Technology Resource Committee

Meeting Minutes

November 18, 2021

1:00 pm – 2:00 pm

In attendance: Gabriel Rivera, Leo Truttmann, Bill Manges, Sabrina Kroetz, Lisa Contreras, Jill Smithen, Jodi Mowrey, Stephen Ashby, Terry Welker, Cheyenne Martin-Corbett

Start time: 1:00 PM

End time: 2:00 PM

I.   Approve minutes from October 14th, 2021

    a. One change to terms per Bill; "encourage" instead of "push" OneDrive

    b. Sabrina Kroetz moved to approve

    c. Gabriel seconded

    d. No objections or abstentions

II.   Co-chairs reports of activity

    a. Leo: Objections and concerns were presented at the CTA meeting about the new laptops. Main concerns were Mac users not being able to install programs or allow updates (admin privileges) and people firmly objecting to storing their files on OneDrive.

        i. Gabriel: There has been a request-to-bargain from CTA on the deployment of mobile devices.

    b. Gabriel: There has been an issue of Mac users receiving a notification on their Macs that their screen is being observed. This is in reference to the docking stations to which the Macs are connected. Because the docking stations have the ability to push the screen to external devices (i.e. monitors), it triggers an internal program in the Mac to display this message, despite the fact that nothing is actively recording. OneDrive is the cloud service provided by the District, and is the easiest method of moving data from old devices to the new ones. While this is the preferred method among technicians, it is not required for staff to use it. The issue of local admin rights for employee devices is a cyber-security concern and a decision will be made at the district level regarding this item. Distribution of mobile devices to CTA team members has been put on hold.

      c. Lorenzo: Not present.

III. New business

    a. A/V Media Survey

       i. Media Survey was presented to and approved by RDAS.

         1. Changes: a column was added to question 4 to allow faculty to request to have technology that was not presently available in their classroom be made available, and question 10 was added to allow faculty to present other issues that had not been included in the survey

         2. *Survey will be sent out to RIV/ALL November 29th and closed December 6th; data will be reviewed before the next TRC meeting.*

         3. *Change question 2 to include job title for those classified staff that elect to fill out the survey.*

    b. Review Technology Plan

       i. Includes feedback from previous and current TRC members.

       ii. TRC's role is to present changes to RDAS in Spring.

         1. Changes made include:

           a. Purpose of the committee was included;

           b. What technology falls within the purview of the committee was more clearly defined.

       iii. Jodi: The technology plan includes a section about safety. What items fall under this section? Currently, there are low-tech options in the classroom (lockblox), but that is all.

         1. "Ownership" of cameras (that is, who is responsible for maintaining them) is currently being transferred to TSS. TSS is already working with an outside vendor to have cameras fixed so they are operational again. However, the subject of other safety equipment (i.e. panic buttons, etc.) is a little more complicated. While the technology may fall under this

committee's purview, there will likely need to be coordination between this committee and other departments/committees such as Campus Police/Safety.

    a. Item was added to the technology plan to allow for further discussion in future meetings.

    iv. Leo: Under Objective, perhaps change the wording from "provide adequate funding" to "be a resource for cost analysis". The committee does not have funding to provide, but can provide quotes for maintenance of current technology and purchase of new technology.

        1. Stephen: The objective specifies that the committee is helping the college achieve these things, so it is not meant to imply that the committee will provide that funding.

    v. Technology Plan is available in Teams.

        1. Comments can be made on the first 3 pages, but as the language comes from College Strategic Planning, changes can't really be made.

        2. Changes and comments are allowed and encouraged on the rest of the document.

  c. Microsoft Viva

    i. Not discussed in the interest of time.

IV. Old business

  a. HyFlex Update

    i. Not discussed in the interest of time.

  b. Mobile Device Initiative Update

    i. Discussed as part of Gabriel's report.

V. Committee Member Reports

  a. RDAS, ITSC, DAST

        i.   Not discussed in the interest of time.

VI.   Next meeting: Thursday, December 9th, 2021