AGENDA
TECHNOLOGY ADVISORY COMMITTEE
Meeting Number 12
January 22, 2007, 3:00 p.m.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker:

1. **Acknowledgement of Members Present and those Absent**

2. **Acknowledgement of Attendees/Guests**

3. **Confirmation of Previous Meeting Minutes**

4. **Review of Action Items**

5. **Topics to be discussed:**

   1. **Instructional Technology Strategic Plan (ITSP)**
   2. **Department IT Charters**
   3. **Laptop Initiative – Draft Policy (Early Adopters)**
   4. **Help Desk**
   5. **Redundant Network Evaluation**
   6. **Banner/Luminis Update**
   7. **Email Block**
   8. **Tech Fee/Lab Upgrades**

6. **Open Discussions**

7. **Next Meeting/Minute Taker Assignment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
Meeting Number 14
February 5, 2007, 2:00 p.m.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker:

1. **Acknowledgement of Members Present and those Absent**

2. **Acknowledgement of Attendees/Guests**

3. **Confirmation of Previous Meeting Minutes**

4. **Review of Action Items**

5. **Topics to be discussed:**

    1. **Instructional Technology Strategic Plan (ITSP)**
    2. **Department IT Charters**

6. **Open Discussions**

    1. **Timeliness of Vendor deliveries (concern presented from Planning & Development)**

7. **Next Meeting/Minute Taker Assignment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
Meeting Number 15
February 28, 2007, 2:00 P.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker:

1.   **Acknowledgement of Members Present and those Absent**

2.   **Acknowledgement of Attendees/Guests**

3.   **Confirmation of Previous Meeting Minutes**

4.   **Review of Action Items**

5.   **Topics to be discussed:**

     1.   **Instructional Technology Strategic Plan (ITSP)**
     2.   **Review TAC Bylaws & Charter**

6.   **Open Discussions**

7.   **Next Meeting/Minute Taker Assignment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
Meeting Number 16
March 7, 2007 – 2:00 P.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker:

1. **Acknowledgement of Members Present and those Absent**

2. **Acknowledgement of Attendees/Guests**

3. **Confirmation of Previous Meeting Minutes**

4. **Review of Action Items**

5. **Topics to be discussed:**

   1. **Instructional Technology Strategic Plan (ITSP)**
   2. **Computer Science Charter and Responsibility Matrix**

6. **Open Discussions**

7. **Next Meeting/Minute Taker Assignment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
Meeting Number 17
March 14, 2007 – 2:00 P.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker: Daniele Gualtieri

1. **Acknowledgement of Members Present and those Absent**

2. **Acknowledgement of Attendees/Guests**

3. **Confirmation of Previous Meeting Minutes**

4. **Review of Action Items**

5. **Topics to be discussed:**

   1. **Distribution of Used PC Computer**
   2. **Computer Science**
      i. **Responsibility Matrix**
      ii. **AS400**
   3. **Thermostat in Computer Labs**
   4. **Famis Enterprise Facilities Management System**

6. **Open Discussions**

7. **Next Meeting/Minute Taker Assignment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
Meeting Number 18
March 21, 2007 – 2:00 P.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker: Daniele Gualtieri

1. **Acknowledgement of Members Present and those Absent**

2. **Acknowledgement of Attendees/Guests**

3. **Confirmation of Previous Meeting Minutes**

4. **Review of Action Items**

5. **Topics to be discussed:**

    1. **Computer Science**
        i.   **Responsibility Matrix**
        ii. **AS400**
    2. **Computer Repair Issue**
    3. **J. Munoz Email Concern**
    4. **TAC Membership**

6. **Open Discussions**

7. **Next Meeting/Minute Taker Assignment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
Meeting Number 19
March 28, 2007 – 2:00 P.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker: Daniele Gualtieri

1. **Acknowledgement of Members Present and those Absent**

2. **Acknowledgement of Attendees/Guests**

3. **Confirmation of Previous Meeting Minutes**

4. **Review of Action Items**

5. **Topics to be discussed:**
   1. **Computer Repair Policy**
   2. **Review/Finalize Strategic Plan**
   3. **J. Munoz Email Concern**

6. **Open Discussions**

7. **Next Meeting/Minute Taker Assignment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
Meeting Number 20
April 11, 2007 – 2:00 P.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker: Daniele Gualtieri

1. **Acknowledgement of Members Present and those Absent**

2. **Acknowledgement of Attendees/Guests**

3. **Confirmation of Previous Meeting Minutes**

4. **Topics to be discussed:**

    1. **Computer Repair Policy**
    2. **Email Concern**
        i. **Barry Mead**
        ii. **Yvonne Tam**

5. **Network Security Violation – F. Camacho Email to TAC**

6. **TAC Year-end Report**

7. **Open Discussions**

8. **Next Meeting/Minute Taker Assignment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
Meeting Number 21
April 18, 2007 – 2:00 P.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker: Daniele Gualtieri

1. **Acknowledgement of Members Present and those Absent**

2. **Acknowledgement of Attendees/Guests**

3. **Confirmation of Previous Meeting Minutes**

4. **Topics to be discussed:**

    1. **Computer Repair Policy – Review policies from other institutions**

    2. **Email**
        i.   **Follow-up on Barry Mead concern**
        ii.   **Portal (MyGCC) Email**
        iii. **Email Policy on forwarding**

    3. **Update on C4 Lab Compass Testing**

    4. **TAC Membership**

    5. **TAC Year-end Report**

5. **Open Discussions**

6. **Next Meeting/Minute Taker Assignment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
Meeting Number 22
April 25, 2007 – 2:00 P.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker: Daniele Gualtieri

1. **Acknowledgement of Members Present and those Absent**

2. **Acknowledgement of Attendees/Guests**

3. **Confirmation of Previous Meeting Minutes**

4. **Topics to be discussed:**

   1. **Update on Email vendor regarding threshold for Spam**

   2. **Login/Password Policy – Gerry Ducanay**

   3. **Update TAC Year-end Report**

   4. **Update on Prometric**

5. **Open Discussions**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
Meeting Number 23
May 2, 2007 – 2:00 P.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker: Daniele Gualtieri

1. **Acknowledgement of Members Present and those Absent**

2. **Acknowledgement of Attendees/Guests**

3. **Confirmation of Previous Meeting Minutes**

4. **Topics to be discussed:**

    1. **New Email**

        i. **Update on spam/virus blocking methods**
        ii. **Transition process/procedure from old email account to new**
        iii. **Finalize campus announcement regarding email**

    2. **Update on Prometric**

    3. **Banner Firewall Concern**

5. **Open Discussions**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
Meeting Number 24
May 9, 2007 – 2:00 P.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker: Daniele Gualtieri

1. **Acknowledgement of Members Present and those Absent**

2. **Acknowledgement of Attendees/Guests**

3. **Confirmation of Previous Meeting Minutes**

4. **Topics to be discussed:**

    1. **New Email Procedure**

        i. **Size of Email (limitations)**
        ii. **Storage limitations / Alerts**
            1. **Server**
            2. **Each Account**

    2. **Update on Prometric**

    3. **Secondary Internet Access**

    4. **Banner Firewall Concern**

5. **Open Discussions**

Technology Advisory Committee
September 18, 2006
Agenda

1. Establish Committee Meeting Date, Time and Location

2. Establish Joint Committee Chair

3. Overview of Technology Audit Results

4. Review/Approve Charters

5. Open Discussion

6. Review Assigned Tasks

7. Adjourn

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
Meeting Number 2
September 25, 2006, 3:00 p.m.
Technology Conference Room1210

CHAIR: Elaine C. Fejerang
Minute Taker:

1. **Acknowledgement of Members Present and those Absent**

2. **Acknowledgement of Attendees/Guests**

3. **Confirmation of Previous Meeting Minutes**

4. **Review of Action Items**

5. **Appointment of 9th TAC Member**
   Review nomination(s) for TAC's 9th member. Group will unanimously agree on an appointment.

6. **TAC By-laws – John Camacho**
   Review and finalize draft by-laws

7. **Redundant Network Project – Frank Camacho**
   MIS would like TAC direction on proceeding with this Project as recommended in the Tech Audit.

8. **DATC – DRAKE Authorized Testing Center – Frank Camacho**
   MIS would like TAC direction on proceeding with Continuing Education's request to install this Testing Center in the Prometric Lab.

9. **Annual Consolidated Technology Bid – Frank Camacho**
   MIS would like TAC direction on proceeding with the Bid Specs that has been extended to November2006.

10. **MIS Help Desk – Frank Camacho**
    MIS would like TAC direction on proceeding with the establishment of a Help Desk as recommended in the Tech Audit.

11. **Technology Fee – Frank Camacho**
    MIS would like TAC direction on proceeding with the use of this fund for scheduled upgrades, supplies, etc.

