tech fee for maintenance when it's time for it but it. Terry mentioned TC1218 is no longer under agreement and requested to have it placed on the replacement cycle schedule.
7. Elaine suggested the top options so that the members can vote on how to utilize the remaining money. Options on table are: iMac for open lab, 1218 for instructional lab, Office 2010 site licenses, and gateway expansion.
     As listed on previous minutes. Here are some suggestions on the use of the remaining balance and the links to the EA:
     1) Purchase $32,000 worth of equipment and system tools primarily for MIS' new operational role in support of Mac Labs and to better manage PC systems. These will be used to purchase Mac server, Mac computers, and software for Mac Systems' imaging and PC management.
        EA page 65 *Technology IT Architecture (TA)* **PC Configuration**
        Each PC shall have a standard configuration. This "image" shall be stored on the network. Automated software tools shall be used to periodically evaluate the status of each PC on the network. If a PC is in need of "re-imaging" it will be scheduled for an appropriate time and handled via the network. (See TA0012)
        EA page 72. *IT Management IT Architecture (MA)* **MA003 Tools**
        IT Management shall have all the tools (software applications, test equipment) necessary to perform all routine maintenance, troubleshooting, and future planning on every component within the architecture.
     2) Purchase of 500 licenses for MS Office 2010 Professional (Academic), about $32,000.
        EA page 72 **MA007 Licensing**
        IT Management shall be responsible for maintaining all licensed software media (diskettes, CD/DVD's) for tracking the location of each use of licensed software; and for ensuring that licensed software is either renewed or replaced before it expires.
     3) Purchase $32,000 worth of Mac HW/SW to be installed at the LRC and/or Student Center
        EA page 64 **TS009 Availability**
        GCC technological assets shall be highly available. Availability means having information accessible and having a means of accessing it. Availability also means a high percentage of "uptime." An application or network connection that is functional only 80-percent of the time is not available. The goal shall be 95-percent availability. Striving for 100-percent is unrealistic and too costly to attempt.
     4) Increase Bandwidth at MCV and GTA by 10 Mbps each to the tuned of $30,000.
        EA page 32 **GUAM COMMUNITY COLLEGE EA OBJECTIVES AND STRATEGIES**
        General Overview GCC will provide a unified, secure, efficient and reliable IT

infrastructure to address current and future needs. GCC will provide sufficient and cost-effective bandwidth to meet current and future needs.

5) Upgrade D9 Lab for about $32,000.
   EA page 64 *Technology IT Standards (TS)*
   The following standards are not in place. In the future, all technology will comply with these standards. **TS006 Hardware Standards** The standard PC and server shall be current industry standard

6) Buy $32,000 worth of Gateway Expansion equipment
   EA page 64 *Technology IT Standards (TS)* **TS003 Network**
   The GCC network shall be highly available and reliable, responsive, redundant, and transparent to the user.

7) Buy software licenses for needed courses.
   EA page 72 **MA007 Licensing**
   IT Management shall be responsible for maintaining all licensed software media (diskettes, CD/DVD's) for tracking the location of each use of licensed software; and for ensuring that licensed software is either renewed or replaced before it expires.

8) Any combination of the above

8. Elaine mentioned if we are not able to update a lab completely we take out the instructional labs such as TC1218. So current options are: 5 iMacs, Gateway expansion, Office 2010 licenses (possibly individual not site licenses). Chris mentioned another option to consider is additional processing power for the VM Systems for the potential migration of the current legacy systems. Frank mentioned Wi-Fi for the registration area. Patrick mentioned they were supposed to transfer the Cisco equipment for this. Frank mentioned this is an option but it's not in place. Frank mentioned the other one is Wi-Fi for the student center. Patrick asked that the minutes reflect he will transfer the Cisco equipment from Admissions and Registration to MIS today. Elaine asked if this then eliminates this from voting options. Patrick said; Yes.

9. Elaine re-emphasized the current voting options: 5 iMacs, Gateway expansion, Office 2010 licenses (possibly individual not site licenses), additional processing power for the VMware server, and Wi-Fi for the student center. The majority vote came in for 5 iMacs. Mike recommended buying the 5 iMacs but using the remaining money to purchase the Office 2010 individual licenses.

MOTION
Mike moved to utilize the remaining $24,000.00 be used to
purchase 5 iMac computers for the open labs for student use
and any remaining funds be used to purchase Office 2010 individual licenses,
Anthony Jay second the motion, motion carried.

CONCLUSIONS	We need the appointee to make these minutes official.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

BUDGET FOR FY2013 TECHNOLOGY FEE PLAN

DISCUSSION	1. Marlena tabled discuss for later time.		

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

SUBCOMMITTEE ON ACADEMIC TECHNOLOGY PLAN   ELAINE FEJERANG

DISCUSSION	1. Marlena mentioned part of the Accreditation Evaluation report makes a recommendation regarding resources identified in the ITSP and the EA. Wes has a request to form a sub-committee of the College Technology Committee to come up with the Academic Technology Plan. 2. Elaine made a motion to establish a subcommittee of the College Technology Committee whose

take would be to develop an Academic Technology Plan. This will address the academic side it while this committee still discusses the infrastructure. As the academic portion is brought in, it will overlay with our infrastructure. This is where we plug it in or make some adjustments. Frank also recommended that the distance education component for the college be part of it. Elaine clarified the initial intent of the position was to focus on distance education. The concern with distance education is one piece. It still has too ft in to this big infrastructure. So how about discussing the infrastructure and then how distance education plugs in. It makes sense for this sub-committee to come out of the College Technology Committee.

3. Elaine mentioned she felt this sub-committee would work with the various programs to help them develop their program academic technology plan. This is the missing piece as every time a program revamps it, CTC is always behind the eight ball. This will allow us to know where they're headed programmatically, in addition to distance education, and then it comes to the CTC. This subcommittee will provided dedicated focus.

MOTION
Elaine moved to form the Academic Technology Plan subcommittee
under the College Technology Committee,
Frank second the motion, motion carried.

4. Patrick stated; when programs make major changes to their programs regarding technology, they should be following the standards that are set. And if they are inadequate, they are supposed to come to the College Technology Committee and share with us what is going on. In the interim until the plan is finalized, it should be communicated to them that if they're suddenly going to depart from the standards or you need something in the standards to accommodate your changes; you should come to the College Technology Committee and discuss it with us. He mentioned his experience is that a program document comes down and told we have to change because it's in our program document. Communication goes both ways. We shouldn't be told we have to change something after the fact.

5. Mike recommended that Patrick's recommendation be made to the curriculum committee or the person in charge of the substantial change document and have them add a line in there saying; if substantial changes are going to affect your technological needs, you will need to submit this information to the College Technology Committee. That way we can directly link it to the overall structure. Patrick mentioned he will take Mike's recommendation and present it to the Learning Outcome Committee. Elaine mentioned the sub-committee will be working hand in hand with LOC.

6. Marlena recommended that the sub-committee present their plan of action at the next CTC meeting as CTC is a voting member.

7. Elaine mentioned she consulted with the Union and this sub-committee will be made up of other members. It will be worked out so that any faculty member who chooses to sit on this sub-committee will be acknowledging as being an official committee. It will be chaired, so Wes will go forth and recruit members.

CONCLUSIONS	Wesley Gima will be the Chair and Frank Camacho will be the Co-Chair for the Sub-Committee on Academic Technology Plan.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Academic Technology Plan Action Plan	Wes and Frank	Next CTC meeting

OPEN DISCUSSION

DISCUSSION		

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

College Technology Committee
September 13, 2012
Meeting Agenda

Chair/Co-Chair	Marlena Montague/Elaine Fejerang	Time: Start	11:00 A.M.
Location	TC1210	Time: End	12:00 P.M.
Attendees: Required	CTC Members		
Minute Taker	Ana Mari Atoigue		

Outline		
	Topic	**Duration**
1.	**Call to Order**	
2.	**Roll Call**	
3.	**Review/Approve Minutes** • **#1 August 30, 2012**	
4.	**Old Business** • **Confirmation of CTC Members** • **EA/ITSP "Did You Know"** (FAQ-Digital Fact Sheet) • **EA Topic to Review (Based on campus feedback)** • **Network Activity Report** • **FY2012 Pending Items** • **FY2013 Technology Initiatives** • **Academic Technology Plan Report**	
5.	**New Business** • **Faculty participation in Academic Technology Plan SubCommittee**	
6.	**Open Discussion**	
7.	**Next Meeting Agenda (09/27/12)**	
8.	**Adjournment**	

Preparation			
No.	**Item(s)**	**Owner**	**Target Date**
1	Did You Know information from EA/ITSP	ALL Members	Fall 2012
2	Wireless Project Update-Authentication	Frank Camacho	October 2012
3	Network Issues	Frank Camacho	November2012

College Technology Committee
AY2012-13 Meeting #02

MEETING CALLED BY	Marlena Montague
TYPE OF MEETING	regular meeting for AY2012-2013
FACILITATOR	Marlena Montague
NOTE TAKER	Ana Mari Atoigue
TIMEKEEPER	Meeting adjourned at 12:30pm
ATTENDEES	Frank Camacho, Patrick Clymer, Elaine Fejerang, Wesley Gima, Terry Kuper, John Limtiaco, Marlena Montague, & Michael Setzer II

*Next meeting is scheduled for September 27, 2012 at 11:00am in TC1210 Conference Room.

