

**San Diego Miramar College**  
**Technology Committee**  
**September 23, 2014**  
**3:00pm-4:00pm**  
**Room L-107**

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**Present:** Alan Viersen, Daniel Miramontez, Gary Smith, Glenn Magpuri, Janice Hecksel, Kent Keyser, Lou Ascione, Tom Davenport, Regina Bochicchio.

1. Call to Order. The meeting was called to order at 2:33 p.m. by D. Miramontez.
2. Welcome. D. Miramontez welcomed everyone to the meeting and introduced V. Sacro and new co-chair K. Hill and L. Ascione.
3. Approval of Minutes. It was moved by J. Hecksel, seconded by A. Viersen and carried to approve the minutes of April 22, 2014.
4. Approval of Agenda. D. Miramontez amended agenda to add item 5.c. BRDS Report. Amended agenda was moved by G. Magpuri, seconded by A. Viersen and carried to approve the agenda of April 22, 2014.
5. New Business
  - a. Finalize Committee Meeting Calendar - Change meeting time to fourth Tuesday of every month from 3pm to 4pm.
  - b. Technology Committee Goals for 2014-15
    - i. IT System Upgrade - Possibly target specific areas, AV System Upgrade, Instructional IT System Upgrade, and Administrative IT System Upgrade for clarification. D. Miramontez talked about IT as being all encompassing to the college, whether it is ICS, ACS, or AV. Funding is from RFF process and as specified in the Program Review process. Regardless of the source of funding, focus will be on technology in general and its affect on campus. G. Magpuri brought up that funding of bulbs could not come from IELM, funding is welcomed from any source. A clear procedure must be in place for ongoing items. D. Miramontez updated committee on BRDS clarification. Currently BRDS is revising RFF and IELM processes. For the RFFs, there is a line item for tech replacement and bulbs. Allocating 75% for RFF process and 25% for reserves, based on program review needs. Must be in program review to substantiate request. IELM is strictly for instructional equipment and library materials, one time funds.

- ii. Develop a process to prioritize IT needs across the College - K. Hill discussed about no plan for retiring old computers. To stop blindly replacing computers in labs that may not be in use, i.e. W-246. There should be data on frequency of usage. If occasional use, and then possibly look for a lab that is being used. Maintenance cost of lab occasionally used impacts support for labs that are fully used. Discussion to be continued.
  - iii. Website Subcommittee change proposal - Proposal that Website Subcommittee be streamlined and only report directly to Technology Committee with heavy input from PIO to help cut down on identity confusion. Submit Change Proposal Form and discuss in next meeting, to include PIO whom will be heavily involved with input on the Website Committee.
  - iv. Software licensing changes - K. Hill addressed issues with technology - software moving towards licensing changes, subscription models (i.e. Management software, graphics/instructional software). Looking at purchasing subscription model software at time, ongoing cost. Recommend Technology Committee to propose solution of ongoing items to BRDS. J. Hecksel brought an example to committee regarding Creative Suite 5.5 version could still be used, but to move forward, campus will need the ongoing revenue support of subscription. Students will need up-to-date technology to help them in the workforce. Technology Committee will need to make campus aware that this is now an ongoing issue that needs to be addressed in budget costs.
- c. BRDS Report - D. Miramontez shared with the committee that BRDS will send out the forms for RFFs on September 26, 2014. On October 14, 2014, RFFs are returned to Deans, and then to BRDS. BRDS will compile RFFs and will send to the Technology Committee Co-chairs which will then be forwarded to the Technology Committee for analysis and review of RFFs at the October 28, 2014 meeting. RFFs analysis will be reported back to BRDS on November 7, 2014.

6. Standing Item

- a. Website Subcommittee Report - Meeting on Thursday, September 25, 2014

7. Other – Update on Technology Plan, Management and Classified has seen and approved it. Awaiting response from Academic Senate and once approved, will go to CEC for review/approval. D. Miramontez clarified that once Technology Plan is approved, changes will be made necessary on an ongoing basis since it is a rolling plan.

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