12. **Open Discussion**

13. **Next Meeting/Minute Taker Assignment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
Meeting Number 3
October 2, 2006, 3:00 p.m.
Technology Conference Room1210

CHAIR: Elaine C. Fejerang
Minute Taker:

1. **Acknowledgement of Members Present and those Absent**

2. **Acknowledgement of Attendees/Guests**

3. **Confirmation of Previous Meeting Minutes**

4. **Review of Action Items**

5. **Old Business:**

    1. **Appointment of 9th TAC Member**
    2. **Finalize TAC By-laws – J.Camacho**
    3. **Update on Redundant Network Evaluation– F.Camacho/T.Kuper**
    4. **Review of Tech User Concern Form – E.Fejerang**

6. **New Business:**

    1. **Review/Approve Charters**

7. **Open Discussion**

8. **Next Meeting/Minute Taker Assignment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
Meeting Number 3
October 16, 2006, 3:00 p.m.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker:

1. **Acknowledgement of Members Present and those Absent**

2. **Acknowledgement of Attendees/Guests**

3. **Confirmation of Previous Meeting Minutes**

4. **Review of Action Items**

5. **Old Business:**

    1. **Welcome Josephine Arceo – 9th voting member**
    2. **Finalize TAC By-laws – J.Camacho**
    3. **Update on Redundant Network Evaluation– F.Camacho/T.Kuper**
    4. **Review of Tech User Concern Form – E.Fejerang**
    5. **Review/Approve TAC Charter – E.Fejerang**
    6. **Bid Specs – F.Camacho**
    7. **Technology Fee – F.Camacho**

6. **New Business:**

    1. **TAC Code of Conduct - E.Fejerang**
    2. **D-Wing concerns – E.Fejerang**

7. **Open Discussion**

8. **Next Meeting/Minute Taker Assignment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
Meeting Number 5
October 23, 2006, 3:00 p.m.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker:

1. **Acknowledgement of Members Present and those Absent**

2. **Acknowledgement of Attendees/Guests**

3. **Confirmation of Previous Meeting Minutes**

4. **Review of Action Items**

5. **Old Business:**

   1. **Update on Redundant Network Evaluation– F.Camacho/T.Kuper**
   2. **Review of Tech User Concern Form – E.Fejerang**
   3. **Bid Specs – F.Camacho**
   4. **Technology Fee – F.Camacho/E.Fejerang**
   5. **D-Wing concerns – F.Camacho**

6. **New Business:**

   1. **Co-Chair Election- E.Fejerang**
   2. **Department Charters – E.Fejerang**
   3. **Review of Tech Audit Recommendations**

7. **Open Discussion**

8. **Next Meeting/Minute Taker Assignment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
Meeting Number 6
October 30, 2006, 3:00 p.m.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker:

1. **Acknowledgement of Members Present and those Absent**

2. **Acknowledgement of Attendees/Guests**

3. **Confirmation of Previous Meeting Minutes**

4. **Review of Action Items**

5. **Old Business:**

    1. **Bid Specs – F.Camacho**
    2. **Pending MIS Workorders – F.Camacho**
    3. **MIS Help Desk Update – F.Camacho**
    4. **Review Charters**

6. **New Business:**

    1. **Review of Tech Audit Recommendations**

7. **Open Discussion**

8. **Next Meeting/Minute Taker Assignment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
Meeting Number 7
November 13, 2006, 3:00 p.m.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker:

1. **Acknowledgement of Members Present and those Absent**

2. **Acknowledgement of Attendees/Guests**

3. **Confirmation of Previous Meeting Minutes**

4. **Review of Action Items**

5. **Old Business:**

    1. **Bid Specs**
    2. **MIS Workorders**
    3. **MIS Help Desk**
    4. **Charters & Bylaws**
    5. **Technology Fee**
    6. **Instructional Technology Strategic Plan (ITSP)**

6. **New Business:**

    1. **Petition for Open Computer Platform**
    2. **Sungard Policies**

7. **Open Discussion**

8. **Next Meeting/Minute Taker Assignment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
Meeting Number 8
November 20, 2006, 3:00 p.m.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker:

1.   **Acknowledgement of Members Present and those Absent**

2.   **Acknowledgement of Attendees/Guests**

3.   **Confirmation of Previous Meeting Minutes**

4.   **Review of Action Items**

5.   **Old Business:**

> 1.   **Review Draft Response to Petition**
> 2.   **Banner Policies**
> 3.   **Redundant Network Evaluation**
> 4.   **Instructional Technology Strategic Plan (ITSP)**
> 5.   **PC Laptop Initiative**

6.   **New Business:**

7.   **Open Discussion**

8.   **Next Meeting/Minute Taker Assignment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
Meeting Number 9
November 27, 2006, 3:00 p.m.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker:

1.   **Acknowledgement of Members Present and those Absent**

2.   **Acknowledgement of Attendees/Guests**

3.   **Confirmation of Previous Meeting Minutes**

4.   **Review of Action Items**

5.   **Old Business:**

   1. **Response to Petition**
   2. **Instructional Technology Strategic Plan (ITSP)**
   3. **PC Laptop Initiative**
   4. **MIS Breakdown of Tech Fee**
   5. **Department Charters**

6.   **New Business:**

7.   **Open Discussion**

8.   **Next Meeting/Minute Taker Assignment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
Meeting Number 10
December 4, 2006, 2:00 p.m.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker:

1. **Acknowledgement of Members Present and those Absent**

2. **Acknowledgement of Attendees/Guests**

3. **Confirmation of Previous Meeting Minutes**

4. **Review of Action Items**

5. **Old Business:**

    1. **Instructional Technology Strategic Plan (ITSP)**

6. **Next Meeting/Minute Taker Assignment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
Meeting Number 11
December 11, 2006, 3:00 p.m.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker:

1. **Acknowledgement of Members Present and those Absent**

2. **Acknowledgement of Attendees/Guests**

3. **Confirmation of Previous Meeting Minutes**

4. **Review of Action Items**

5. **Old Business:**

    1. **Mobile Lab Request**
    2. **Instructional Technology Strategic Plan (ITSP)**

6. **Next Meeting/Minute Taker Assignment**

TAC Meeting Minutes

MEETING CALLED BY	Elaine Fejerang
FACILITATOR	
NOTE TAKER	Patrick Clymer

ATTENDEES			
	☐ Amado Vegara	☐ Brian San Nicolas (Voting)	☐ Dan Lawcock
	☐ Elaine Fejerang (Voting)	☐ James Tabunar	☐ John Quintanilla (Voting)
	☐ Terry Kuper (Voting)	☐ John Camacho (Voting)	☐ Frank Camacho (Voting)
	☐ Michelle Santos (Voting)	☐ Patrick Clymer (Voting)	☐ Josephine Arceo (Voting)

Agenda topics

INSTRUCTIONAL TECHNOLOGY STRATEGIC PLAN (ITSP)

DISCUSSION	
Tabled until next meeting.	

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

DEPARTMENT IT CHARTERS

DISCUSSION	
EF – any updates? … none TK – working on charter. EF – working on CS MS – CM waiting for signature	

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

LAPTOP INITIATIVE – DRAFT POLICY (EARLY ADOPTERS)

DISCUSSION	
EF – No time line established on drafting/approving policy … table? FC – table discussion. BSN – where do we get specs from? FC – use existing bid since no specs available for now to replace existing desktop/laptop.	

CONCLUSIONS	

Use existing bid since no specs available for now to replace existing desktop/laptop.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

HELP DESK

DISCUSSION	

FC - Pending research of applications.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REDUNDANT NETWORK EVALUATION

DISCUSSION	

FC – waiting for the multi-step bid process from procurement (Joleen) to proceed. Then bring before TAC.

CONCLUSIONS	

Waiting for Procurement

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Once received from Procurement, then bring before TAC.	FC	None

BANNER/LUMINIS UPDATE

DISCUSSION	

EF – Banner/Luminis has own committee structure … ensure of the status of the project. Continue to be an agenda item to keep
PC – only from student perspective FC-MIS, EF-Luminis.
Other areas will be invited to discuss their portion of the project.
PC – (Banner) Data Standards changed … must enter in MMDDYYYY to accurately reflect the year esp if in the 19XX century due to technical limitations. PC to present reasons and revised Data Statndards to TAC by next meeting for approval.
EF - (Luminis) Channel Development Policy approved and will be forwarded. Need to review?
MS – Not to be reviewed by TAC since it does not involve infrastructure.
EF – not to scrutinize, only to review to forward to Governing Council.
MS – concerned about layers added to a process.
EF – not to scrutinize but to forward for approval as a result of how shared governance was established at GCC.

CONCLUSIONS	

Policies and Procedures need to come before TAC for approval and then forward to Governing Council.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

EMAIL BLOCK

DISCUSSION
EF – Concerns by wgima, zteng; status of email block? FC – white list and black list exists FC – must send blocks to postmaster; either GCC or IT&E is blocking emails. EF / MS – Yahoo being blocked FC – Yahoo is not being blocked, only those accounts that are being reported and verified Spam accounts. EF – What to do? FC – send student list to postmaster. MS – Yahoo routed to Postini. FC – users need to check Postini. EF – Communicate to Faculty about whitelisting accounts or reporting blocks, and Postini (End of the week-01/26/07).

CONCLUSIONS
Users need to check Postini. Communicate to Faculty about whitelisting accounts or reporting blocks, and Postini.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
EF – to communicate to faculty.	EF	End of 1/26/07.

TECH FEE/LAB UPGRADES

DISCUSSION
EF – CJ request status (Mac Lab) MS – forwarded but no approval to use funds even incentive funds. EF – Tech Fee – status? JC – spent already MS – Horizon System (library) will not be supported in a year and needs to be upgraded… due to budget concerns it must be forwarded to TAC since it is a technology infrastructure (per M.Okada). MS – Previously, a list of priorities were established … however, needs have changed so discussions need to occur to reprioritize resources/requests. Science may need less computers. Incoming resources will be reprioritized (discussion FC, MS, EF, JC) at Management Team level.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Open Discussion
DISCUSSION
EF – *Draft of establishing a new lab* … ask for review and comments. Email to EF any suggestions and comments.

PC – *Requests for Macs by users* … users starting request for Macs and based on previous stance by TAC the committee will need to be prepared to review and approve/disapprove request for Macs. The concern is that users have the mistaken notion that Macs are approved for purchase and only a new lab was approved. Other concern is that if a Mac is requested by a user during a budget process and gets denied the user will have to wait until the next budget cycle to replace outdated equipment and applications. Without standards and specs for the committee has to be prepared to disapprove requests.