Review/Approve Minutes

	REVIEW/APPROVAL OF MINUTES #15 & AY12-13 #1		MARLENA MONTAGUE

DISCUSSION	**MOTION** **Patrick moved to approve meeting** **minutes #15 and AY12-13 #1 subject to any grammatical changes,** **Frank second the motion, motion carried.**		
CONCLUSIONS	1. Marlena mentioned there are minor grammatical corrections needed and would forward to note taker.		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Old Business

	Confirmation of CTC Members		MARLENA MONTAGUE

DISCUSSION	1. Marlena forwarded the President's official appointment letter to all CTC members. 2. Frank asked what the ratio is. Elaine explained the requirement is four faculty members in which one should come from the technology department. In this case all faculties present are representing technology. 3. Marlena mentioned Liz Duenas, the staff senate president, did send an email stating she will be providing a representative by Monday. Elaine suggested Liz provide a recommendation because the contract still says the President is going to be the one to appoint, until we amend our contract.		
CONCLUSIONS			

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	1. Marlena still has not received any new "did you know" other than the ones Frank had previously provided last semester. We want to pull out certain things in the E.A. and I.T.S.P. so the campus community can understand and be aware of what the two documents contain. 2. Marlena mentioned this will be one of our deliverable for the yearend report. 3. Elaine recommended that sections be assigned to members at the next meeting and a schedule be made as to when they will be due.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Each member will be assigned sections to provide two facts/or questions for FAQ Fact Sheet	All CTC Members	Next meeting (9/27/2012)

EA Topic to review (based on campus feedback) MARLENA MONATGUE

DISCUSSION	1. Marlena mentioned we didn't receive any campus feedback. The committee was asked for recommendations on how to stimulate the campus community on this matter. She felt the FAQ's would help provide some dialog. 2. Ana Mari suggested putting on the website like the current poll questions. Marlena mentioned she'd have to check Jayne on it. 3. Mike recommended breaking it down by sections. Frank suggested making it more readable. Marlena mentioned tying it in with the "did you know." 4. Elaine mentioned the documents are intimidating because it's so huge and there's terminology that is not understood. Elaine suggested the committee come up with a way to make it user friendly. One way would be with the "did you know." I.e. Did you know the I.T.S.P. says you will have Wi-Fi but with limited access. 5. Frank mentioned he's being looking at all the action items. What is being considered is how much of the I.T.S.P. and the E.A. together are we really acting upon as part of his administrative review. Are the action of the college in line with what we've put in the plan? Elaine mentioned what we are missing is something like a project management. Frank mentioned he is putting this all together then group similar items to make it more manageable. Elaine commented the value would be when executive decisions are being made, because of budget, what the impact will be and what their decisions will make. With the I.T.S.P, once we put it in to a project management, inclusive of the build up and any renovation that occurs, when a decision is made because of budget due to emergencies and shift the funding, they need to see what the impact is going to be. The project plan will provide the visual. 6. Wes commented that when the CTC did go over the I.T.S.P. it was so biotical luminous that we couldn't really go in and start making changes. We started but stopped after the first section due to accreditation, we had to move forward, and that's where the "did you know" came in. It was a way to force the committee to review it but at the same time try to make it easier. He suggested coming up with a sample. Terry asked how this ties in with Wes committee and suggested giving them half of the sections to review. Elaine mentioned the academic plan will require the same thing as they will need to help programs understand how to build their plans. We set the stage by establishing it globally and they will have their little piece, pulling from ours. Terry mentioned there's got to be some merging in what you do. Wes mentioned the I.T.S.P really talks about the backbone of technology on campus. It doesn't really deal with users in terms of frame works. Frank mentioned there's not enough of a template for people to follow. I.e. If I want to add this type of technology in my classroom what do I need to do? Who do I go to? Where do I get direction from? Wes added; are there any rules? Are there any conditions I should be aware of? Elaine mentioned that's the recommendation the academic plan committee is going to come up with and bring to the CTC. Wes further mentioned it has to work with both the E.A. and the I.T.S.P. and can't be a separate plan. 7. Wes mentioned during the academic plan meeting, Frank brought up another part. Although we were dealing with academic he said; what about operations? This makes sense as there is currently no plans for operations either. You have people working in finance and would like to replace their computers with those from the labs until they find out the computers are older than the ones they have.

CONCLUSIONS	Break up task according to areas.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Marlena will come up with sample, draft for "did you know"	Marlena Montague	Next meeting

<div align="center">Network Activity Report (17:17- ??)</div>

<div align="right">FRANK CAMACHO</div>

DISCUSSION	1. Marlena asked for an update on issues and/or complaints recorded. Frank mentioned there's nothing. 2. Frank mentioned there will be a cost for any kind of changes (adds, transfers, etc) on the new bid for our phone systems. 3. Marlena mentioned the network went down on Sept. 13, 2012, in the D wing, while she was teaching class. Mike mentioned he experienced the same. Frank mentioned there is a switch that has been acting up and may need to be replaced. Marlena mentioned it also affected A building. 4. Marlena also mentioned she noticed all the computers default are configured to print at the student centers. She asked that the printing be made specific to the classroom after imaging. 5. Elaine asked where are current network system is as a bench mark for this week. Frank said our current network is stable.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

<div align="center">Academic Technology Plan Report</div>

<div align="right">WES GIMA</div>

DISCUSSION	1. Wes mentioned they had a meeting last week. It was decided that they will meet every two weeks. 2. One suggestion was to look at what we currently have out there. 3. Marlena asked if this group was under the CTC or was it created as a new group. Elaine suggested that it be placed under the CTC group since it is a sub-committee of the CTC. 4. Elaine asked Wes to share the goals of the Academic sub-committee. Wes mentioned its goal is to have a plan by the end of this school year. It's a plan to develop an academic master plan. Elaine reiterated it's a plan with an emphasis in Distance Education but an overall plan will be designed for each program. 5. Wes mentioned the members consist of; Mike Setzer, Frank Camacho, Elaine Fejerang, AnthonyJay Sunga, Troy Lizama, Sally Sablan, Lani Gamble. 6. Frank mentioned this committee main focus will be on the academic side. Frank suggested there be a committee to address the operational side of the house. He's received many complaints about systems going down, incompatible licenses, etc. Operationally there's no budget for these kinds of upgrades. We need to start addressing these to create a balance. Marlena asked if Franks recommending another sub-committee. Elaine agrees with Frank's recommendation. When you create and Enterprise Architecture and a Technology plan there are two components. This piece will build and craft that part of it and it will come back to the original plan. You put them all together and make this monumental task we have on a technology plan more manageable. 7. Wes mentioned one of the major things, on the academic side, is establishing the priorities. Wes mentioned there are currently three people on the CTC that would be affected by that plan. Frank mentioned this will help us in determining what is coming out of the technology fee or the legislative budget and how we can accommodate either side by balancing the needs of both. Elaine mentioned the TAC/CTC was intended to be that, having balance between Administrators and faculty to come up with solution but it was overwhelming. It makes sense to break into sub-groups then regroup to iron out all the wrinkles. Mike mentioned the staff senate may want to have a committee like this. 8. Marlena mentioned Frank brought us a scenario, of creating another sub-committee for the

	Operational Technology Plan.		
	MOTION		
	Frank moved to establish a sub-committee for the Operation Technology Plan, John second the motion, motion carried unanimously.		
	9. Wes mentioned to the CTC members that once both plans are established, they would have to go back and see how this changes the I.T.S.P.		

