



Technology Committee Minutes

09/15/2016

3:00 p.m. – 5:00 p.m.

4th Floor Conference Room

Participants

Name	Present	Name	Present
Chris Blackmore - Co-Chair	Yes		
Sylvia Amito'elau	Yes	Cheryl Chapman	Yes
Dana Emerson	Yes	Nate Harrison	Yes
Elizabeth Horan	Yes	Chris Johnston	Yes
Gene Lowther	No	Ross Miyashiro	Yes
Christy Nguyen	No	Son Nguyen	Yes
Dave Thompson	Yes	Michelle Wang	No
Tobi West	Yes	Mark Worden	Yes
Bob Nash	Yes	Marie Vaughan - Recorder	Yes

Guests: Christine Nguyen

1. CALL TO ORDER

- 1.1 Roll Call
- 1.2 Welcome
- 1.3 Adoption of Agenda: Elizabeth Horan moved and Sylvia Amito'elau seconded approval of amended agenda to include mandate revision and District outage discussion. Motion approved
- 1.4 Approval of Minutes: Tobi West moved and Dave Thompson seconded approval of 5/19/16 meeting minutes with date correction. Motion approved

2. SPECIAL REPORTS/UPDATES

- 2.1 Technology Plan
 - Chris stated that the proposed plan is moving forward. He is planning to present to the various committee/constituency groups. There will be more detailed information next month.
- 2.2 Office 365
 - Chris reported that the District has entered into a contract for single sign on with an October 1 kickoff. Districtwide implementation will begin on Jan 1, 2017. Access to One Drive will be immediate. Sharepoint exchange not yet migrated. One downside is that Microsoft is centric; it is difficult to share documents outside of the 365 environment. But it can be accessed outside of the college. Eventually students will be migrated and faculty and staff will each receive one terabyte of memory.
- 2.3 Sharepoint
 - Dave reported that Sharepoint will be used to combine committees, work groups, etc. under one location for easy access by everyone. The url is [Sharepoint](#). Governance groups are currently being established. There are no discussion boards yet, but are planned for the future. Chris Blackmore is the current contact for requests by faculty.

3. ACTION ITEMS

- 3.1 None

4. STANDING REPORTS

- 4.1 None

5. DISCUSSION ITEMS

- 5.1 Committee Make-up and Charge

To find out more about this committee, please visit [Sharepoint](#)

- Sylvia Amito'elau moved and Mark Worden seconded to nominate Tobi West as co-chair. Motion was approved
- Tobi West moved and Sylvia Amito'elau seconded to approve the new mandate and committee name. Motion was approved

5.2 Go Print

- Elizabeth Horan brought up the issue of the large volume of student printing at no charge. She said that typically the Library operated/managed the copy machines charging per page. There is equipment installed at the Newport Beach Center but not yet active; it requires the purchase of cash machines. Chris will research contacting other parties and sites for need and desire and will report at the next meeting.

5.3 Help/Support for students and faculty (phone numbers, web, etc.)

- This begins with the Wing Planning groups Student Services and Instruction. It moves forward from there. Chris will forward this issue to the Student Services and Instruction Wings.

5.4 Timing of District outages/downtime

- The current planned downtime is very hard on students. The scheduled time, Saturday from 9 p.m. to Sunday 3 a.m. is a high traffic time for online students. The preferred timeframe is Wednesday from 1 a.m. to 6 a.m. The consensus is no Saturday shut downs. Chris will lobby for better time frames.
- Also noted is that major changes to the infrastructure is not good during the first week of classes. District Priority Task list takes precedence though over any individual campus needs

6. ANNOUNCEMENTS (1-2 minutes per)

6.1 Seaport is now archived. The link on the website can be removed.

6.2 The fourth floor conference room will be getting another A/V update on Sept. 27 & 28.

7. ADJOURNMENT

Meeting ended at 4:30 p.m.