MS – as an institutional purchase it is difficult to approve support by individuals that may not be around to continue support a year later.
as Dean she is having specifics of a request be removed in order to allow for a request for hardware and not commit to a Mac in the budget request.

EF – the process of requesting approval since it is not on the bid specs will ensure TAC reviews all requests and the committee will approve/disapprove.

CONCLUSIONS		
All requests for non bid spec items must come before TAC for approval and be fully justified.		
ACTION ITEMS	**PERSON RESPONSIBLE**	**DEADLINE**

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	

TAC Meeting Minutes

JANUARY 29, 2007   3:00 P.M. – 4:00 P.M.   TECH CONFERENCE ROOM TC1210

MEETING CALLED BY	Elaine Fejerang		
FACILITATOR			
NOTE TAKER	John Quintanilla		
ATTENDEES	☐ Amado Vegara	☐ Brian San Nicolas (Voting)	☐ Dan Lawcock
	X Elaine Fejerang (Voting)	☐ James Tabunar	X John Quintanilla (Voting)
	X Terry Kuper (Voting)	X John Camacho (Voting)	X Frank Camacho (Voting)
	X Michelle Santos (Voting)	☐ Patrick Clymer (Voting)	X Josephine Arceo (Voting)

Agenda topics

LAPTOP INITIATIVE – DRAFT POLICY (EARLY ADOPTERS)

DISCUSSION	Securing concerns from theft.		
CONCLUSIONS	Policy needs to be drafted on the laptop initiative.		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
F. Camacho to provide committee with sample policies from other institutions		F. Camacho	

HELP DESK

DISCUSSION	MIS reviewed EMAIN and FAMIS. MIS believes EMAIN can accomplish our Help Desk requirements.		
CONCLUSIONS			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
J. Arceo to arrange for an EMAIN demo.			

REDUNDANT NETWORK EVALUATION

DISCUSSION	MIS waiting for procurement instructions.		
CONCLUSIONS			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
MIS to followup with Procurement		F. Camacho	

BANNER/LUMINIS UPDATE

DISCUSSION	Servers are still down. Members expressed concern that once the server is back up it should not be online without an UPS. Suggested solutions were: • Inquire with other GovGuam agencies and/or the military regarding a spare UPS. • Move server to the Tech Bldg. to shield it from brown-outs.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

EMAIL BLOCK

DISCUSSION	Some faculty members are still experiencing challenges with the email block. In addition, there is no Student Email Use Policy.		
CONCLUSIONS	Faculty should email postmasters@guamcc.edu with email addresses they are having problems receiving. Committee will draft Student Email Use Policy.		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE

TECH FEE/LAB UPGRADES

DISCUSSION	Upgrades are on schedule for Labs that have been identified. Balance of the Tech Fee is $46,080. Members discussed the need for TAC to determine/recommend the use of the Tech Fee.		
CONCLUSIONS	Members agreed that since TAC represents various segments of the institution and is tasked with designing our Enterprise Architecture, we should determine/recommend the use of the Tech Fee.		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	

Minutes for TAC Committee Meeting February 21, 2007

Meeting called by Elaine Fejerang

Notes taken by Dan Lawcock

In attendance were Elaine Fejerang, Terry Kuper, Michelle Santos, John Camacho, Dan Lawcock, John Quintanilla and Josephine Arceo.

Jan. 29 minutes approved with Laptom to Laptop

Charters:
Action: IT charter approved will be forwarded to faculty Senate

Discussion of problems with vendors providing equipment late. Purchase orders don't have liquidated damages mentioned.

John Camacho made a motion: to request for Business and Finance Division to review policy regarding delivery dates for vendor purchase orders.
 Recommendation: An assessment of liquidated damages to be imposed on vendors not meeting delivery dates. Statement reflecting this to be indicated on all future purchase orders.
Michelle second the motion and all members present were in favor.

Action: Motion to be forwarded to faculty Senate.

Strategic Plan: Committee Members agreed to review Strategic goal #3 for discussion at next meeting.

Josephine Arceo: informed us of demo by eMaint representative and described some of the capabilities.
Elaine Fejerang gave a brief overview of e maintenance system.

Discussion concerning famis VS eMaint

Elaine requesting Josephine to ask John Mitchell from famis for more information so that a better comparison could be made between the two.

Meeting adjourned

MEETING MINUTES

MINUTES

Meeting Called By: Elaine Fejerang
Type of Meeting: Standing
Facilitator: Elaine Fejerang
Note Taker: Brian San Nicolas
Timekeeper: Brian San Nicolas (2:10PM Start)
Attendees: F. Camacho, J. Camacho, D. Lawcock, J. Arceo, T. Kuper, M. Santos, E. Fejerang and B. San Nicolas

Agenda Topics

Discussion:
Request for a note taker – Terry brought up that a note taker was assigned to a meeting he attended recently. He was unsure as to how to request a note taker.

Conclusions:
We need a note taker for TAC Meetings.

Action Items:
Elaine to contact Johanna regarding this issue.

Discussion:
Elaine brought up issue of liquidated damages with vendors failing to perform.

Conclusions:
This issue was received well by all inside and outside of TAC to include the Faculty Senate.

Action Items:
Elaine to monitor.

Discussion:
TAC By-Laws and Charter approved and members need to review and assess how we've done. One issue that was highlighted was that the changeout of members could be detrimental if great.

Conclusions:
There was some initial question but it was agreed upon that Barry Mead does not appoint members as was once thought by some. It is important to note that this issue is not addressed in the contract, charter or by-laws. Also, April-to-September is too long a gap.

MEETING MINUTES

Action Items:
Elaine to monitor and spearhead amendment of Charter and By-Laws by late March.
Faculty Senate is aware of this issue

Discussion:
Reviewed Strategic Goal 3. Main input came from Michelle. *Endowment Coordinator* of some sort required to raise funds. Other ideas need to be developed and pursued to possibly include apprenticeship programs.

Conclusions:
Monies are tight. Discussion regarding GCC land available and problems concerning GCC's use of that land was lead by John.

Action Items:
None. Input by all and review of remaining Strategic Goal 6 by next meeting.

Discussion:
Open discussion held. Frank brought up the issue of existing, old computers at the satellite schools and the need to replace them. Frank recommended that Windows 98 computers be the first series to be replaced and that TAC should make the decision as to how this should proceed. Frank agreed to provide inventory of what is available and Michelle to send out email to the satellite schools to see what they need.

Conclusions:
None.

Action Items:
Nnne.

Meeting adjourned at 3:24pm.

Minutes for TAC Committee Meeting March 7, 2007

Meeting called by Elaine Fejerang at 2:10p.m.

Notes taken by Daniele Gualtieri

Members Present: Elaine Fejerang, Josephine Arceo, Frank Camacho, John Camacho, Dan Lawcock, and Michelle Santos.
Also Present: Daniele Gualtieri

Feb. 21 minutes awaiting approval

Charters:
CS Charter has been signed and approved by all three members. Everything in the charter is the same with the exception of the Mission Statement and a minor change in the scope of authority. (Frank is concerned about the computer situation in D7 and wants to address how it is going to be handled).

Action: Frank is going to turn in the last page of the MIS Charter with all of the signatures on it to Elaine.

Action: Michelle is going to talk to the Business Department about a possible Business Charter.

Matrix:
Action: Elaine is going to talk to CS about the CS Matrix and see if servers need to be added onto CS's responsibilities and possibly change applications to CS and not MIS.

Strategic Plan:
Committee Members discussed whether or not Standards 3 and 6 were the same. Standards 3 is more specific and Standards 6 is for the overall campus. Committee members are going to look over the Strategic Plan and email Elaine regarding any suggestions that they have and will discuss it more at the next meeting.

Open Discussion:
Michelle expressed her concerns regarding the level of faculty participation on compensated committees.

Frank wants to see about the possibility of CS supporting and housing the server for AS400.
Action: TAC is going to talk to CS about AS400 about a possible recommendation for next week.

John questioned whether or not all CS instructors should be certified to teach and give training.

Meeting adjourned: 3:03 p.m.

Minutes for TAC Committee Meeting March 14, 2007

Meeting called by Elaine Fejerang at 2:01p.m.

Notes taken by Daniele Gualtieri

Members Present: Elaine Fejerang, Josephine Arceo, John Camacho, Terry Kuper, Dan Lawcock, John Quintanilla, Brian San Nicolas, and Michelle Santos.
Also Present: Daniele Gualtieri

Mar. 7 minutes approved after the amendments have been made

Discussion:
There was an electronic voting regarding the distribution of recycled computers. There were nine votes in favor of following through with the distribution plans.

Michelle brought up the fact of whether or not it should be a first come first serve policy or if it should be for those who can justify the need for the recycled computers.

Action: TAC believes that there should be a formal policy regarding the distribution of the recycled computers and is going to come up with a formal policy at one of their future meetings.

Discussion:
Computer Science has not yet responded regarding the inclusion of servers in the hardware section of their responsibility matrix.

Action: Terry is going to include the servers in the Electronics responsibility matrix.

If CS took over AS400 from MIS the budget would be carried over, and since AS400 is only used for CS Frank would like full administrative rights.

Action: This topic is going to be tabled until the next meeting.

Discussion:
There was a discussion regarding the concerns about the temperatures in the computer labs. Currently the computer labs seem to be set at 78 degrees and should be set around 75 degrees.

If the computer labs are too hot, a work order should be turned into maintenance, and maintenance will adjust the thermostats on a case by case basis.

Discussion:
There was a FAMIS presentation. FAMIS is the help desk software that compares to EMAINT.