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

New Business

Faculty participation in Academic Technology Plan Subcommittee		ELAINE FEJERANG

DISCUSSION	1. Elaine spoke Karen on faculty sitting in the academic technology plan sub-committee. It was confirmed that it will be acknowledged in the rubrics that they are enhancing/assisting in the institutions growth and development. We need to submit a request to establish a committee, and the reasons why, and then it would go into an academic dialog. IF they agree on it, it would then become official. Elaine has already submitted this request to Karen. 2. Marlena asked if the operational side would be included. Elaine mentioned it can be. 3. Wes suggested having Sandy Balbin or Tonirose Realica be a part of this portion of the committee.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OPEN DISCUSSION

DISCUSSION			

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

College Technology Committee
AY2012-13 Meeting #04

MINUTES   OCT 11, 2012   11:15AM   GCC TC 1210 CONFERENCE ROOM

MEETING CALLED BY	Marlena Montague
TYPE OF MEETING	regular meeting for AY2012-2013
FACILITATOR	Marlena Montague
NOTE TAKER	Ana Mari Atoigue
TIMEKEEPER	Meeting adjourned at 12:16pm
ATTENDEES	Frank Camacho, Patrick Clymer, , Wesley Gima, Terry Kuper, John Limtiaco, Marlena Montague, & Michael Setzer II * Elaine Fejerang – Excused Absence

*Meeting #03 – No Quorum
**Next meeting is scheduled for Oct. 25, 2012 at 11:00am in TC1210 Conference Room.

Review/Approve Minutes

REVIEW/APPROVAL OF MINUTES AY12-13 #2   MARLENA MONTAGUE

DISCUSSION	**MOTION** **Frank moved to approve meeting** **AY12-13 #2 with grammatical changes,** **Patrick second the motion, motion carried.**
CONCLUSIONS	1. Marlena mentioned there are minor grammatical corrections needed and would forward to note taker.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Old Business

Committee Essentials   MARLENA MONTAGUE

DISCUSSION	**BY-LAWS** 1. Marlena mentioned the CTC by-laws have not been updated since 2009. This needs to be addressed and updated due to the Board and the GCC Union. In addition to reflect the newly formed Staff Senate. **MOTION** **Mike moved to hold off discussion until further direction/clarification is provided,** **Frank second the motion, motion carried unanimously.** **Confirmation of CTC Members** 1. Marlena
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Campus Initiatives	MARLENA MONATGUE

DISCUSSION	**EA/ITSP "Did you know" (FAQ-Digital Fact Sheet) / EA Topic to Review (based on campus feedback)** 1. Marlena's received "Did you know" from Terry and Frank. **MOTION** **Frank moved to table "Did you know" discussion till next meeting,** **Patrick second the motion, motion carried unanimously.**

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Discussion tabled		Next meeting (10/25/2012)

MIS Report	MARLENA MONATGUE

DISCUSSION	**Network Activity Report** 1. Frank is looking for the best way to address the lack of (critical) spare equipment. Marlena asked that they be tied in with the goals of the ITSP and the EA in terms of growth. 2. Another issue is the VOIP phones as they are part of the network (going through the network). Chris mentioned there were two network lines brought into the port while the phone was in place which is not the correct way to be installed. This cause both VLANS to cross cause both HTP networks on both sides. Counter measures were put in place and this issue was resolved. 3. Another issue was the web cache server was not able to keep up with the demand. The web cache server has been turned up temporarily until further determination can be made as to what type of performance tuning is needed. (i.e. software) 4. Marlena suggested that MIS work with Mike to help**>>>>??? (NEED CLARIFICAITON)** 5. Marlena asked if we have a network equipment replacement cycle to address such issues. Frank mentioned we don't have such a plan at this time. 6. With regards to the new service provider. We will continue to pay GTA until PDS has been fully testing and we are satisfied and reaching the bandwidth with the quality of traffic. There will be a month we will have to pay for two providers. It will take 30 days to successfully and reliable gauge the service. GTA will be on standby while we go through the test period with PDS. 7. Regarding the phones, they have less than 40 days, as of today, to complete the polling of numbers to their system. If there are issues experiences with the testing of lines from the different buildings, then GTA will continue. 8. Further research has been made into PDS service reputation with other agencies and it seems, so far, they have not been able to deliver beyond 20 megabytes to one particular area on any government entity. **FY2012 Pending Items/FY2013 Technology Initiatives** 1. Most monies for FY2012 has been expended. 2. FY2013 Total Budget is $342,000.00. Frank mentioned it is impossible to break it down to half operations and half upgrades. Upgrades seems to be more at about 30%. Frank has requested that the business office remove the Illusion and Sunguard cost and anything related to the Title III due to their budget running out. Carmen's feedback is still waiting as to what FOAPAL to use. 3. The budget is available and requisitions for the internet services have already been processed to continue operations. With regards to upgrades, all requisitions are on hold as Frank would like to have the CTC review prior to submission. 4. Marlena asked if a room utilization analysis with actual classes using rooms has been done before. Frank mentioned no. Further the current data being used is based on the last time they were ungraded and the age of the computers. Marlena suggested that an analysis be done first as there is currently a movement to move classes out of computerize classrooms that done require computers. Frank mentioned Wes with other faculty members in the ATSP is looking more on the need and not necessarily on age. Frank mentioned initially they were all based on curriculum needs. Marlena mentioned if the data shows that the rooms are utilized by the high

	school students, and then we may be able to tap into the Title V funding verses the Post-Secondary funding. 5. Marlena asked that data be brought to the table so that a more information decision is made. Frank mentioned another form of information is from work orders that have been submitted.		

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Room utilization and courses	Patrick	Next meeting
More detailed breakdown on the FY2013 Budget	Frank	Next meeting
25:00		

Academic Technology Plan Report   WESLEY GIMA

DISCUSSION	Survey 1. Wes mentioned the survey is being worked on. SWOT 1. Wes mentioned work is on the way.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Campus Communications	

DISCUSSION	1. Marlena mentioned this should be a regular agenda item to address the needs of the campus. It's her hope to have discussion on the campus needs as a regular discussion. Certain people have expressed a need for Office 2011 for their Mac Labs, however, we need to tie it to our overall plan and determine whether it's feasible or realistic to install software into a classroom that's going to be replaced. Doreen Blas had asked that the computers she utilizes have Office 2011. Her request was sent to the CTC Committee for discussion. This will be addressed under new business. 2. Wes stated there currently is no set policy or procedure in place to address this and there should be. To include how they are purchased, kept tracked of, etc. Policies are changing and there are some issues we need to address now. 3. Frank gave an illustration of a prior problem experienced. A person who teaches a class using Microsoft 2010 but her office computer is still on Microsoft 2007. She has students sending her their assignments to be verified. In support of the students, her computer should be licensed to Microsoft 2010. Marlena mentioned this is the logical way to look at it. Wes mentioned if you bought a computer for personal use, it's more flexible than if you buy it for business use. 4. Wes mentioned some of this applies to the ATSP but, in the end, it needs to be addressed in the ITSP as it's the overall plan. Software 1. Wes **MOTION** **Frank moved to establish a sub-committee for the Operation Technology Plan,** **John second the motion, motion carried unanimously.** Hardware 1. Wes

	Knowledge Base
	1.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

New Business

Faculty participation in Academic Technology Plan
Task Force/ Working Group   MARLENA MONTAGUE

DISCUSSION	1. Email was sent to all CTC members regarding the call of the Academic Technology Plan as a committee. We are unable to call this group a committee. Faculty will have to discuss this with their Dean or evaluator as to how this will be addressed or acknowledged. 2. Mike recommended that the faculty senate be asked to make it official. Marlena mentioned Elaine has already started the process by speaking with the faculty senate. 3. Wes mentioned there was a motion made in regards to this at the beginning when it was established. Marlena mentioned Elaine has attached the minutes to the application for request.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Notice of Intent to Award   MARLENA MONTAGUE

DISCUSSION	1. Frank has forwarded the notices to all CTC members via email.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Email Policy   MARLENA MONTAGUE

DISCUSSION	1. Frank provided Marlena a copy of the email policy drafted by the President. Frank mentioned to Carmen the CTC needs to review it first, provide feedback (additions/changes), then forwarded it for recommendation. 2. Patrick recommends that the policy be less brand specific (Banner). Also to refer to the process rather than when you enter it into the computer. 3. Wes asked if this would be available for campus community comment. Marlena said she didn't think so as this is an administrative directive by the president. All recommendations will be forwarded for update. 4. Mike mentioned there was a similar policy when the CTC was called TAC. Frank mentioned there were many updates. 5. Wes asked if students who graduate get to keep their emails indefinitely. Patrick mentioned there are many inactive accounts that are filling up with SPAM and taking up space. Marlena mentioned the current policy says they can continue if they become an alumni. Frank mentioned they would have to check/register with the alumni office. 5. Wes asked if there was anything stating faculties have to use their GCC email, rather than their personal emails, when conducting business/class because there are some faculties using their personal emails. Marlena read a portion that said; all information published with these systems is GCC property and is intended to be used for GCC business purposes. Patrick said the

business decision and announcement was already made to the department chairs, somewhere in the CORE Team minutes, that the GCC email is the official email.

