

**San Diego Miramar College  
Technology Committee  
April 22, 2014  
2:30pm-3:30pm  
Room L-107**

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**Present:** Daniel Miramontez, Rechelle Mojica, Temmy Najimy, Kurt Hill, Glenn Magpuri, Janice Hecksel, Cynthia Gilley, Chris Silva

**Call to Order:** The meeting was called to order at 2:35 p.m. by D. Miramontez.

1. Welcome. D. Miramontez welcomed everyone to the meeting and introduced Chris Silva as a new member to the committee.
2. Approval of Minutes. It was moved by C. Gilley, seconded by J. Hecksel and carried to approve the minutes of March 25, 2014.
3. Approval of Agenda. It was moved by J. Hecksel, seconded by C. Gilley and carried to approve the agenda of April 22, 2014, with an added agenda item "Co-Chair Election".
4. New Business
  - Technology Plan Finalization and Acceptance- D. Miramontez thanked the lead from ACS, AV, and ICS for updating their respective areas in the Technology Plan. The committee reviewed the following sections from the Technology Plan:
    - Title of report on pg. 1- San Diego Miramar College Technology Plan Fall 2014-Spring 2017
    - Technology Committee Membership pg. 2- updated membership and deleted fiscal year 2014-2015
    - Technology Plan Purpose and Goals pg. 4- approved
    - Technology Support Services Responsibilities & Staffing pg. 5- approved
    - Campus Technology Support Services pg. 5- approved
    - Instructional Computing Support (ICS) pg. 5- approved
    - Audio Visual (AV) pg. 6- approved
    - Administrative Computing Support (ACS) pg. 7- approved
    - Web Support pg. 8- approved
    - Professional Development Center (PDC) pg. 8- approved
    - SDCCD Office of Information Technology (OIT) pg. 9- approved

- Alignment of the Technology Support Strategies to the Strategic Plan Goals pg. 10-11- approved
- Evaluation of the Campus-Based Technology Support Services over the Three Year Period of Rolling Technology Plan pg. 12-18- ICS will update data for 2014/2015 column with corrected information on pg. 12.
- Appendix pg. 19- approved
- Annual SWOT Analyses of Technology Support Services pg. 19- approved
- Evidence of the College Support of Technology Services Annual Needs pg. 22- approved

D. Miramontez recommended sending forward Technology Plan to PIEC. It was moved by G. Magpuri, seconded by J. Hecksel and carried to approve forwarding Technology Plan to 5/2/14 PIEC meeting with exception of updating the “Technology Committee Membership” on pg. 2 and ICS data for 2014/2015 column on pg. 12.

- Computer Refresh Plan \$53K in IELM Funds Approved by BRDS- K. Hill reported BRDS identified funding to purchase computers for the campus back in February and recommended the conservative plan for the proposed IELM 5 year plan. But due to the new state regulation, all allocate IELM funds need to be encumbered within the fiscal year (by June 30<sup>th</sup>); no reserves can be rolled over to the next fiscal year. BRDS (B.Bell) had asked to put together a computer refresh plan to purchase computers for the campus. K. Hill presented “Thin Client” as part of the computer refresh plan. Thin client (also known as a small client/box device), Virtual desktop infrastructure (VDI), is a computer or a computer program that depends on some other computer (its server) to fulfill its computational roles. Many thin clients can share their computations with the same server. Currently, ICS estimated over 1,600 computers they need to maintain for the campus. Using thin clients will help centralizing the standard of imaging computers and maintaining computational services at a reduced total cost for the campus. With just two staff working in the department, this would be the best ideal plan for the computer refresh plan. After a long discussion, Technology Committee approved to fully endorse the IELM computer refresh plan and recommend moving it forward to BRDS. D. Miramontez will email O. Sadayoshi about the computer refresh plan before BRDS meeting on April 25<sup>th</sup>.
- Roll Down Computer Needs- J. Hecksel presented the following administrative roll down computer needs for 2014 below. K. Hill reported he might have DQ57

computers available if he pilots the M-building for thin client. J. Hecksel and K. Hill will work together on computer roll downs.