FAMIS and EMAINT pretty much have the same types of features. FAMIS is more expensive but is setup to work with Banner and can automatically generate

purchase orders. If we go through SunGard, the cost of FAMIS will be cheaper, but there are still concerns regarding hidden fees.

MIS would like to setup a help desk like the one that Maintenance has but there is no funding at this moment.

Action: Josephine is going to come up with a sampling of an MIS help desk and a timeline for how long it would take to make an MIS help desk. Josephine will give TAC an update two weeks from now.

Open Discussion:
1. Michelle talked to the Business Department regarding a Business Charter. Since the Business Department does not have anyone who can fix computers, it is recommended that the Business Department does not need a charter for the matrix and should possibly make an agreement with CS to take care of the computers in the shared office. They are waiting on CS's response regarding this issue.

2. TAC discussed the email from Barry Mead regarding Frank Tung's laptop computer. It seems that Frank emailed MIS to see if they could fix his broken laptop, and MIS told Frank that he needed to send it out to get fixed. This led Frank to believe that he was not getting the proper support from MIS. The question of who should pay for the repairs was also brought up. Should MIS pay for the repairs out of their budget or should Frank Tung pay for the repairs out of his budget. Since neither department has the funding at this moment, Frank was given money out of the petty cash fund to have his computer evaluated.

TAC recommends that Frank be lent a loaner from MIS at this moment since there is no formal policy in place regarding this situation.

3. TAC addressed some of the possible solutions for future situations of this type.

John suggested re-writing the computer specs to include maintenance in the vendor's proposals.

Brian discussed whether or not it was possible to outsource a computer repair man.

TAC suggested that maybe GCC should look into getting a new computer vendor if these problems occur on a regular basis.

MIS can currently fix desk top computers but not laptop computers. They might look into learning how to fix laptop computers in the future.

CS might possibly be able to fix laptop computers as a short term solution.

4. Michelle would like the campus to know what exactly MIS is doing and what their responsibilities are. Since there are only two people working in MIS right now TAC needs to recommend a solution.

Action: Terry will ask Frank to define MIS's roll and will draft up a letter regarding MIS's responsibilities.

Action: Michelle will draft up a letter in response to the letter from Barry Mead regarding the situation between Frank Tung and MIS.

Action: John is going to look into the Board Policies regarding the use of technology fees.

Action: Dan is going to find out how repair costs should differentiate between departmental agreements and program agreements across the campus.

Meeting adjourned: 3:45 p.m.

Minutes for TAC Committee Meeting March 21, 2007

Meeting called by Elaine Fejerang at 2:04p.m.

Notes taken by Daniele Gualtieri

Members Present: Elaine Fejerang, Josephine Arceo, John Camacho, Terry Kuper, Dan Lawcock, and John Quintanilla
Also Present: Daniele Gualtieri

Mar. 14 minutes approved after the amendments have been made

Discussion:
In regards to Computer Science's responsibility matrix: Computer Science and Electronics agreed to put the servers on their responsibility matrix.

In regards to AS400: Computer Science will support AS400 from the outside. Since Computer Science does not have inside access, MIS will still have to do the backup.

Discussion:
In regards to the computer repair issue: TAC sent out an email to MIS and Barry Mead regarding the email from Barry concerning Frank Tung's broken laptop.

Frank Tung received a loaner desktop from MIS.

Terry and Frank (MIS) agreed that MIS's responsibilities are:

The role of MIS is to enable members of the faculty, administration, and staff to carry out their work efficiently and effectively by means of providing continuous, reliable, and secure information technology service.

Dan would like to talk to Frank about how repair costs should differentiate between departmental agreements and program agreements across the campus and will compile a report regarding his findings.

TAC wants to write some formal policies next semester. Elaine commented that during a previous conversation that she had with Wes, Wes suggested having a public hearing to gain GCC's input regarding these policies.

Action: TAC will discuss the writing of formal policies and their strategic plan at the next meeting.

Discussion:
There was a discussion regarding the issue that Jose Munoz is having with his email. He is not receiving email that is coming through his GCC account to his outside email account.

Action: John Camacho will discuss this with Frank Camacho so the committee can respond back to J. Munoz in a timely manner.

Discussion:
On April 20, 2007 faculty will be able to choose new committees and elect new officers. Elaine commented that since the committees are still in their infancy, it was suggested by the Faculty Senate that everyone should stay in their current committees for one more year with the possibility of electing new officers.

It was suggested that maybe the oversight chairs should remain the same too since the Faculty Senate is also in its infancy.

The members of TAC agreed that they should remain on the same committee with the possibility of adding more members based on the technology audit's executive summary.

Action: TAC will set aside one meeting to compile a membership list and will talk about it more next semester.

Open Discussion:
1. Due to the setting up of Banner, Frank and Patrick will not be able to attend the next several meetings. Banner should be online by June 1, 2007.

2. Terry discussed his concerns regarding how the internet keeps shutting down on his high school students in Electronics.

Dan said that his internet access has been down for the past two years.

Action: Dan and John are going to find out if the other high school programs are having the same internet access problems.

Action: Josephine is going to follow up with Geri James if whether or not the internet lines are still being paid for and if they are still up and running. Based on Josephine's findings, TAC will try to come up with a solution.

3. There were some concerns regarding the amount of SPAM that some people are receiving.

Elaine said that with the implementation of Banner and new email addresses this problem should be resolved.

Meeting adjourned: 2:51 p.m.

Minutes for TAC Committee Meeting March 28, 2007

Meeting called by Elaine Fejerang at 2:03p.m.

Notes taken by Daniele Gualtieri

Members Present: Elaine Fejerang, Frank Camacho, John Camacho, Terry Kuper, Dan Lawcock, John Quintanilla, Brian San Nicolas, and Michelle Santos.
Also Present: Daniele Gualtieri

Mar. 21 minutes approved after the amendments have been made

Discussion:
TAC started drafting up a Computer Repair Policy.

Action: The members of TAC will continue to work on the Computer Repair Policy via email and in upcoming meetings.

Some of the other items mentioned during this conversation included: the possibility of using a new vendor, including computer warranties in the new bid specifications, the use of technology fees, and division and departmental budgeting for the repairs of employee computers.

Action: Frank is going to email the other members of TAC regarding what he finds out about technology fees.

Action: Brian is going to find out about the standard policies from other institutions and email the other members of TAC regarding what he finds out.

Discussion:
In regards to Jose Munoz's email concern, MIS can only fix the problems with GCC's email system and does not have the access to fix the problems related to outside email accounts if GCC email is being forwarded to personal email accounts.

Action: Elaine, with the input of the other members of TAC, will send Jose an email addressing this issue.

Open Discussion:
1. It was mentioned that the internet connection for the marketing department, and the tourism and hospitality department at JFK are not working correctly.   It was suggested that these departments put in a work order.

The internet connection has been paid for the period of September 1, 2006 up until August 30, 2007 and should be up and running.

The problem could be due to the fact that they are using a wireless connection and a lot of people are connecting to it, so the connection is running slowly.

Maurice Cruz is currently investigating this issue.

2. Yvonne Tam is not receiving GCC faculty email. This might be due to the fact that she is not included on the faculty email list.

Action: Michelle is going to talk to Johanna Camacho and find out who is in charge of updating the faculty email list and see if Yvonne Tam is included on the list.

Meeting adjourned: 3:30 p.m.

Minutes for TAC Committee Meeting April 11, 2007

Meeting called by Elaine Fejerang at 2:03p.m.

Notes taken by Daniele Gualtieri

Members Present: Elaine Fejerang, Josephine Arceo, Frank Camacho, John Camacho, Dan Lawcock, John Quintanilla, Brian San Nicolas, and Michelle Santos.
Also Present: Daniele Gualtieri

Mar. 28 minutes approved after the amendments have been made

Discussion:
TAC will finish a draft of the Computer Repair Policy for the next semester.

Action: Brian is going to email the other members of TAC the repair policies from other institutions.

Frank emailed the other members of TAC regarding the usage of technology fees. 50% goes to operations and 50% goes to upgrades. This will be referenced in the Computer Repair Policy.

Discussion:
Elaine is still working on the email to Jose Munoz in regards to him not receiving GCC email being forwarded to his personal email account.

Barry Mead sent out an email concerning the amount of SPAM that he is receiving and that some of his incoming email might be being blocked.

Action: Elaine is going to see how Barry Mead has his computer system setup in regards to SPAM blockers. Barry Mead will also be invited to attend an upcoming TAC meeting to address his concerns.

The members of TAC discussed the current anti SPAM measures that GCC has in place and what SPAM measures can be used in the new email server.

Action: The members of TAC are going to email all GCC employees to inform them of what measures they can use to block SPAM.

Action: Frank is going to research what anti SPAM measure we can use with the new email server.

Michelle talked to Johanna Camacho in regards to updating the GCC faculty email list and confirmed that Yvonne Tam is on the faculty list.

Discussion:
There was a network security violation caused by an old Apache server. Mike Setzer and Paul Carlson from MCV took care of the problem.

Action: Elaine is going to talk to Mike Setzer about attending an upcoming TAC meeting.

Discussion:
TAC needs to finish their Year End Report for the April 20, 2007 General Membership Meeting.

Action: Elaine is going to email the other members of TAC the Year End Report format.

Open Discussion:
1. Michelle discussed how it takes a long time for one person to set up C4 for Compass Testing.

Frank suggested that maybe TAC should draft up an SOP on how to log in and out of the system so that the students can do it themselves.

Action: Elaine is going to look into this situation.

Meeting adjourned: 3:09 p.m.