6. Marlena stated; based on the discussion, it will be formulated with data gather as a final document before forwarding the CTC's recommendation.

MOTION
Patrick moved to table approval until changes regarding the use of email are inserted, Terry second the motion, motion carried unanimously.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Lab Reimaging Schedule/Campus Notifications   MARLENA MONTAGUE

DISCUSSION	1. Marlena mentioned she's received several request from faculty to see if there's a way they can have the lab reimaging schedule public (internally) on how to request to add/remove software and printers. 2. Frank mentioned all the department chair's should have been made aware that all computerized labs used for classes were supposed to be ready and reimaged prior to every semester. This is should be done at least one week before classes start. If instructors had anything special to add/remove should be submitting these requests prior to the management meeting. Marlena asked that some form of announcement be made about the established process to reinform everyone.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OPEN DISCUSSION

DISCUSSION	1. Mike mentioned students have brought their notebooks in but can't connect to the GCC Wireless. 2. Frank mentioned the wireless is not for anything other than internet. Chris mentioned there are no academic systems on the wireless. Chris asked if there is a wireless network pushing the wired system and Mike confirmed yes. Mike mentioned this was because other faculties previously were having difficulty accessing the wireless at their workstations. 3. Frank mentioned this is a security issue/risk for MIS. Marlena asked Wes to look into this as this pertains to the possible classroom need and this was backed by Bill Oakes and maybe this will establish a network for that type of stuff. It may push it if a need is shown. Marlena mentioned this was similar to Sally's request. 5. Frank mentioned the systems were put in the classroom for the students needs to access it in the classroom. You were accommodating them because they were bringing their laptops into the classroom when they really shouldn't be. Mike mentioned he set this up for his students because the classroom is not always accessible to them, during long class hours, when they want to work on the AS400. Frank mentioned there is the open lab that they can go to too use the AS400 via that way. 6. Chris mentioned we have different firewalls for the internet, what's facing the world, and what's on land. Whatever services Mike is putting out there may create a small breach. Anything available on the wireless network will be available through the wired network such as payroll (every data base on campus).

CONCLUSIONS		
ACTION ITEMS	**PERSON RESPONSIBLE**	**DEADLINE**

College Technology Committee
AY2012-13 Meeting #05

MEETING CALLED BY	Elaine Fejerang
TYPE OF MEETING	regular meeting for AY2012-2013
FACILITATOR	Elaine Fejerang
NOTE TAKER	Ana Mari Atoigue
TIMEKEEPER	Meeting adjourned at 12:04pm
ATTENDEES	Chris Camacho, Frank Camacho, Elaine Fejerang, Wesley Gima, Terry Kuper, & Michael Setzer II *Absent: Patrick Clymer, John Limtiaco, Marlena Montague

*Next meeting is scheduled for Nov. 08, 2012 at 11:00am in TC1210 Conference Room.

Review/Approve Minutes

REVIEW/APPROVAL OF MINUTES AY12-13 #4   MARLENA MONTAGUE

DISCUSSION	**MOTION** **Frank moved to tabled** **AY12-13 October 11, 2012 meeting #4,** **Terry second the motion, motion carried.**
CONCLUSIONS	1. TABLED

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Old Business

FY2013 Budget   FRANK CAMACHO

DISCUSSION	**BY-LAWS** 1. FY2013 Total Budget is $342,000.00. 2. Frank mentioned all operation expenses have been considered based on previous years. All things approved to transfer in, based on fund 1 allocation, have been taken out and given to Edwin and Carmen for reallocation so that it's not part of the tech fee. Example was Banner Luminus certificates for the servers. Things specifically related to Banner Systems. 3. Requisitions have been submitted for the internet connectivity and library systems. Others still are pending such as the GUD GTA Services for the student lounge, G4S Security mainentance, inner mapper maintenance agreement, Cisco firewall maintenance agreement, Solar Wind Symantec Enterprise Anti-Virus. Supplies and materials have not been submitted as movement of funds is still occurring. 4. Initially three PC Desktop labs (D9, A7, & A26) were supposed to be upgraded but D9 is the most critical of all. The next upgrade was supposed to be for the C1 Mobile Lab and TC1109. There was another request for Lab Printer. Since we don't have any spares, one is recommended for replacement. The $45,000 was previously approved for the Gateway expansion. A value was not previously estimated for the surveillance on the foundation building labs. In addition, Allied Health Building room 3114 Lab does not have any kind of surveillance. 5. Total operations budget is $133,385.22. Total upgrades budget is $208,614.78.

6. When the quote was requested for TC Labs based on the new bid specs, 91 units, to upgrade all three pc desktop labs at $1,407.00 each adjustment would have been needed to ensure the other lab upgrades were included. When totaled the amount was over by $1,038.00. Even after removing the C1 mobile lab, which would cost $37,605.00.
7. Terry asked if the surveillance cameras were taken out of the tech fee and Frank confirmed yes, it has always been taken out of the tech fee since the first implementation of it.
8. Elaine mentioned she's trying to see the tie in. By referring it to the student technology fee then we have to define everything we are spending. Terry mentioned the reason for it is because you're saying the student lab can't be upgraded because you put a surveillance camera. What was more important? Frank mentioned the upgrades to the labs are still more important. It's being discussed so that we can see the priority and it's not set in stone. The tech fee has always paid for the surveillance systems. It became a priority, back then, because when a lab was upgraded; two new systems walked out. For the protection of technology fee investment the surveillance system had to be put in place. It has not occurred again since the surveillance system has been put in to place.
9. Elaine mentioned that was done in the past, and with the current financial situation, we still have a responsibility to our students in providing the latest hardware and software to support the education. Maybe we need to look at that priority and decided possibly to hold back on the surveillance growth on campus so we can continue to provide the hardware that's necessary.
10. Mike asked what the cost of the surveillance was. Frank mentioned for the labs only was close to $12,000 involving the tech fee. Every building has an independent recording system.
11. Elaine mentioned the Prometric Testing Center is a revenue generating area. When you take your prometric test they're not necessarily a student. If our students are paying a student technology fee that wouldn't be anything that involved them as far as technology's concern. Elaine went further to point out that the areas where the theft occurred, most recently, were not even in the labs.
12. Further discussion using diagram. Refer to picture.

Frank mentioned if you divide seventy-five thousand by thirteen you would get about five thousand seven hundred sixty-nine and twenty-three cents. Inclusive to the cost is the hardware, software, and the three year warranty. Wes mentioned he didn't think it would be this high. Frank mentioned the cost estimate included the shipping and handling, etc. He further mentioned TC1109 has never been upgraded since it was purchased several years ago. In addition, those students have been paying the technology fee and lab fee but have not been used. Elaine mentioned this is where programs need to revisit what it cost to keep it going.

Terry asked how many students use TC1109, in a year, versus A7- A26 because you're using that much money on TC1109. That's where department need to consider increasing their lab fees to buy these things rather than putting it on the tech fee. Frank mentioned 1109 will become an open lab. They can't update their SLO's and order new books because the hardware is holding back. It's all linked to the hardware issue that has never been upgraded. Elaine mentioned she is currently not able to teach her CS152 class because it's so outdated. She further mentioned that upgrading this will open it up to offer other classes.

Mike mentioned the AS400 is about 11years old. Frank mentioned they won't give maintenance anymore. What we have budgeted for the AS400 is called the AS400 Server Emergency repair service at $1,000.00. It will cost more than a thousand dollars to repair should it go down.

Frank mentioned A7 and A26 could last one more year. He felt C1 was more critical than A7 and A26 as they are more flexible, as well as their age, and there are some spares available. Frank asked the committee to consider $208,614.78 for PC Labs ($32K, C1 Mobile Lab $37K, TC1109 $75K, 2 Printer labs $7.4k, Network $45K, & Surveillance $11K) Mike suggested using any remaining balance to purchase backup systems for A7 and A26.

