San Diego Miramar College
Technology Committee
November 30, 2010
Room I-105

Present: Susan Schwarz, Kent Keyser, Temmy Najimy, Tom Davenport, Namphol Sinkaset, Rechelle Mojica, Glenn Magpuri, Ken Reinstein, Otto Dobre, Helen Webb

The meeting was called to order at 2:35 p.m.

I. Welcome
S. Schwarz welcomed everyone to the meeting.

II. Approval of agenda
Agenda approved by consensus.

III. Approval of minutes from September 28, 2010 and October 26, 2010 meetings
Due to power outage minutes will be postponed for approval. Minutes will be emailed to members for review.

IV. Update on Wireless Request for NTC (Naval Training Center)
K. Keyser reported he will absolutely put in wireless access for NTC even though he doesn't know the capacity. He will work with J. Hecksel and G. Beitey in regarding access point for NTC. S. Schwarz questioned K. Keyser about wireless access for I-Building; when it will be available since it is first on the priority list. K. Keyser will get back to S. Schwarz with exact timeline but mentioned hopefully by February 2011.

See below for committee priority list recommendation for wireless access.

> Wireless Access Priority List
> 1) I-Building (Entire building)
> 2) NTC- Naval Training Center (1st floor- Room 479 & 480)
> 3) W-Building (2nd floor- 2 Classroom and Conference Rooms)
> 4) C-100 (Entire building; need to check with department to see if they would like wireless access)
> 5) S-200 (Wireless access for Toyota and Honda requirements; need to check with department to see if they would like wireless access)

V. Prioritization of Technology Requests from BRDS
See below for RFF list provided by B. Haidar from BRDS and "Technology Committee Priority Recommendations" Column for priority list recommended by Technology Committee.

Technology Priority Recommendation	BRDS RFF #	School Priority	Request	Item Requested	Qty	Cost of Item	Tax	Shipping	Total Cost
1	15	1	LIB AV YC RFF 1	DIGITAL CAMERAS	3	$ 343	$ -	$-	$343
2	17	3	LIB AV YC RFF 3	PROJECTION UNITS	4	$7,179	$ -	$ -	$7,179
3	4	4	bms biol bh rff4/AV	Turning Point "Clickers" Response Cards (50) , HID Receiver (1), RC Anywhere (1), case (1)	1	$2,498	$187	$150	$2,835
4	16	2	LIB AV YC RFF 2	COMMERCIAL ADJUSTABLE LECTERN/PODIUM W/ CUSTOM MIRAMAR LOGO AND GOOSNECK MICROPHONE SYSTEM (Estimate Only)	1	$3,500	$ -	$ -	$3,500
5	12	3	bms phyn sv rff3	Laptop Computers Fujitsu E-8410 (12 Ea)	12	$16,776	$1,285		$18,061
6	5	5	bms biol dt rff5	4 Laptop computers, MacBooks	4	$1,100			$4,400

RFF Notes and Comments:

RFF# 4- Turning Point "Clickers" (Biology)
G. Magpuri mentioned AV has 2 sets of 50 clickers and are in high demand for checkout and due to schedule conflict, its first come first serve basis. Biology department requested for another set to be purchased and clickers will be available to campus for AV checkout.

RFF# 5- (4) Laptop computers, MacBooks (Biology)
N. Sinkaset will check with department (Dan Trubovitz) with the following questions:
- Why Macbooks are needed? Please justify.
- Will laptop stay in the classroom for any instructors to use? Or will it be used for the lab?
- Can laptops be PCs instead of Macbooks?

RFF# 12- (12) Laptop Computers Fujitsu E-8410 (PHYN)
N. Sinkaset mentioned laptop requests are for classroom use. PHYN department cannot share current 24 laptops that Chemistry has right now due to schedule conflict. It will not be a show stopper. Committee recommended waiting until science building remodel to purchase laptops with FF&E funds. K. Keyser mentioned we need to reassess wireless access point in science building.

RFF#15- Digital Cameras (AV)
AV currently has only one digital camera for checkout and are in high demand.

RFF# 16- Commercial Adjustable Lectern/Podium w/ Custom Miramar Logo and Goosneck Microphone System
Campus currently has only one lectern for events. The current lectern has some major wear and tear due to moving to different locations for events. Lectern is being used for graduation, special events, etc. AV is experiencing multiple event requests for lectern and is not able to accommodate requests.

RFF# 17- Projection Units

Currently AV has 4 smart carts and when a projection unit goes out in a classroom, it is being replaced by a smart cart projection unit. And since smart carts are in high demand for checkout, AV would like to develop a plan for projection unit for replacement when it goes out.

After a long discussion in regarding prioritizing BRDS RFFs, committee recommended the following prioritize list.

Technology Committee Prioritize List Recommendations
1) RFF#15- Digital Cameras (AV)
2) RFF# 17- Projection Units (AV)
3) RFF# 4- Turning Point "Clickers" (Biology)
4) RFF# 16- Commercial Adjustable Lectern/Podium (AV)
5) RFF# 12- (12) Laptop Computers Fujitsu E-8410 (PHYN)
6) RFF# 5- (4) Laptop computers, MacBooks (Biology)

VI.   Faculty & Staff Recommendations/Comments for Technology Plan 2008-2011
Committee will continue to review recommendations/comments next meeting.

VII.   Other: None

VIII.   Next Meeting: Tuesday, February 22, 2011 @ 2:30pm in I-105

IX.   Adjournment: Meeting adjourned at 3:18 p.m.