Minutes of 4/18/07

Members present: Dan Lawcock, John Camacho, Michelle Santos, Brian San Nicolas, John Quintanilla, Elaine Fejerang, Terry Kuper, Frank Camacho.

Previous Minutes approved with the following amendments:

1. Discussion regarding Yvonne Tam's email should instead read:

   Michelle talked to Johanna Camacho in regards to updating the GCC faculty email list and confirmed that Yvonne Tam is on the faculty list.

2. Paul Carson should be changed to Paul Carlson

I. Discussion

-Repair Policy – Brian researched numerous colleges and found several policies that we can follow.

-Action – Brian to e-mail links to TAC.

-Barry Mead, 3/30 email sent to postmaster to open domain. E-mail was blocked.

-Frank stated that with the new portal, individuals will control their own spam blocking.

-Action – Recommend to the Core committee that A-list not be implemented on the new e-mail server.

-Frank stated that he believes that the new e-mail server has a high possibility of crashing. Testing will be performed prior to launch.

-Action – Frank will check with vendor on the threshold for spam on the new e-mail server.

II. Portal (My GCC) E-mail

-May 4th, Elaine will explain to DC's the changes with the new system.

-GCC will no longer forward e-mail to another e-mail server.

-Policy to be written by TAC during the Fall.

III. Update on C4 lab

      -Elaine created SOP

IV. TAC membership
    - e-mail Frank Blas – if you want to change committees.

    -Recommendation is to stay within your current committee.

V. TAC Year-end report

    -Elaine passed out hard copy of the report.

VI. Open Discussion

    -Prometric – need requirements from prometric
    -Michelle to follow-up with Lolita.

Minutes for TAC Committee Meeting April 25, 2007

Meeting called by Elaine Fejerang at 2:06p.m.

Notes taken by Daniele Gualtieri

Members Present: Elaine Fejerang, Josephine Arceo, Frank Camacho, John Camacho, Terry Kuper, Dan Lawcock, John Quintanilla, Brian San Nicolas, and Michelle Santos.
Also Present: Daniele Gualtieri, Gerry Dacanay

Apr. 18 minutes approved after the amendments have been made

Discussion:
TAC discussed the different SPAM blocking methods that could possibly be used with the new email server.

Some of the methods mentioned included Postini, SPAM Assassin, and Barracuda.

Action: Frank is going to research the various SPAM blocking methods more in depth and present his findings at a future meeting.

TAC discussed the possibility of creating new email accounts for all GCC employees and aliasing their old ones so there is a smooth transition when the new server is activated.

Action: Frank is going to see if aliasing the old email accounts will transfer email to the new email accounts.

Discussion:
Gerry Dacanay explained the new Login/Password Procedures.

Passwords must be at least six characters but no longer than twenty-one characters, have at least one upper case letter, and include an alphanumeric and a special character. Passwords can not have words, phrases, or proper nouns, and have to be changed every six months with no consecutive repeats.

Motion: Made by Michelle Santos, 2nd by Josephine Arceo to change the phrase no repeats to no consecutive repeats in the Login/Password Procedures. All aye. Motion carried.

Motion: Made by John Camacho, 2nd by Michelle Santos to include a three attempts grace login in the Login/Password Procedures. All aye. Motion carried.

Action: Gerry Dacanay is going to include a three attempts grace login in the Login/Password Procedures and email the revised version to the members of TAC.

Motion: Made by Frank Camacho, 2nd by Josephine Arceo to approve the Login/Password Procedures after all the amendments have been made and forward it to the Faculty Senate. All aye. Motion carried.

Discussion:
Elaine compiled and submitted the TAC Year End Report to the Faculty Senate.

Action: The members of TAC will each come up with what their rolls and intent are for next year.

Discussion:
Michelle has not yet had a chance to talk to Lolita Reyes about Prometric.

Open Discussion:
1. Wes Gima was not able to send out an email to a recipient at mac.com.

Frank said that the email account and not the domain has been blocked.

Frank suggested that Wes Gima send the email address to postmaster to have it unblocked.

2. Michelle would like the document addressing the new email server to be refined before the next Core meeting.

Action: The members of TAC will read the document addressing the new email server and email their input to the other members of TAC.

Meeting adjourned: 3:01 p.m.

Minutes for TAC Committee Meeting May 2, 2007

Meeting called by Elaine Fejerang at 2:06p.m.

Notes taken by Daniele Gualtieri

Members Present: Elaine Fejerang, Josephine Arceo, Frank Camacho, John Camacho, Terry Kuper, Dan Lawcock, Brian San Nicolas, and Michelle Santos.
Also Present: Daniele Gualtieri

Apr. 25 minutes approved

Discussion:
TAC discussed the new email system.

The old and new email servers can not be active at the same time.

Frank sent out an email to the other members of TAC stating that aliasing the old email accounts will transfer email to the new email accounts with the new server but not with the old server.

The Banner Core members want the aliasing to be done in an all or none manner.

Because the threshold of the new email server is not yet known, there are some concerns of the system crashing.

Postini will work with the aliased email accounts but not with the new email accounts.

SunGard suggests using Brightmail to filter out SPAM in the new email server.

As of now there will be no white and black lists with the new email server.

Action: Frank is going to see if the access list can be migrated to the new email server.

Departmental email addresses will be listed online but not individual email addresses.

Motion: Made by Elaine Fejerang, 2nd by John Camacho to not allow aliasing and to have the departmental chairs discourage aliasing to their faculty members, but if faculty members are concerned they can get an alias on a case by case basis if they can give due cause and it is approved by their deans and TAC. All aye. Motion carried.

Action: TAC will meet tomorrow at 2:00 p.m. to finalize the announcement regarding the new email server.

Discussion:
 Michelle talked to Lolita Reyes about Prometric.

Frank is the only one who can set up Prometric.

Banner is the most pressing issue at this moment.

Discussion:
TAC talked about the Banner Firewall.

The Banner Firewall does not have a support subscription.

The Campus Firewall still has 49 server licenses.

Motion: Made by Elaine Fejerang, 2nd by Frank Camacho to use the Campus Firewall. All aye. Motion carried.

Meeting adjourned: 3:27 p.m.

Technology Advisory Committee
September 18, 2006

Meeting called to order at 3:02 PM by Elaine

Members present: John Camacho, Frank Camacho, Terry Kuper, Elaine Fejerang, Dr. Michelle Santos

Members Absent: Amado Vergara, Brian San Nicolas, Danilo Lawcock, James Tabunar, John Quintanilla

Visitors: Zhaopei Teng, Ken Bautista

New Business:
TAC committee membership as appointed by the President: Patrick Clymer, Michelle Santos, John Camacho, and Frank Camacho
1) Establish Committee Meeting Date, Time and Location
        Decision – Mondays, 3:00 in the Tech Bldg. Conference Room
2) Establish a Committee Chair
        Decision – Elaine was elected chair of the committee
3) Overview of Tech Audit Results – Elaine provided a brief summary but recommended the items be reviewed.
4) Review of Charters – table until Monday 9/25
5) Open Discussion – role of committee members/ attendance/ pay also role in terms of network issues or problems.

Assigned Tasks
Come prepared with nominations for 9th person.
Review charters and if there are issues – begin an electronic dialog to resolve as many problems/issues prior to next meeting.
John Camacho will send a draft version of by-laws

Next meeting will be on Monday, September 25, 2006 at 3:00 pm in the Tech Bldg. Conference Room.

Meeting adjourned at 3:50 pm.

TAC Meeting Minutes

MEETING CALLED BY	
TYPE OF MEETING	
FACILITATOR	Elaine Fejerang
NOTE TAKER	Terry Kuper / Michelle Santos
ATTENDEES	Ken Bautista, John Camacho, Michelle Santos, Pat Clymer, John Quintanilla, Danilo Lawcock (Absent – Amado Vergara, James Tabunar, Bryan San Nicolas)

Agenda topics

1. Confirmation of Previous Meeting Minutes

ELAINE FEJERANG

DISCUSSION	No Discussion
CONCLUSIONS	Approved

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

2. Review of Action Items

ELAINE FEJERANG

DISCUSSION	
CONCLUSIONS	No changes to action items.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

3. Appointment of 9th TAC Member

ELAINE FEJERANG

DISCUSSION	Need for ITC representation was discussed as was concern about over representation by certain areas.
Concern also about the need for staff representation.	
CONCLUSIONS	
All present acknowledge Tina Terlaje as 1st choice and Johanna Camacho as 2nd.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact recommended individuals – come back to the table if they	Elaine	10/2
don't accept.		

4. TAC By-laws

JOHN CAMACHO

DISCUSSION	John provided copies of the draft – committee reviewed – under Sect. 3 – add see charter for details.
Under Sect. 4 – insert faculty members. Section 5 co-chair needed and discussion on Quorum.	

CONCLUSIONS	
2nd draft will be sent to committee members.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Recommendations and changes will be made.	John Camacho	9/29

REDUNDANT NETWORK PROJECT

FRANK CAMACHO

DISCUSSION	Electronics will assist on the design before proceeding to hire an external engineer.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Redundancy of network evaluation	Terry Kuper w/Ken Bautista	10/2

DATC – DRAKE AUTHORIZED TESTING CENTER

FRANK CAMACHO

DISCUSSION	Agreement needs to be signed – cost of line only potential problem – can use existing lab as provided
for PAN and soon for Prometric.	

CONCLUSIONS	All member approved to move ahead.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ANNUAL CONSOLIDATED TECHNOLOGY BID

FRANK CAMACHO

DISCUSSION	Extended to November – MIS will begin process of developing specs. Will also need to look into pro-
curement laws relative to buying similar products off-island.	