	Terry asked about TC1220 as it was previously mentioned in the Meet the President. Frank mentioned Adrian's request to take systems out D9, A7, or A26, whichever gets upgraded. Terry mentioned they do need to be able to take them apart but they also need to be teaching new technology. Frank mentioned Title V is used to buy equipment for them to do repair not computers. Ana Mari mentioned the money that we are given for the five high schools is not enough to replace a whole lab for one school. Elaine expressed concern about moving systems from D9 to TC1220. Frank mentioned Adrian asked for anything that can be given. Mike mentioned he's only concern was the memory as it may not be enough to run diagnostics.
	13. Frank mentioned he has not received any official request for any upgrades for FY13.
	MOTION **Mike moved to use $208,614.78 for $32K PC Labs, $37K C1 Mobile Lab, $75K TC1109, $7.4k 2 Printer labs, $45K Network, & $11K Surveillance, Frank second the motion, motion carried unanimously.**
	14. Addressing the AS400, should it go down before the end of this semester and/or next semester, Elaine asked Mike how will he address it. Frank mentioned we don't have anything other than the $1,000 emergency fund set aside for the AS400. To reiterate; should the AS400 go down, Mike will be canceling all three of his classes as there is currently no other remedy.
	15. Frank noted A7, A26, AS400, and TC1220 are made a priority for fiscal year 2013 based on this discussion.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Academic Technology Plan Report   WESLEY GIMA

	SWOT
	1. Wes mentioned a follow up was done. It was divided up to various members. It's expected back soon, a compilation will be done and taken from there.
	2. The last week of March is the target for the plan submission as well as the last meeting date.
	3. Elaine mentioned it also to the technology fee but also about our Institution Strategic Technology Plan. She assisted Wes with research for the distance education and academic they called the instructional technology plan. A wonderful technology plan was found in College of Marin. It's very similar to ours but saw for every area covered, it was tied back to their accreditation standard. She suggested using this as our road map. There is a piece for the administrative and business side of it. It also has an academic side. Within the academic side it discusses distance education (refereed to the instructional technology). They cover users, maintenance, support, and sustainability. All we have to do is restructure ours so that it flows.
DISCUSSION	4. Wes mentioned rather than having just a mission statement and college vision, they have a technology vision which CTC should address. A listing of technology values which is also something CTC should address and come up with. Everything in their plan relates back to those values.
	5. Elaine mentioned they don't have an Enterprise Architecture but they built everything into the technology plan. In addition they've built another technology plan that is specific to the action steps and the spending plan. This is where we are currently struggling. We have this great plan, the Enterprise Architecture, but we've not created an action plan so that we can show our movement. Every year they revisit the action plan to determine where the budget is rearrange the priorities. It is posted in the Academic Technology Group for preview.
	6. Wes mentioned they have facilities plan, distant education plan, but the one thing that stands out is how they're all related. They have everything mapped together and a standard diagram to show where the plan exist n the whole set up of plans as well as where the funding is coming from. It seems like everything is working together rather than have disparate groups working separately. Elaine mentioned they are very specific on their instruction side.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

New Business

DISCUSSION	

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OPEN DISCUSSION

DISCUSSION	

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

College Technology Committee
AY2012-13 Meeting #07

MEETING CALLED BY	Marlena Montague
TYPE OF MEETING	regular meeting for AY2012-2013
FACILITATOR	Marlena Montague/Elaine Fejerang
NOTE TAKER	Ana Mari Atoigue
TIMEKEEPER	Meeting adjourned at 12:04pm
ATTENDEES	Frank Camacho, Elaine Fejerang, Wesley Gima, Terry Kuper, Marlena Montague, & Michael Setzer II *Absent: Chris Camacho, Patrick Clymer, & John Limtiaco

*Next meeting to be determined for Spring 2013.

Review/Approve Minutes

REVIEW/APPROVAL OF MINUTES AY12-13 #4 & #5		MARLENA MONTAGUE
DISCUSSION	1. Review and approval of October 11, 2012, minutes. • Network Activity Report, number four, verbage clarification requested. Should be read as; 4. Marlena suggested that MIS work with Mike regarding the web cache server. • FY2012 Pending Items/FY2013 Technology Initiatives, number two; correction on spelling of Illusion. Corrected made to reflect; Ellucian. **MOTION** **Frank moved to approve AY12-13 October 11, 2012 meeting #4** **as amended,** **Terry second the motion, motion carried.** 2. Review and approval of October 25, 2012, minutes. • Frank sent his recommendations for grammatical corrections. **MOTION** **Frank moved to approve AY12-13 October 25, 2012 meeting #5** **with grammatical corrections,** **Terry second the motion, motion carried.** 3. Nov. 08, 2012 meeting (#06) was canceled due to no quorum.	

CONCLUSIONS		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Old Business

Committee Essentials		MARLENA MONTAGUE
DISCUSSION	**BY-LAWS** 1. Marlena mentioned the latest copy of the by-laws dated January 28, 2009, and asked committee if they would like to review and update them today or next semester. 2. Frank mentioned we were waiting due to the changes from the Staff Senate. Marlena	

mentioned the College of Assessment Committee has incorporated the staff senate members into the by-laws. Whatever the faculty senate has as the board union agreement is a higher level, therefore, cannot conflict with board union agreement. Whatever we have as a committee is okay. Frank mentioned the issue was whether or not they could have equal representation as that is what has been requested. Mike mentioned this is up to the board union contract which supersedes the committee. Elaine mentioned the union contract is what establishes the committee and attendance. Because it's there, we get to decide how we want to have a quorum and vote.

3. Frank asked if this is an institutional committee. What is an institutional committee versus what is a committee as established by the union contract? Mike asked which takes precedence.
4. Mike suggested that the committee request for clarification from the AVP, Faculty Senate President and the Staff Senate President to ensure everyone agrees.
5. Marlena will prepare a memo seeking clarification then recommended this be addressed during the first meeting of the Spring 2013 semester.

MOTION
Frank moved to review and update the CTC by-laws on
the first meeting of Spring 2013 semester,
Elaine second the motion, motion carried

Confirmation of CTC Members
1. Tabled

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Memo for clarification on make-up of committee members.	Marlena Montague	

Campus Initiatives   MARLENA MONTAGUE

DISCUSSION	**EA/ITSP "DID YOU KNOW" (FAQ-Digital Fact Sheet** 1. Tabled **EA Topic to Review (Based on campus feedback)** 1. Tabled

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MIS Report   FRANK CAMACHO

DISCUSSION	**Network Activity Report** 1. Status quo 2. Mike mentioned he noticed we haven't been reaching the threshold. Frank mentioned this confirms that there's not a lot of bottle neck going on and the retrafficking has helped. 3. Elaine mentioned it also shows it's being managed better and its recreated efficiency so we don't see those bottle necks like we use to. 4. Frank mentioned we don't have load balancing software, as addressed in assessment, so throttle was one of those tools mentioned to help. **FY2012 Pending items/FY2013 Technology Initiatives** 1. Frank mentioned fiscal year 2012 funding is done. 2. Fiscal year 2013 requisitions have been submitted but have not been approved except for one.

<table>
<tr><td rowspan="1"></td><td>
The only one approved was for the mobile labs (D9 and C1).

3. Elaine asked what the status is regarding the rest. Frank mentioned it neither approved nor disapproved. Marlena mentioned she spoke with Carmen on the status of the requisitions. Carmen mentioned it has been approved or disapproved. Because of the budget situation; everything, as a whole, is under review.   Elaine asked how the other two requisitions were approved. What made it attractive enough to approve? Frank assumed that at first glance it doesn't make sense and wonders where the supporting data is.
4. Marlena suggested submitting a memo with recommendations based on 10/25/12 minutes to Faculty Senate and Resource Planning & Facilities. Because we just submitted the requisition without approved official minutes and letter from the committee. This will help clarify things rather than guessing or assuming.
5. Marlena asked that Elaine draft the memo as she was present for the more detailed discussion.
6. Wes asked if the same criteria would be extended to everything, to include the two already approved. Marlena answered yes. Wes mentioned the two already approved did not go through the same criteria. Marlena acknowledged and suggested including this in the memo and ask for clarification as to why one went through and not the others.

*****

To include Frank's new request forC4 – keyboards (spares are gone) as it is used for English classes (17 courses) plus TC1220 - computers.

Frank made operation decision and submitted requisition due to the indecision so as not to lose the funds

Elaine mentioned TC1109 have to resort to photo copying
</td></tr>
</table>

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Draft a memo with recommendations based on 10/25/12 minutes to Faculty Senate and Resource Planning & Facilities.	Elaine Fejerang	

Academic Technology Plan Report   MARLENA MONTAGUE

DISCUSSION	**Survey** 1. **SWOT** 1. Marlena mentioned she reviewed the College of Marin and learned that they are on warning status. The technology plan was a result of a major recommendation #8 from their accreditation evaluation report. This doesn't refute what you are already doing, which is a good thing. You're putting it in a format that is easily understandable. Marlena wanted to ensure we are using/following a good example.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Campus Communications   MARLENA MONTAGUE

DISCUSSION	**Software/ Hardware / Knowledge Base** 1. Marlena asked if anyone is aware of any need for training. Frank mentioned Wes and his team have been holding "Tech Friday" trainings.