Administrative Rolldown Needs 2014								
	loginname	Computer Name	Computers OU	EQNumber	Warranty	memory	board	Priority
1	dgutowsk	midgutows2	EXEC	10020477	18-Sep-11	2048	DQ965GFEKR	1
2	dhernand	midhernan7	EXEC	10023698	12-Mar-13	4096	DQ35JO	1
3	gbeitey	migbeitey7	EXEC	10023663	23-Feb-13	4096	DQ35JO	1
4	mcordero	mimcorder7	EXEC	10023738	16-Mar-13	4096	DQ35JO	1
5	thubbard	MIPUBSAFE7	EXEC	10023823	07-Apr-13	4096	DQ35JO	1
6	sagonafe	misagonaf7	EXEC	10022422	23-Jun-13	4096	DQ35JO	1
7	jomens	mijomens	FAC-PublicServices	10023615	31-Dec-12	4096	DQ35JO	1
8	honors	mihonors7	I-Misc	10021311	14-Mar-12	4096	DQ35JO	1
9	sprice	misprice7	I-ScienceTech	10023644	06-Feb-13	4096	DQ35JO	1
10	aragsdal		MCAS			1024	D915GUXL	1
11	aragsdal		MCAS			1024	D915GUXL	1
12	jallen extra		Dean-A&H			512	D915GUXL	1
13	ngehler	mingehler7	FAC-BMS	10023735	16-Mar-13	4096	DQ35JO	2
14	rporter	mirporter	FAC-BMS	10023731	16-Mar-13	4096	DQ35JO	2
15	sbowers	misbowers	FAC-BMS	10023739	16-Mar-13	4096	DQ35JO	2
16	mstout	mimstout7	I-Aviation	10023394	25-Mar-14	4096	DQ35JO	2
17	FH-ADJ	mifh-adj17	I-FieldHouse	10023730	16-Mar-13	4096	DQ35JO	2
18	FH-ADJ	mifh-adj27	I-FieldHouse	10023732	16-Mar-13	4096	DQ35JO	2
19	fitness	mifitness7	I-FieldHouse	10023736	16-Mar-13	4096	DQ35JO	2
20	J222Recp	mij222recp	I-FieldHouse	10023737	16-Mar-13	4096	DQ35JO	2
21	tteprase	MITTEPRAS7	I-FieldHouse	10023729	16-Mar-13	4096	DQ35JO	2
22	pooladj	mipooladj7	I-Pool	10023734	16-Mar-13	4096	DQ35JO	2
23	child205		Child			512	D865GBFL	2
24	child205		Child			512	D865GLCL	2
25	iadjunct		FAC-ENGL			512	D915GUXL	3
26	iadjunct		FAC-ENGL			512	D915GUXL	3
27	iadjunct		FAC-ENGL			512	D915GUXL	3
28	lrc-fac	milrcfac	I-LRC	10023548	30-Dec-12	4096	DQ35JO	4
29	nitedean	minitedean	I-LRC	10021204	22-Feb-12	2048	DQ35JO	4
30	career-stud	micsstud57	SS-Career	10021325	31-Mar-12	2048	DQ35JO	4
31	career-stud	micsstud67	SS-Career	10021327	31-Mar-12	2048	DQ35JO	4
32	career-stud	micsstud77	SS-Career	10021328	31-Mar-12	2048	DQ35JO	4
33	DSPScoun2	midsp27	SS-DSPS	10021326	31-Mar-12	2048	DQ35JO	4
34	DSPScoun3	midsp37	SS-DSPS	10021314	25-Mar-12	2048	DQ35JO	4
35	DSPScoun6	mirpangan7	SS-DSPS	10021208	22-Feb-12	2048	DQ35JO	4
36	autorecp		ATT			512	D865GLCL	4
37	asc	misenate87	I-AS Students	10021322	31-Mar-12	2048	DQ35JO	5
38	asc	misenate97	I-AS Students	10021323	31-Mar-12	2048	DQ35JO	5
39	asc	misenate07	I-AS Students	10021324	31-Mar-12	2048	DQ35JO	5
40	asc	misenate17	I-AS Students	10021315	31-Mar-12	2048	DQ35JO	5
41	asc	misenate27	I-AS Students	10021316	31-Mar-12	2048	DQ35JO	5
42	asc	misenate37	I-AS Students	10021317	31-Mar-12	2048	DQ35JO	5
43	asc	misenate47	I-AS Students	10021318	31-Mar-12	2048	DQ35JO	5
44	asc	misenate57	I-AS Students	10021319	31-Mar-12	2048	DQ35JO	5
45	asc	misenate67	I-AS Students	10021320	31-Mar-12	2048	DQ35JO	5
46	asc	misenate77	I-AS Students	10021321	31-Mar-12	2048	DQ35JO	5