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
MIS will move forward in developing specs and return to	Ken/Frank	10/9
committee for approval.		

MIS HELP DESK   FRANK CAMACHO

DISCUSSION	Proceed with research of help desk software and personnel requirements.	
CONCLUSIONS	Approved to research possibilities and return with possible product or processes and timeline.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Bring info on identified products, processes, and timeline to TAC.	Ken/Frank	

TECHNOLOGY FEE   FRANK CAMACHO

DISCUSSION	MIS has some fixed costs – can MIS begin to use Tech fee – bandwidth expansion was not included
in the budget.	
CONCLUSIONS	Bring the budget (revenue projection and actual) and the plan – include some historical information
Regarding plan for lab up grades and decisions that have impacted that plan.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Bring Tech Fee budget and plan (schedule) to TAC meeting	Frank	10/9

OPEN DISCUSSION   ELAINE FEJERANG

DISCUSSION	1) Voice of GCC – relative to technology – should come in the form of an administrative directive from
President. 2) When a user has an issue, what do we do? Create and issue form/or draft process for people to submit issues.	
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Draft form and process to submit tech issues.	Elaine	10/2

OBSERVERS	Lolita Reyes
NEXT MEETING'S MINUTE TAKER	
SPECIAL NOTES	
ADJOURNED TIME:	4:40

Meeting called to order @ 3:07pm by facilitator.
Regular Scheduled Meeting
Facilitator;   E. Fejerang
Note Taker;   P. Clymer
Members Present: E. Fejerang, T. Kuper, B. san Nicolas, D. Lawcock, J. Camacho, P. Clymer
Guests/ Observers: None.

APPROVAL OF MINUTES		
DISCUSSION	None. Motion to approve by P. Clymer. Seconded by J, Camacho.	
CONCLUSION	Approved.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REVIEW OF ACTION ITEMS		
DISCUSSION	TAC Action Items Log reviewed. Item #6 Tabled pending F. Camacho's (or designee's) attendance to discuss matter.	
CONCLUSION	Tabled until next meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
	F. Camacho	10/9/06

APPOINTMENT OF 9TH TAC MEMBER		
DISCUSSION	Discussion of preview committee decision to clarify the TAC's position in the matter; in order to promote a broad representation of the campus community the 9th member would offered to areas that are not represented in TAC. Specifically, a member from staff (not MIS or ITC which are already represented) would be nominated and if they decline then TAC would identify new candidates. Johanna Camacho and Tina Terlaje were offered the membership but declined. Possible nominees were discussed.	
CONCLUSION	Josephine Arceo will be offered the TAC membership.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Josephine Arceo will be offered membership, and if she declines TAC will continue identifying a 9th member.	John Camacho.	10/9/06

TAC BY-LAWS		
DISCUSSION	Members present reviewed amended document. P. Clymer motion to approve. Seconded by J. Camacho.	
CONCLUSION	Approved pending final feedback and vote by complete committee.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
E-mail to be sent to all members requesting feedback and/or vote on by-laws.	E. Fejerang	10/9/06

UPDATE ON REDUNDANT NETWORK EVALUATION		
DISCUSSION	T. Kuper spoke with K. Bautista and questions arose regarding the scope of the project. Also, F. Camacho has indicated that an architecture firm should be contracted to draw up the plans. T. Kuper concurred; Electronics Department could design a network but a professional drawing is required. F. Camacho needs to be consulted to determine direction of project; redundancy added to existing network or redesign the network with redundancy.	
CONCLUSION	Tabled until further discussion takes place.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
MIS and Electronics Department to meet and finalize scope of project.	T. Kuper	10/9/06

REVIEW OF DRAFT TECH USER CONCERN FORM		
DISCUSSION	Chair solicited feedback from members. B. San Nicolas requested "Other" option be added. P. Clymer asked if "Peripherals" could be added but with noted examples such as "printer, mouse, keyboard, etc."	
CONCLUSION	Tabled until more feedback can is received.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Members will be asked for feedback.	E. Fejerang	10/9/06

REVIEW/APPROVE CHARTERS		
DISCUSSION	None. Members present asked to review charter.	
CONCLUSION	Tabled until full committee can review and discuss charter.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Members will be asked for feedback.	E. Fejerang	10/9/06

OPEN DISCUSSION-NETWORK PROBLEMS		
DISCUSSION	E. Fejerang was asked to inquiry about the status of the network problems being experienced around campus. However, MIS had no representatives present to discuss the issue.	
CONCLUSION	Tabled until the next meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
To be discussed at next meeting.	E. Fejerang	10/9/06

OPEN DISCUSSION-WIRELESS NETWORK		
DISCUSSION	B. San Nicolas requested discussion about the "free" wireless network. Problems still exist regarding reliability and support of the "free" network provided by MCV-Kuentos.	
CONCLUSION	Tabled until MIS can be present.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
To be discussed at next meeting.	B. San Nicolas	10/9/06

Motion to adjourn by P. Clymer. Seconded by B. San Nicolas. Adjourned @ 3:45pm.

TAC Meeting Minutes

MEETING CALLED BY	Elaine Fejerang
FACILITATOR	Elaine Fejerang
NOTE TAKER	Frank Camacho
ATTENDEES	☐ Amado Vegara X Brian San Nicolas (Voting) X Dan Lawcock X Elaine Fejerang (Voting) ☐ James Tabunar X John Quintanilla (Voting) X Terry Kuper (Voting) X John Camacho (Voting) X Frank Camacho (Voting) X Michelle Santos (Voting) X Patrick Clymer (Voting) X Josephine Arceo (Voting)
GUESTS/OBSERVERS	Ken Bautista

Agenda topics

1. CONFIRMATION OF PREVIOUS MEETING MINUTES   E. FEJERANG

DISCUSSION	None.

CONCLUSIONS	None.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Approved.		

2. REVIEW OF ACTION ITEMS   E. FEJERANG

DISCUSSION	

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

3. WELCOME 9TH VOTING MEMBER   E. FEJERANG

DISCUSSION	Welcomed Josephine Arceo

CONCLUSIONS	None.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

4. TAC BY-LAWS

J. CAMACHO

DISCUSSION	A) Voting Issue: Housekeeping vs. Policies. Keeping it unanimous for Policy-related voting and vs. using simple majority vote for housekeeping-type of voting. B) Propose for detail definitions of crises, issues and initiatives to be made and addendum rather than body of by-laws. C) Propose to change language of Election of Officers
CONCLUSIONS	By-laws approved as amended and pending further amendments or adjustments by the TAC

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Verbiage to be submitted for election of officers	E. Fejerang, P. Clymer	10/23/2006
Send final by-laws document with proposed changes included	E. Fejerang	10/23/2006

5. REDUNDANT NETWORK EVALUATION

F. CAMACHO/ T. KUPER

DISCUSSION	Initial meeting was postponed. Redundant Network design is for the Enterprise Architecture / Infrastructure.
CONCLUSIONS	More details needed on concept. Advance noticed required before creating RFI/RFP.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Meeting between John Limtiaco, Terry Kuper and MIS being planned and to report discussions at next TAC meeting.	F. Camacho, T. Kuper	10/23/2006

6. REVIEW DRAFT TECH USER CONCERN FORM

E. FEJERANG

DISCUSSION	Users to try and resolve issues at their level first before taking issue to TAC. Defined as a "Standard Issue" in the definitions. Propose to adjust form to include categories and/or rating of priority according to definitions of crises, issues and initiatives.
CONCLUSIONS	For users to submit work orders 1st and to make sure TAC is not used as a Help Desk.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Form changes and link to be send out for evaluation and recommended changes by TAC members	E. Fejerang	10/23/2006

7. TAC CHARTER

E. FEJERANG

DISCUSSION	Propose to approve TAC members' list as stated in contract/constitution. All department and group charters must be finalized and submitted. Refer to Technology Audit/Plan Report for all charters.
CONCLUSIONS	TAC Charter Approved with verbiage to be extracted out of Technology Audit/Plan Report.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Either to report on status or for all Charters to be submitted as final versions.	All Departments and Groups	10/23/2006

8. BID SPECS   F. CAMACHO

DISCUSSION	Specifications to remain exactly the same unless changes are submitted to or by members of TAC. Change requests must be submitted in writing for review and discussion. As per Technology Audit/Plan Report - A PC laptop initiative is being proposed for all employees of the college. Concern for change on response time of delivery or time of delivery and holding vendors accountable for timeframes to be met.
CONCLUSIONS	Specs to remain "as is" pending changes.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send PC Laptop Initiative Pros & Cons report/write-up to TAC	F. Camacho	10/23/2006

9. TECHNOLOGY FEE   F. CAMACHO

DISCUSSION	Please See Attached Report Under "Technology Fee" item for details.
CONCLUSIONS	Breakdown needed to show and report on history of past purchases and/or use of the Technology Fees over the years.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
To request Business & Finance Division/Accounting Office for history of past years' purchases	E. Fejerang	10/23/2006
To request calculation or amount of Technology Fee for current year	F. Camacho	10/23/2006

10. TAC CODE OF CONDUCT   E. FEJERANG

DISCUSSION	Represent each other and as a whole. To speak as one voice and be on the "same page" on all matters.
Hold ourselves accountable and not to misrepresent TAC. To respect each other and keep lines of communication open. To trust each other and keep in mind Interest Based Bargaining methods in all discussions for the sake of and in the best interest of the college, its students, faculty, staff and administrators.	
CONCLUSIONS	No written code of ethics necessary.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None.		