	2. Frank suggested holding training on how to use your emails. 3. Elaine suggested the CTC send out an email to the campus community requesting their list of training requirements on the software/hardware. Frank mentioned he submitted something to HR. Ana Mari mentioned the Staff Senate did a similar survey in preparation for the Staff Development Day. 4. Elaine mentioned it seems everyone has their own way of facilitating their needs. Marlena commented that we'll bring it all together and organize it in a way that everyone can benefit.		

CONCLUSIONS	

ACTION ITEMS	**PERSON RESPONSIBLE**	**DEADLINE**
Send email to campus community listing request for training on (software/hardware) requirements.		

New Business

<div align="center">Email Policy</div>   MARLENA MONTAGUE

DISCUSSION	1. Marlena forwarded the final email policy with the committee recommendations included. **MOTION** **Frank moved to the E-mail Policy as amended,** **Terry second the motion, motion carried.**

CONCLUSIONS	

ACTION ITEMS	**PERSON RESPONSIBLE**	**DEADLINE**

OPEN DISCUSSION		
		FRANK CAMACHO
DISCUSSION	1. Frank mentioned C4 is highly used lab for English department and has been having a lot of hardware issues. He's They're not as old as D9 or A26. 2. Elaine asked if this is a new issue. Frank mentioned this has been an issue since 2011. Frank mentioned he has been receiving work orders almost on a daily basis. Some of the challenges is the students can't see the letters on the keyboards. Spares have been used in the past; however, there are no more spares. It's impacting MIS ability to support them as well as 17 courses. Elaine mentioned the reason she asked if this was recent was because nothing was mentioned at the last meeting. Frank mentioned he didn't bring it up because he's been using spares for it and managing but it can't be managed any longer. Elaine mentioned she felt this should have been presented at the October 25th meeting so that we could have discussed it and you could be on your way with purchase orders. 3. Frank mentioned he has been requested to make an operational decision despite not having confirmation on the Mac labs. The request is for Frank to get a purchase order to buy as many as what that lab needs. What I would like to do is also address the TC1220 lab as previously discussed and submit it all together at the same time. Elaine recalled in a previous meeting it was mentioned the computers in D9 would go into TC1220 next year. Frank clarified that they also requested for new systems and would like to take care of it this year rather than next year. Frank mentioned he has already submitted the purchase order. 4. Elaine expressed her concern as she is to provide documentation to be submitted to the governing council saying here's our motion and recommendation. On the back end, we're approving additional; so if we have money enough for all that then we're going to continue with your request. Frank doesn't want to risk the usage of the funds due to the delayed response.

	Elaine reiterated she doesn't want to see this committee making decisions to find out we've overextended our approval dollar amount. Those labs need computers but 1109 will have to resort to photocopying books because the books are discontinued and finding someone to offer the class because it's an old version. They will then have to eliminate offering this class.
	5. Frank asked Robin and Wes how come you've managed with the hardware problem all this time. Wes answered by saying they didn't know the fund could've come from the technology fee. The funds out of Technology fee was never allowed to purchase Mac's before. If this was made available two years ago, it would've been asked for then. Elaine mentioned the bottom line is an upgrade is needed just as D9 and C4.
	6. Wes mentioned he has checked around and no teacher has requested that C1 (laptop) be replaced. Frank mentioned the request was made before Robin became Department Chair. Wes asked why wasn't the funding for C1 used for C4. Frank suggested taking the laptops from C1 and moving them to C4. Wes mentioned they might not appreciate laptops for writing courses.
	7. Frank mentioned faculty was on break, but if they were here, the decision would have been made. Elaine mentioned that's what puts faculty in an uproar when decisions are made when they're not here.
	8. Frank has already made the decision and has submitted the requisition. Whether or not it's approved is up in the air. Elaine requested the minutes to reflect Frank made an operational decision to upgrade.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

College Technology Committee
AY2012-13 Meeting #08

MINUTES   FEB. 07, 2013   11:11AM   GCC TC 1210 CONFERENCE ROOM

MEETING CALLED BY	Marlena Montague
TYPE OF MEETING	regular meeting for AY2012-2013
FACILITATOR	Marlena Montague
NOTE TAKER	Ana Mari Atoigue
TIMEKEEPER	Meeting adjourned at 12:08pm
ATTENDEES	Chris Camacho, Frank Camacho, Patrick Clymer, John Limtiaco, Terry Kuper, Marlena Montague, & Michael Setzer II

*Next meeting Feb. 21, 2013, at 11:00am in TC1210

Review/Approve Minutes

REVIEW/APPROVAL OF MINUTES AY12-13 #7   MARLENA MONTAGUE

DISCUSSION	1. Approval of minutes tabled. **MOTION** **Frank moved to table AY12-13 Nov. 15, 2012, meeting #7 minutes,** **John second the motion, motion carried.**

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Old Business

Committee Essentials   MARLENA MONTAGUE

DISCUSSION	**CONFIRMATION OF CTC MEMBERS** 1. Elaine has retired leaving the position of Co-chair open. 2. Dr. Somera had sent a memo out regarding membership and has left it up to the committee. Marlena has informed the committee that she would like to step down as Committee Chair. It was mentioned either position of chair and/or co-chair has to be a faculty member according to bylaws. 3. **Patrick** has agreed to accept the position of **Committee Chair** for the remainder of term with **Terry** agreeing to accept the position of **Committee Co-Chair**. **CONFIRMATION OF MINUTE TAKER** 1. As an acknowledge member of the College Technology Committee, Ana Mari has asked for relief as minute taker duty. Marlena offered to resume duty. **CONFIRMATION OF SPRING 2013 MEETING SCHEDULE** 1. The committee has agreed to keep the meeting schedule status quo. Thursdays (every two weeks) at 11:00am in the TC1210 Conference Room. 2. There are provisions in the bylaws to call a special meeting if needed. **BYLAWS** 1. Clarification was requested, as brought up in the Enterprise Architecture, with regards to the definition as to what IT stands for as mentioned in Section 2. 2. Recommendation was to write in suggestions. It was defined in the I.T.S.P. and committee was

	asked if this definition can carry over. Committee agreed IT will be referred to as Information Technology.
	3. Section Four: Correct None secondary to Non-secondary. Clarification requested on statement; "equal number". Suggested was made for statement to say "equal number of voting members". Change in statement was recommended to include the Staff Senate. The contract specifically stated that it was the same number. Referencing Dr. Somera's memo, its' up to the committee.
	4. Committee chair recommended the definition of voting membership be defined as; The voting membership of the College Technology Committee shall consist of 12 voting member (four faculty, four administrators appointed by the president, and four staff appointed by the Staff Senate.)
	5. Additional faculty, administrator, and two staff members will be requested after this meeting.
	6. With membership changed to 12, question was posed on what to do when voting takes place with six members on each side as opposed to the nine memberships. Recommendation was made to have either a unanimous or majority vote.
	7. Section Five: Suggestion made to take out "after the first year" in the third sentence. Committee recommended including Leadership shall continue until officers are elected.
	8. Section Six: Quorum & Voting Quorum: Committee recommended changing; Quorum shall be 5 members to 7 members present with one representative from each group. Last sentence shall after votes to include; of members present at meeting.
	9. Section Seven: For clarification, the CTC forwards recommendations to the CGC who communicated with Faculty Senate who then communicates back to CGC. Suggested verbiage on second sentence should reflect; The faculty senate will review the action then communicate their recommendation to the College Governing Council.
	10. Article V Amendments: Committee agreed to remove "During the first year of operation" from the sentence.
	11. Addendum A (Crisis, Issues, & Initiative). Committee chair pointed out there is a provision to call a meeting when needed. Question posed to committee where to keep or remove. Committee member expressed recommendation to keep Addendum A as technology is always changing.
	12. Committee Chair will make revisions and post it on MyGcc group studio.
	13. In line with the revised bylaws, request to submit memos to President, Faculty Senate, and Staff senate was made for additional representatives.
	MOTION **Frank moved to approved bylaws as amended,** **Mike second the motion, motion carried.**

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Additional faculty, administrator, and two staff members will be requested after this meeting.	Patrick	
Confirmation of Members tabled as a memo needs to be sent and will remain on agenda until then.	Patrick	

