

**District Technology Standing Committee  
President's Conference Room  
April 7, 2016  
Meeting Notes**

**PRESENT**

Matthew Kiaman	Susan Bricker
Todd J. Hampton	Mark Sakata
S. Alexander Marositz	Elizabeth Wood
Stephanie Pulcifer	Maureen Davidson
Jeff Wojcik	

**CALL TO ORDER**

The meeting was called to order by M. Kiaman at 10:08 a.m.

**I. PUBLIC COMMENT**

None

**II. APPROVAL OF THE MEETING NOTES**

Notes were not approved at this meeting.

**III. REPORTS**

- a. AV, Network and Telecom Projects. M. Kiaman reported that:
- IT is upgrading 18 smart classrooms and one conference room (C217).
  - There are approximately 190 surveillance cameras on campus and 34 are down. IT is working with campus police to identify which cameras will be replaced using parking lot funds.
  - Training was identified as a big issue on the Technology Survey. IT will provide Additional training sessions. The Committee discussed the idea of initially targeting the administrative/office assistants for training because they answer questions and train their particular staff on a daily basis.
  - IT is researching how to set-up a PA system.
- b. Computer Hardware and software orders/projects. T. Hampton reported that:
- The budget for existing computer upgrades has been redirected to supply the computer needs of new faculty/.staff coming on board.
  - There are new book scanners in the library.
- c. Admissions/student services technology projects. S. Bricker reported that:
- We should adopt, in general, a train the trainer philosophy.
  - Her area is looking at the implementation of "IntelliResponse" a program that will allow students to type in real questions and receive real answers. She thinks the system may be functional by the end of June.
  - Admission/Records is also looking at "College Scheduler," which will let students build their schedule around their life, it links to Banner and may also link to Degree Works.
  - Admission/Records is also looking at a new document imaging system that uses Intelligent capture. This will assist students in developing their student Ed Plan.

**IV. DISCUSSION**

- a. Process to review technology purchases for accessibility. M. Kiaman suggested that the committee develop a process, that a subgroup be created to work with this subject. M. Davidson and A. Morositz Volunteered to be on the committee. An update should be given on their progress at the next meeting.
- b. Technology survey results and common themes. There were over 200 responses to the Technology Survey. Some common themes were; training, professional development, most people were satisfied with their Desktop. The faculty would like to be able to request duplicating/printing jobs through an on-line format.
- c. Sharing current draft as a first read with constituent group officers. Share current draft with constituent groups. The Facilities Services area has a unique setup when it comes to access for all employees to their emails during their work schedules. It was suggested that whenever a survey, or any item is disseminated via email that the Facilities Services area be given multiple notices to have their people check their emails.

V. **FUTURE AGENDA ITEMS**

Discuss assigning sections of the Master Plan to each committee member to review.

VI. **NEXT MEETING**

The next meeting will be held on April 21, 2016.

**ADJOURNMENT**

The meeting adjourned at 11:37 a.m.