10. D-WING CONCERNS   E. FEJERANG

DISCUSSION	A) Bandwidth Issue B) Flash Drive C) Drive Mapping D) D8b – 10mbps line E) DDTC
CONCLUSIONS	To take immediate action and for work orders to be submitted, as well.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
"A" Bandwidth issue being worked on	MCV/MIS	ASAP
"B" & "C" - MIS will check right away & "D" is done. "E" delayed / reprioritized due to SunGard and other emergencies	F. Camacho	ASAP

11. OPEN DISCUSSION(S)

DISCUSSION	To create a shared database to be able to query all issues.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create Issues Log shared database	E. Fejerang	10/23/2006

DISCUSSION	
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

NEXT MEETING'S MINUTE TAKER	NOT Frank Camacho
SPECIAL NOTES	
ADJOURNED TIME:	5:00PM

MIS REPORT:

Date: 10/16/2006
TAC-Technology Advisory Committee Report
Data Processing/MIS Systems Administrator

Item: Redundant Network Evaluation
Status: Meeting w/ Terry Kuper & John Limtiaco Pending

Item: DATC - DRAKE Authorized Testing Center
Status: Completed and forwarded technical review. Good to go. Nothing further to do other than to train and certify test proctors on new testing lab SOP for DATC requirements.

Item: Specs for the Annual Consolidated Technology Bid
Status: Specifications to remain exactly the same. No change unless, TAC requests for changes. Change requests welcomed for review and discussion. PC laptop initiative proposed for all employees. Pros & Cons.

Item: MIS Help Desk Information (products, processes and timeline)
Status: Follow recommendations as presented in Technology Audit Report and Plan

Item: Technology Fee budget (actual and projected) will be presented with MIS scheduled lab upgrades.
Status: Actual will be based on previous years' figures only and best estimate for current year will be requested from BF&D.
Actual FY2001 - $173,103 | FY2002 - $107,348 | FY2003 – Carried to 2004 | FY2004 - $228,169 | FY2005 - $184,000
      FY2006 - $192,000 | FY2007 - $Pending Best Estimates from BF&D

Computer Lab Priority Upgrade/Replacement Timeframe Status:
A-Wing:
A-07 FY08/FY09
A-26 FY08/FY09
A-27 FY08/FY09
C-Wing:
C-04 FY05/FY06**Due based on date
C-25 Priority (For Science/Math Department)**********************Due based on priority
D-Wing:
D-02 FY06/FY07
D-03 FY06/FY07
D-04 FY05/FY06**Due based on date
D-05 FY05/FY06**Due based on date
D-08 FY06/FY07
D-09 FY06/FY07
D-10 FY06/FY07
Technology Center:
All 3 Technology Center PC Labs except CISCO/Electronics Lab(s) FY09/FY10
Building 100:
Room 104 - Priority (Must move to Building A or C for CJ/SS)***********Due based on priority
VisCom FY06/FY07 (Mac Labs)
Library - Highest Priority (oldest systems in use as a mini-lab)************Due based on priority

Other uses for Technology Fee include $30,000/year for MCV/Kuentos' Internet Line & GTA's $600/month T-1 carrier, student/academic servers upgrades/replacement, networking equipment, lab computer/printer parts, supplies and materials (printer paper, toner, cables, connectors, etc.), technician computer/network repair tools and equipment, software licenses and software support maintenance and subscriptions, etc..

TAC Meeting Minutes

MEETING CALLED BY	Elaine Fejerang		
FACILITATOR			
NOTE TAKER	John C. Camacho		
ATTENDEES	☐ Amado Vegara	X Brian San Nicolas (Voting)	X Dan Lawcock
	X Elaine Fejerang (Voting)	☐ James Tabunar	X John Quintanilla (Voting)
	X Terry Kuper (Voting)	X John Camacho (Voting)	X Frank Camacho (Voting)
	X Michelle Santos (Voting)	X Patrick Clymer (Voting)	X Josephine Arceo (Voting)

Agenda topics

UPDATE ON REDUNDANT NETWORK EVALUATION   F.CAMACHO/T.KUPER

DISCUSSION	Frank Camacho to consult with Materials Management to issue an RFI to have vendors assist us in creating the technology bid specs.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Plan of action to be presented to TAC	F. Camacho and T. Kuper	11-27-06

REVIEW OF TECH USER CONCERN FORM   E.FEJERANG

DISCUSSION	All fields on the Tech User Concern Form must be completed before TAC will entertain an issue. If the answer is "no" on item seven, the user will be directed to submit a work order to have the problem addressed at the lowest possible level.

CONCLUSIONS	M. Santos moved to accept the form, J. Camacho seconded. Motion passed.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
E. Advertise the form to the Campus Community.	E. Fejerang	10-27-06

BID SPECS   F.CAMACHO

DISCUSSION	No suggested changes to the bid specs were received by F. Camacho.

CONCLUSIONS	TAC members opted to have two options. The Low option would be identical to option B of last year's specs, the high option would be equivalent to option C.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
TAC members to submit any other recommendations to F. Camacho.	All members	10-27-06

TECHNOLOGY FEE   F.CAMACHO/E.FEJERANG

DISCUSSION	E. Fejerang reported that previous year's tech Fee expenditures report requires further analysis before yearly expenditures can be reported. F. Camacho reported that the current year revenues are at $188,000.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Present synopsis of prior year expenditures.	E. Fejerang	11-6-06
Present plan for use of Tech Fee for current year.	F. Camacho	11-6-06

D-WING CONCERNS   F.CAMACHO

DISCUSSION	Band width Issue – resolved, Flash Drive – resolved, Drive Mapping – resolved 10mbps in D8B - resolved
DDTC – delayed, will be worked on as soon as time allows and priorities are taken care of.	
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

CO-CHAIR ELECTION   E.FEJERANG

DISCUSSION	Patrick Clymer nominated to serve as Co-Chair. Nominations closed.
CONCLUSIONS	Patrick Clymer unanimously elected Co-Chair of the TAC.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REVIEW DEPARTMENT CHARTERS   E.FEJERANG

DISCUSSION	The TAC voted to accept its Charter as revised from the original drafted during the Tech Audit. F. Camacho reported that he and his staff have no objections to their Charter. Computer Science Charter still being reviewed. Electronics Charter still being reviewed.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Admin Charter to be presented to Management Team electronically for comment.	M. Santos	10-24-06

REVIEW TECHNOLOGY AUDIT RECOMMENDATIONS   E.FEJERANG

DISCUSSION	Tabled.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	

Item: Redundant Network Evaluation
Status: Met w/ Terry Kuper, John Limtiaco, and Ken Bautista to discuss approach. We plan to work with Procurement to proceed with an RFI approach and to get guidance on the details.

Item: Specs for the Annual Consolidated Technology Bid
Status: To date, no changes requests submitted. Next step is planning on proceeding with Procurement for bids.

Item: PC laptop initiative proposed for all employees.
http://www.fcps.k12.va.us/DEA/program_evaluation/pro_accountability/laptop0304.pdf (PRO)
http://techupdate.zdnet.com/techupdate/stories/main/0,14179,2871318,00.html (CON?)
Extracted from GCC EA v1.doc .

TA003	**Portable PC Workstation**	The preferred workstation of the future will be a WiFi enabled laptop. This laptop workstation will provide all of the speed and disk storage capabilities of today's desktop without the need for cables, special desk space, UPS, etc.

Item: MIS Help Desk Information (products, processes and timeline)
Status: Follow recommendations as presented in Technology Audit Report and Plan

Item: Technology Fee budget
Status: Actual, as provided, is $188,000 for current year. MIS will provide breakdown of current year plans by next meeting.

D-Wing Concerns:
A) Bandwidth Issue—Resolved with MCV/Kuentos
B) Flash Drive—Resolved, isolated and not on all systems as previously reported
C) Drive Mapping—Resolved/Students can save at their own risk
D) D8b – 10mbps line—Resolved
E) DDTC—Delayed/Will be worked on as soon as time allows and priorities are taken care of

TAC Meeting Minutes

MEETING CALLED BY	Elaine Fejerang
FACILITATOR	
NOTE TAKER	Michelle Santos

ATTENDEES			
	☐ Amado Vegara	E Brian San Nicolas (Voting)	☐ Dan Lawcock
	✔ Elaine Fejerang (Voting)	☐ James Tabunar	✔ John Quintanilla (Voting)
	✔ Terry Kuper (Voting)	✔ John Camacho (Voting)	X Frank Camacho (Voting)
	✔ Michelle Santos (Voting)	☐✔ Patrick Clymer (Voting)	✔ Josephine Arceo (Voting)

Brian San Nicolas emailed his inability to attend.

Agenda topics – Previous minutes approved.

BID SPECS

DISCUSSION	Frank did not get any response other than what was discussed at previous meeting – "B" would become
	low end (so instead of 3 choices – people will have two) with the exception of a lightweight option – with the requirement
	Of an appropriate number of USB ports.
CONCLUSIONS	PCs will go with options "B" and "C" and laptops will go with "B", "C", and an "Ultra" lightweight
	Option. These will be packaged and forwarded to procurement.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Frank will package the bid specs as decided upon.	Frank Camacho	ASAP

PENDING MIS WORKORDERS

DISCUSSION	Frank is reviewing the copy of pending work orders he received from Josephine. There are WO's that
	need to be closed and others that are truly still pending – those that are still pending will be acknowledged when the
	issue form is sent out.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Frank will finish reviewing the document from Josephine and will	Frank Camacho	ASAP
forward to Elaine.		