Campus Initiatives   MARLENA MONTAGUE

	INFORMATION TECHNOLOGY STRATEGIC PLAN
DISCUSSION	1. We had the "Did you know" but a committee member felt it was too much as the ITSP is already online. Recommendation is to include all strategic goals, main verbiage, on the related goals on TracDat so those doing assessment can tie their assessment to the ITSP via the ISMP. We can then run a report to show progress. The goal is to get the whole campus involved. We can do that by making it available to them. 2. When approved, a memo can be sent to the CCA; the committee then can include it and decide. It's the institutions way of linking everyone's plan to their assessment. This would be a good way to document something that is needed but no funding available but what can be done. Another member mentioned this was addressed in the ITSP about aligning financial resource and forecasting. **MOTION** **Marlena moved to removed "Did you know" from agenda,** **Mike second the motion, motion carried.**

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MIS Report (36:24)	FRANK CAMACHO

DISCUSSION	**FY2013 Technology Initiatives - UPDATE** 1. Guam Project Outline document, originating from the banner core group, provided to all CTC members present. 2. It was brought to the CTC as it will have a great impact on the IT environment. The biggest one being the email (item #7 Google Apps Migration). There's already movement from the college to move from GCC servers to the Google mail environment. The guamcc.edu identity will still be kept and used but without having to use GCC resources for our hosting server, anti-spam, anti-virus etc. 3. Resources that were being utilized for these purposes will be reallocated for other things such as course studio, growth of the database, etc. The biggest drawback in moving to Gmail is that it's not ours. If at any time Google decides to limit or charge for services we would have to react. 4. The backend systems will allow for account provisioning, back and forth, between Banner and Google. There have been many Universities that have done this. 5. June 1, 2013, is the go live tentative date which is supposed to be seamless. 6. The entire Enterprise Resource Planning system we currently have will also change from a Windows platform environment to a Linux environment using the Oracle Enterprise and the Red Hat Enterprise. The Oracle Enterprise is more geared to the Banner system and subsystems which is the database and forms engine. The Red Hat Enterprise is more toward the LDAP implementation which allows better security of environment and helps us with the Wi-Fi authentication. Depending on how it's set up there will be an account management system. 7. The College Technology Committee has reviewed the Guam Project Outline with all questions answered and supports the plan as amended. 8. With the installation of LDAP the impact to MIS and its staff is that of a benefit as several security issues will no longer be of concern. There was a concern expressed with regards to the installation of LDAP as MIS currently does not have anyone trained for LDAP. It was mentioned there will be on the job training provided with the current bid specs of the Technical Professional contractor. Any training after the 3 year warranty will have to be considered by staff development.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Another update will be provided.	Frank	

New Business

Email Policy	FRANK CAMACHO

DISCUSSION	1. When email policy is reviewed, we want to ensure it's not in conflict with the overall Google mail policy. 2. This will address those with email issues in the satellite areas. 3. Approval tabled **MOTION** **Marlena moved to table approval of the E-mail Policy until the return of the email policy is received from the College Governance Committee,** **Frank second the motion, motion carried.**

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OPEN DISCUSSION		
		FRANK

DISCUSSION	1. Request to upgrade TC1109 Mac Lab was disapproved. TC1222 and C4 was supposed to be next year but went through due to the disapproval of TC1109. 2. A new AS400 is planned in the budget for next year, pending approval of CTC recommendation. 3. Training for MIS was told to go through staff development.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

College Technology Committee
AY2012-13 Meeting #10

MINUTES   MARCH 7, 2013   11:20AM   GCC TC 1210 CONFERENCE ROOM

MEETING CALLED BY	Patrick Clymer
TYPE OF MEETING	Regular Meeting for AY2012-2013
FACILITATOR	Patrick Clymer
NOTE TAKER	Ana Mari Atoigue
TIMEKEEPER	Meeting adjourned at 12:00pm
ATTENDEES	Ana Mari Atoigue, Chris Camacho, Frank Camacho, Patrick Clymer, John Limtiaco, Terry Kuper, Marlena Montague, & Michael Setzer II

Review/Approve Minutes

<div align="right">PATRICK CLYMER</div>

DISCUSSION	1. Ana requested review of minute dates and numbers for clarification. • Aug. 30, 2012 – Meeting #1 • Sept. 13, 2012 – Meeting #2 • Sept. 27, 2013 – Meeting #3 (No Quorum) • Oct. 11, 2012 – Meeting #4 • October. 25, 2012 – Meeting #5 • Nov. 8, 2012 – Meeting #6 (No Quorum) • Nov. 15, 2012 – Meeting #7 • Feb. 7, 2013 – Meeting #8 • Feb. 21, 2013 – Meeting #9 (No Quorum) * • Mar. 1, 2013 – Special Meeting #1* • Mar. 7, 2013 – Meeting #10 2. Approval of Special Meeting minutes #1 Tabled.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Old Business

<div align="center">**Confirmation of CTC Members**</div> <div align="right">PATRICK CLYMER</div>

DISCUSSION	**Confirmation of CTC Members** 1. College Technology Committee memberships make up of 4 faculty, 4 members appointed by the President, and 1 selected by the committee still stands. 2. Staff contract doesn't have anything about committees. All committees are awaiting the revised memo from the AVP. 3. If change in membership make up is not allowed, the College Technology Committee will go with an ex-officio membership for staff for formal representation. 4. No confirmation has been received regarding open faculty member. It was mentioned the committee can continue as long as there is equal representation.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Email Policy from GCC	FRANK CAMACHO

DISCUSSION	1. The College Technology Committee was asked to review email policy regarding new platform ensuring no conflict, clarifying limitations, and user's term (graduates, former student/employee, retired etc). It was mentioned this policy has not yet been sent to the Board of Trustees for approval. 2. Request was made to resend the latest email policy to CTC committee as there were changes made. 3. Patrick will request for the latest email copy from Carmen. Once received, it will be sent out to all members. Topic will remain on agenda.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
request for the latest email copy from Carmen	Patrick	
New Business		

DISCUSSION	NONE

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OPEN DISCUSSION		
DISCUSSION	**Internet Provider** 1. Committee informed the vendor has failed to meet the deadline after 3 extensions. Due to the default of bid, the attorneys are being consulted. 2. Officially the committee has no official position.	

College Technology Committee
AY2012-13 Meeting #11

MARCH 21, 2013   11:10AM   GCC TC 1210 CONFERENCE ROOM

MEETING CALLED BY	Patrick Clymer
TYPE OF MEETING	Regular Meeting for AY2012-2013
FACILITATOR	Patrick Clymer
NOTE TAKER	Ana Mari Atoigue
TIMEKEEPER	Meeting adjourned at 12:00pm
ATTENDEES	Ana Mari Atoigue, Chris Camacho, Frank Camacho, Patrick Clymer, Terry Kuper, Marlena Montague, Michael Setzer II, & Zhaopei Teng ABSENT: John Limtiaco

Review/Approve Minutes

PATRICK CLYMER

DISCUSSION	1. Approval of February 7 (mtg. #8) & March 7, 2013 (mtg. #10). **MOTION** **Frank moved to approved the February 7 (mtg. #8) & March 7, 2013 (mtg. #10) with minor corrections,** **Marlena second the motion, motion carried**

CONCLUSIONS	February 7 and March 7, 2013 minutes approved with minor corrections.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Old Business

Confirmation of CTC Members		PATRICK CLYMER

DISCUSSION	**Confirmation of CTC Members** 1. College Technology Committee chair has inquired with the Faculty Senate chair, via email, regarding request for additional faculty representation.