- Update on Committee Membership- Technology Committee membership recommendations were all approved by CGC. It is currently being reviewed by the constituency groups: Academic Senate, Classified Senate, and ASC.

**Technology Committee**

**Chair Eligibility** – Co-Chairs: Faculty any member and the Dean of PRIE, Library and Technology  
**Chair Election** – Recommendation, faculty any member co-chair elected by committee  
**Chair Term** – Two Years  
**Committee Membership\***

Administrators (2)	Classified Staff (4)	Faculty (6)	Students (1)
Dean, School of PRIE, Library & Tech. Representative	AV Technician	School of MBEPS (1)	Representative
	Microcomputer Specialist Super.	School of Liberal Arts (1)	
	Administrative Computing Support Specialist	School of Public Safety (1)	
	Representative	School of BTCWI (1)	
		Student Services Rep. (1)	
		Representative (1)	

\*The Committee will include the Instructional School Dean of PRIE, Library & Technology, the Audio/Visual Technician, the Microcomputer Specialist Supervisor, the Administrative Computing Support Specialist, six faculty representatives, one from each Instructional School, one member of student services, one Administrative Representative, one classified member at-large, one faculty member at-large and one Student.

**Since this committee is composed of a large group who may not all be able to participate at every meeting the minimum Quorum is five (5) members. This shall include at least one Administrator, two Faculty, and two Classified. At all times, the entire membership shall be subject to all committee agendas, minutes and correspondence.**

**Committee Goals:**  
 The mission of the Technology Committee is to provide organization, recommendations, direction, and standards for campus technology. The structure of this Committee will rely upon the operational role of the administrator to orchestrate the continued development of the on-going Technology Plan, to advocate and support instruction and Services utilizing technology, and to coordinate funding resources to maximize technology implementation campus wide. All the above listed members are voting members but the Committee will rely heavily upon the Administrator's capacity to organize and implement recommendations.

The Committee will:  
 Develop and update 3-year Instructional Technology Plan  
 Establish technology standards and procedures for the College  
 Assist technology needs and priorities to support all instruction, services, and administration  
 Provide technology direction and oversight for the Website Sub-Committee  
 Provide technology expenditure recommendations to the Planning and Budget and Resource Development Subcommittee.  
 Provide direction and guidelines for Audio/Visual Department to ensure adequate Audio/Visual support.  
 Coordinate technology training efforts with the Staff Development Committee.  
 Coordinate and assist with technology planning efforts in Strategic, School and Department planning.  
 Provide technology data, reports and assistance for Accreditation.

**Committee Procedures and Calendar:**  
 The Committee Chairs are the advocates for the Committee and will carry forward Committee recommendations to the following committees as appropriate:  
 All Standing Committees for review and input as needed  
 Planning and Budget and Resource Development Subcommittee for technology expenditure recommendations, and

- Co-Chair Election- R. Mojica indicated that this will be her last term serving as co-chair and requested for a co-chair to be elected. K. Hill was nominated and elected as Technology Committee Co-Chair for Fall 2014-Spring 2016. D, Miramontez thanked R. Mojica for her commitment as Co- Chair for the past twelve years.

5. Standing Item

- Website Committee Updates- K. Hill reported the website committee is working on updating the new theme for the new website. Content management system is Drupal 8. No change to content but change to style. Marketing would like new college style to adopt the new CTE page style. Website committee will need to meet further to discuss issue to direct CTE style and college website menu structure.

6. Other- None.

7. Adjournment- Meeting adjourned at 3:30 p.m.