REVIEW CHARTERS

DISCUSSION	Computer Science – problems with applications and use – will try to create language that is a little more

| | clear. They also want control of D-8 – if it is given CS will have to recover and repair. It would help to have individual log- |
| Ins and it would be good to have policies and procedures that are clear in order to eliminate the internal strife. | |

CONCLUSIONS	Electronics – John needs to read and department to sign. MIS – they still need to discuss and sign.
ITC – has been signed. AAB – John and Michelle will present on Tues and will work with team.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Charters should be done and signed by November 13th.	Terry, Frank, Elaine (CS), Michelle and John	11/13/06

REVIEW TECHNOLOGY AUDIT RECOMMENDATIONS

DISCUSSION	It is time to start focusing on this. These documents were added to the TAC page – both the EA and the
IT responsibility matrices. The EA is very clear on areas that we as a committee need to focus – Business and Academics	
have different needs.	

CONCLUSIONS	Move forward with the plan and the EA – we can make changes later – it was written with input from all
constituents.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Find the strategic plan (Bill Oakes) and get it to end users	Elaine	
Review Executive summary and IT Strategic Plan	ALL	11/13/06

HELP DESK

DISCUSSION	Frank is still researching but he doesn't have the manpower resources and needs a database. He will
email Bill Oakes to see if he can recommend an open source help desk. He will also talk to Mike about a "trouble ticket"	
Once we get some information TAC will need to write up a recommendation.	

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	MEETING ADJOURNED AT
NEXT MEETING NOVEMBER 13, 2006 AT 3:00	

CONCLUSIONS

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

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

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

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	

TAC Meeting 11/13/06

Called to order 3:00pm

Present:E.Fejerang, P.Clymer, T.Kuper, B.San Nicoals, F.Camacho, Dr.Rider (guest)

Previous Minutes: None available. Tabled until next meeting.

Action Items: None available. Tabled until next meeting.

Old Business:

1. Bid Specs: No updates to bid specs. Now with purchasing department and will be published 11/22/06.
                       Dr. Rider asked what spec is mostly requested/purchased among faculty/staff. F.Camacho states bid spec "B".

2. Workorders: Being evaluated to see what can be closed.
                       MIS to complete review and forward a report to TAC periodically about status.

3. Help Desk: Status quo. Questions about intial response to calls – Dr.Rider recalled that it would be functional area then report to help desk. Group discussion concluded that this remains as agreed upon during tech audit discussions. Solutions out there should consider strongly compatibility with Banner.
                       F.Camacho to look into Banner compatible/linked help desk software available.

4. Charters & By-Laws: Senate feedback states that SLOs should be incorporated. Dr. Rider states to keep it general and refer to information literacy and refer to SLOs that may exist elsewhere. Committee to provide feedback by Tuesday.
                       E.Fejerang brought up issue of stymied business due to unanimous vote required by TAC.
                       Committee to keep unanimous voting for all institution policies.

5. Technology Fee: A report of revenue, expenses and uses of tech fee to be consolidated into one report. Dr.Rider states that report should be less specific about budget items and more specific about what was purchased such as labs, etc. Also, Dr. Rider stated that what was purchased by grant monies should be listed. This way the tech fee can be seen in full context of institutional spending on IT.
                       Report to be reformatted and suggestionincorporated (F.Cmacaho).

6. ITSP: Tabled.

New Business:

1. Petiton for Open Computer Platform": Discussion centered around the ability of the college to support the use of more than one platform sicne Macs are more expensive, MIS may not be prepared to support them and Banner compatibility is unsure.
Committee decided to contact author to inform that when system wide stability is achieved the Committee will entertain the request again. By then we will be able to better understand the related issues and give it full attention. E.Fejerang to draft the letter and present to the committee.

2. Banner Policies: Policy making to continue as practiced. However, TAC will need to be the approving body.

Open Discussion:

Laptop versus Descktop: To be placed on next agenda for discussion. F. Camacho informed a committee to search online for discussions ongoing in other institutions.

Ajourned: 3:50pm

TAC Meeting Minutes

MEETING CALLED BY	Elaine Fejerang		
FACILITATOR			
NOTE TAKER	Michelle Santos		
ATTENDEES	☐ Amado Vegara	✔ Brian San Nicolas (Voting)	✔ Dan Lawcock
	✔ Elaine Fejerang (Voting)	☐ James Tabunar	☐ John Quintanilla (Voting)
	✔ Terry Kuper (Voting)	✔ John Camacho (Voting)	✔ Frank Camacho (Voting)
	✔ Michelle Santos (Voting)	✔ Patrick Clymer (Voting)	☐ Josephine Arceo (Voting)

Josephine Arceo emailed her inability to attend.

Agenda topics – Previous minutes approved (from 10/30 -with amendment – procurement packages bid specs as provided by Frank)

DRAFT RESPONSE TO PETITION

DISCUSSION	Minor changes were made to the final paragraph. Other discussion stemmed from topic of open source -
	Brian will return to dept. to gather more information.

CONCLUSIONS	Draft was approved.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Response to be forwarded to FS.	Elaine	11/21/06

BANNER POLICIES

DISCUSSION	Patrick presented the basis for the data entry standards. UH's document was the model and items were
	changed based on our needs.

CONCLUSIONS	If something is not working as initially planned in the data standards, as they input general information,
	it can be changed prior to inputting people (i.e. lower case vs. upper case). Document was approved by the committee.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REDUNDANT NETWORK EVALUATION

DISCUSSION	Frank is seeking procurement's guidance on the RFI and is waiting for electronic feedback.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

INFO. TECHNOLOGY STRATEGIC PLAN (ITSP)

DISCUSSION	Need to move forward – we will provide suggested language and move from there.

CONCLUSIONS	All other items will be cleared from the agenda for the Dec. 4th meeting and we will meet beginning at
2:00 until the document is completed.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

PC LAPTOP INITIATIVE

DISCUSSION	Pros and Cons link is in the minutes of 10/23 – please review or search for information by looking for
"Desktop Vs. Laptop". We need to decide to support or not – if we do support, than we need a policy that addresses	
issues such as liability and information security.	

CONCLUSIONS	This will be decided upon on 11/27/06.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Committee members need to review the information (pros and cons).	ALL	11/27/06

OTHER

DISCUSSION	Banner plug-in for work order system – FAMIS – Frank is looking into it and J. Arceo has some info.
MIS provided the Tech Fee breakdown – Elaine will create a new draft and we will review at the next meeting.	
Charters are still being worked on (CS and AAB).	

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	MEETING ADJOURNED AT 4:23
NEXT MEETING NOVEMBER 27, 2006 AT 3:00 – Agenda items include MIS breakdown of Tech Fee, PC Laptop Initiative	

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	

Meeting Called By: Elaine Fejerang

Note Taker: Josephine Arceo

Attendees   Elaine Fejerang (Voting), Terry Kuper(Voting), Michelle Santos (Voting), Brain San Nicolas (Voting), John Camacho (Voting), Patrick Clymer (Voting), Dan Lawcock, John Quintanilla (Voting), Frank Camacho (Voting), and Josephine Arceo(Voting)

Agenda Topics   Previous minutes approved from Nov 20 and Nov 27

OLD BUSINESS

DRAFT RESPONSE TO PETITION

Discussion: Discussed date line, planning of TAC infrastructure

Conclusion: Review Strategic Plan, submit request to bring to TAC

Action Items: Schedule meeting with Jonathan and Kelly

INSTRUCTIONAL TECHNOLOGY STRATEGIC PLAN (ITSP)

Discussion: Move forward to next meeting (12/04)

Conclusion: Set for Dec 4 , 2006 @ 2pm TAC Meeting

Action Items:

PC LAPTOP INITIATIVE

Discussion: Motion to draft Laptop for early policy adopter program for discussion

Conclusion:

Action Items:

MIS BREAKDOWN OF TECH FEE

Discussion: Frank Camacho gave the Breakdown

Conclusion:

Action Items:

DEPARTMENT CHARTERS

Discussion: MIS's Charter Done, AAB-no progress, SLO Elaine re-evaluating.

Conclusion:

Action Items:

NEW BUSINES:

Discussion   Frank presented the additional cost for Sungard Backup and
Recovery System (software, services and hardware)

Frank presented outstanding challenges and issues from the MIS
Team

Frank will redo memo to submit to Management Team's next
meeting

OPEN DISCUSSION

Discussion: Brian requested solutions for Students to access Y5 in labs

Conclusion: Frank will unlock student support line and will inform Brian

Meeting Adjourned at 4:30pm

NEXT MEETING   December 04, 2000 at 2pm

TAC Meeting Minutes

DECEMBER 11, 2006   TIME: 3:00   TECH CONFERENCE ROOM 1210

FACILITATOR	Elaine Fejerang
NOTE TAKER	Elaine Fejerang
ATTENDEES	P. Clymer, M. Santos, D. Lawcock, J. Camacho, J. Arceo, B. San Nicolas, E. Fejerang
GUESTS	J. Quan

1.   Mobile Lab Request

E. FEJERANG

DISCUSSION	• Concerns discussed regarding system impact & support. • If approved CJ must create an IT Charter with clear definition of support expectations from MIS • Clarity between open platform vs. modular plugin • Possibly introduce as a test case demonstrating the ability to support the system • Need to be clear that requests will be on a case-by-case basis • How will TAC address future requests • Impact with Banner and Sungard • Considerations such as; security, institutional and department impact

CONCLUSIONS	• All departments with computer labs will be requred to submit an IT charter • Future requests will be considered only if requesting departments are able to provide support • All members present approved the Mobile Lab Request

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Electronic poll will be requested from T. Kuper, F. Camacho & J. Quintinilla	E. Fejerang	12/12/2006

12/12/2006 Update:

Electronic poll resulted in a consensus. TAC officially approves Criminal Justice's request for a Mobile Lab.

2.   Information Technology Strategic Plan Brainstorm

E. FEJERANG

DISCUSSION	Tabled

ADJOURNED TIME:	5:00 P.M.