CONCLUSIONS	Confirmation of additional faculty representation pending response from faculty senate chair.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Email Policy from GCC	PATRICK CLYMER

DISCUSSION	1. The College Technology Committee chair has requested a copy from the Finance & Administration Vice President in her role as chair of the College Governing Committee but has yet to receive it. 2. The policy is still being reviewed by the Banner Core group. Main concern discussed was the

	deprovisioning of email accounts for former employees and/or students who have not attended for two consecutive terms. The College Technology Committee chair expressed concern for current students who are over quota and do not respond to notification requests which could place the college on a block list.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Pending latest copy of email policy from Business & Administration VP	Patrick	

New Business

Last meeting of the Academic Year		PATRICK CLYMER

DISCUSSION	1. College Technology Committee agreed the last meeting for the academic year will be on April 18, 2013.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Close Out Report		PATRICK CLYMER

DISCUSSION	1. College Technology Committee chair has requested members to send topics desired to be covered on close out report. 2. Current College Technology Committee chair will work with past College Technology Committee chair to compile report of goals and objectives accomplished. 3. Committee members mentioned including the upgrade of labs, network, and wireless in close out report.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
	ALL MEMBERS	April 18, 2013

Goals and Objectives for AY13-14		PATRICK CLYMER

DISCUSSION	1. College Technology Committee chair has requested members to send desired goals and objectives for the upcoming Academic Year 2013-14. 2. Frank requested the budget be reviewed by members to address upcoming upgrades for labs on the replacement cycle as well as the AS400, etc.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Desired goals and objectives for AY2013-14	ALL MEMBERS	April 18, 2013

OPEN DISCUSSION		
DISCUSSION	**Photocopying services** 1. Frank mentioned the photocopying service will be up for bid. Our current service is a network print solution. **Faculty Contract** 1. Committee informed the Faculty contract signed a memo to officially include/acknowledge the Staff Senate. Official document still pending. **Access point in Administration building** 1. MIS installed wireless access points in the administration building providing more accessibility and reliability. ~~Phone~~ Internet services 1. Committee informed the purchase order was canceled to awarded vendor due to not meeting deadline. The college will continue with current service providers. At the end of the fiscal year another bid will go out for services as per the President. There is documentation of failure to provide services and non-performance if vendor should so choice to bid again. **BYOD Issues** 1. MIS has been receiving numerous calls for assistance to support students and employees personal smart phones, tablets, ipad, etc. There is no policy, procedure, or standard currently in place to address this. Committee member has asked that the committee consider this for upcoming discussion. **Gmail Platform** 1. June 1, 2013, is the go live date for the gmail platform. This will utilize more bandwidth.	

Formatted: Not Highlight

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

College Technology Committee
AY2012-13 Meeting #12

MINUTES   APRIL 4, 2013   11:15AM   GCC TC 1210 CONFERENCE ROOM

MEETING CALLED BY	Patrick Clymer
TYPE OF MEETING	Regular Meeting for AY2012-2013
FACILITATOR	Patrick Clymer
NOTE TAKER	Ana Mari Atoigue
TIMEKEEPER	Meeting adjourned at 11:50am
ATTENDEES	Ana Mari Atoigue, Chris Camacho, Frank Camacho, Patrick Clymer, Terry Kuper, Marlena Montague, & Michael Setzer II ABSENT: John Limtiaco (excused due to class)

Review/Approve Minutes

PATRICK CLYMER

DISCUSSION	1. Approval of March 21, 2013 (mtg. #11). **MOTION** **Frank moved to approved the March 21, 2013 (mtg. #11) with minor corrections, Mike second the motion, motion carried**
CONCLUSIONS	March 21, 2013 minutes approved with minor corrections.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Old Business

Confirmation of CTC Members   PATRICK CLYMER

DISCUSSION	**Confirmation of CTC Members** 1. College Technology Committee chair was informed of those whom had expressed interest in sitting on the committee. 2. The Faculty Senate chair has inform the College Technology Committee chair the request for additional faculty representation has been identified. However, official documentation is pending confirmation of additional faculty representation. 3. The College Technology Committee chair is still pending the President appointed position as well as the memo addressing staff membership.
CONCLUSIONS	Confirmation of additional faculty representation pending official documentation from faculty senate chair. Pending President appointed position. Pending memo addressing staff membership.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Email Policy from GCC	PATRICK CLYMER

DISCUSSION	1. The College Technology Committee chair reviewed a proposed revised copy with committee members. 2. The College Technology Committee has express no concerns on the reactivation of account. Terminating of an account creates availability – testing still needed. **MOTION** **Frank moved to approved the Email Policy as revised on April 4, 2013 by the College Technology Committee,** **Marlena second the motion, motion carried**

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Revised Email Policy approved by the College Technology Committee.	Patrick	

New Business

Dr. Somera's presentation on ISMP & Mission	PATRICK CLYMER

DISCUSSION	1. Dr. Somera would like to present the ISMP and Mission statement on our next meeting in April 18, 2013.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OPEN DISCUSSION

DISCUSSION	**BYOD Issues** 1. Frank asked that this be placed on the agenda for New Business. Frank is gathering more information as MIS has been receiving numerous calls for assistance to support students and employees personal smart phones, tablets, ipad, etc. There is no policy, procedure, or standard currently in place to address this. **Budget** 1. The committee was informed that there is no more cushion on the budget due to the increase of the Westcom project since the last bid. **Internet ~~Phone~~ services** 1. Committee was informed the purchase order was canceled to awarded vendor due to not meeting deadline. The college will continue with current service providers. At the end of the fiscal year another bid will go out for services as per the President. There is documentation of failure to provide services and non-performance if vendor should ~~so choice to~~ bid again. **Photocopying services** 1. It was mentioned recommendations for the bid specifications on photocopying services be made through the College Technology Committee as it affects the Network and impacts how people print, copy, scan, and fax. 2. Admissions and Registration will ask that consideration/flexibility be given in having a standalone unit to address FERPA as well as limited supplies of transcript paper. 3. One recommendation is that secured printing or receiving faxes be the standard and not the

	option due to privacy. **GCC Information System** 1. Frank presented during the Staff/Administrator Development Day on the status of MIS regarding where we were before, where we are today, and where we are going sharing interesting facts.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

College Technology Committee
AY2012-13 Meeting #13

MINUTES   APRIL 18, 2013   11:10AM   GCC TC 1210 CONFERENCE ROOM

MEETING CALLED BY	Patrick Clymer
TYPE OF MEETING	Last Regular Meeting for AY2012-2013
FACILITATOR	Patrick Clymer
NOTE TAKER	Ana Mari Atoigue
TIMEKEEPER	Meeting adjourned at 11:40am
ATTENDEES	Ana Mari Atoigue, Chris Camacho, Frank Camacho, Patrick Clymer, Terry Kuper, John Limtiaco, Michael Setzer II, & Robin Roberson ABSENT: Marlena Montague

Review/Approve Minutes

PATRICK CLYMER

DISCUSSION	1. Approval of April 04, 2013 (mtg. #12). **MOTION** **Mike moved to approved the April 04, 2013 (mtg. #12) with minor corrections, Frank second the motion, motion carried**

CONCLUSIONS	April 04, 2013, minutes approved with minor corrections.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Old Business

Confirmation of CTC Members   PATRICK CLYMER

DISCUSSION	**Confirmation of CTC Members** 1. The College Technology Committee chair received confirmation, via electronically, the additional Faculty Senate Representative would be Paul Healy, however, official documentation is still pending confirmation. Notification will be sent to faculty member for next meeting. 2. The College Technology Committee chair will send request to the President for the other open position. 3. The College Technology Committee chair is still pending the memo addressing staff membership. A Staff Senate president has been informed a representative can be sent to attend meetings; however, they are unable to vote like a regular member.

CONCLUSIONS	Pending President appointed position. Pending memo addressing staff membership.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Technical support for privately owned devices; policies & practices   FRANK CAMACHO

DISCUSSION	1. Frank emailed all CTC members an article out of EduCost to provide different understanding/point of view of how other institutions view privately owned devices. It's not only about devices but it also includes software and different types of applications. The different angles of bring your own devices (BYOD) is considered regarding concerns of support, network security, infrastructure, etc.)
	2. We can expand the current or come up with a separate specific policy for BYOD.
	3. It was recommended for the committee to consider a Tech User Policy, not to be confused with the email policy or computer use policy. MIT's policy was uploaded to CTC group for reference.
	4. It was mentioned there use to be something that allowed students a guest account to use applications on computer system without internet and email access. If you wanted to have internet and email access, there was form that had to be filled out with the proper etiquette.
	5. Is an overarching tech user policy needed which would include emails, personal devices, labs, use of network, etc? This could remain on agenda and be a goal for next academic year.

CONCLUSIONS	Technical support for privately owned devices; policies & practices will remain on agenda. Goal for next academic Year.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

New Business

Dr. Somera's presentation on ISMP & Mission	PATRICK CLYMER

DISCUSSION	1. Tabled due to Dr. Somera's change of schedule.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OPEN DISCUSSION

DISCUSSION	**Email Policy** 1. Patrick will send to the memo with approved minutes indicating CTC's recommendation to the CGC. **Going Google** 1. The committee was informed we are still on schedule for going Google by June 1, 2013. **Network Outage** 1. There was downtime (an outage) on network due to failing 3 comm. switches. It's more than 6 years old. Another project is being considered to replace old switches as there are no spares. 2. Terry offered his Cisco 1960 switches to MIS for temporary relief. Possible internal transfer may be made. **Meeting Date for AY 13-14** 1. Tentative date is August 22, 2013, pending President's appointments. 2. The CTC members were reminded when committee is out of session, management will be making decisions. (I.e. Photocopying services.)

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE