TECHNOLOGY ADVISORY GROUP

Tuesday, November 19, 2013
12:50-1:50 p.m.
AD 109

Agenda

I. Call to Order

II. Approval of Meeting Minutes
   a. June 6, 2013

III. Old Business

IV. New Business
   a. Computer Replacement Allocation (Dr. al-Amin)
   b. Review Accreditation Standard IIIC
   c. Review Technology Plan (pages 1-5)

V. Calendar – Next Meeting (Possible date: December 17, 2013)

VI. Adjournment
Faculty Chair: Amber Casolari

Members present: John al-Amin, Ernie Arellanes, Henry Bravo, Amber Casolari, Rebecca Kessler, James McCarron, Leo Pan, Marc Sanchez and James Seals

Members absent: Isaac Dannelley (e) and Maribel Saldana (e)

Resource members present: Janelle Wortman

Resource members absent: Brian Brautigam (e), Darren Dong (e), Shirley McGraw (e), Mark Oliver (e), & Gary Storer (e)

Guest(s): None

(e)= excused

I. Call to Order
Amber called the meeting to order at 1:02 p.m.

Amber announced that over the summer, Janet revised the IIIC Accreditation document. Amber wanted us to be aware of how the document reads. TAG members should review the document and be aware of the revisions.

I. Approval of Meeting Minutes
Janet will work with Janelle to construct the June 6, 2013 minutes.

II. New Business
Review Accreditation Standard III C
The main task for this year is to look at the Technology Plan since it is up for revision.

Amber asked during the Strategic Planning Council retreat where the $10,000 to replace the oldest inventory came from. Money was put aside and it looks like we are going to start replacing computers, oldest to newest. The Interim Vice President will explain further.

We do not allocate money; only provide planning tools for the Council. The previous faculty co-chair sat on Strategic Planning Executive Council and brought information straight to them. Now updates will be given to Resource Development & Administrative Services Leadership Council.

The Technology Plan is an important document and need to be clarified. James McCarron said there was an issue last year, we had no direction from district since the Associate Vice Chancellor, Information Services position was vacant most of the year. Amber met with Dr. Isaac, Interim President, and he wants the Technology Plan for Riverside to be broad and inclusive. Open Campus is mentioned in the standard document, but not in the current plan. Amber mentioned we are a small group who is narrowly focused. She would like more input from other areas like, science, business, and nursing.
Amber thought we should have a retreat and asked how the members feel about holding it during winter. Amber will ask about flex credit and money for food. We need to handle big issues and overlaps. This discussion should include student tracking and the portal. The retreat will take place on January 17 from 9-2. Amber will confirm the location.

Amber will send out an email to reach out for more resource members. We need members from student services, maybe a manager to fill the voting member vacancy. Amber asked if the members think of any other groups that need to be invited or names of interested participants, to send her an email. Members mentioned, MUN, World Languages and DPS. Janelle will ask Shirley to assign a designee from her area to attend when she cannot.

**Computer Replacement Allocation**

Amber asked if John can tell us how much we received for computer replacement; from where and the potential for future allocations. John let the group know that $10,000 was previously set aside in a contingency fund for an annual rotation. This allocation would allow us to purchase 10-11 units per year. There are well over 1,000 units on the campus. This year, the President gave $900,000 from International Students Outlay funds to assist with computer refresh and audio visual needs. In BPC, they discussed Technology replacement and End-of-life AV needs. Since $60,000 was spent last year for computer replacement, they recommended allocating $460,000 towards End-of-life and $340,000 to replace faculty/staff computers as well as some lab computers. $100,000 would be set aside for an annual perpetual fund to replace computers.

The computer refresh will roll over in spring 14. 150 faculty/staff computers will be replaced. This process will remove computers five years and older. This will begin the process of having an annual plan. Dr. al-Amin would like to implement the use of college end of year savings go towards the refresh fund. We also had to include computers in the Digital Library and IMC that were not included in Micro’s inventory. We want to include all faculty/staff regardless of location in one plan. The $100,000 perpetual does not include any end of year funds. The amount of monies needed will fluctuate year to year.

Jim asked what the plan is for the old computers. IT may be able to cannibalize and use for parts, but most likely they will be destroyed. The goal is to update computer inventory to be within five year time frame. Amber is concerned about the way we are replacing; we may need to be specific on the number replaced each year for allocation purposes. John said, if we set aside $250,000-$300,000 each year, it should cover the highs and lows. Amber mentioned that the replacement plan says five years for faculty/staff and three years for students. John said we will use five years for all replacements.

Amber asked Henry to forward the end-of-life list to Janelle. Henry said historically, the amount was $1.7 million and was reduced. Now there is a negative $760,000 that IMC needs to cover the remaining equipment needs. SPC suggested they add this negative in their unit plan. Henry will send all equipment on the list out to bid to see how much can be knocked off. He can take question on kinds of items that need to be replaced. Some of the items can’t be replaced, but IMC needs to purchase new technology.

When we talk about Tech refresh, we can follow the Tech plan and determine appropriate use of funds. IMC is operating off of AV standards; the manufacturer determines end of life. Amber suggested that IMC could replace items given the greatest need by faculty.

Meeting adjourned at 2:00 p.m.