FOOTHILL COLLEGE
Technology Committee Meeting

MINUTES

Date: 03/12/18   **Time:** 12:00 p.m. – 1:00 p.m.   **Location:** Library Conf Rm 3533

Attending

Judy Baker, Nazy Galoyan, Kevin Harral, Akemi Ishikawa, San Lu, Sharon Luciw, Joe Moreau, Mike Murphy, Mayra Palmerinaguilera, Paula Schales, Matthew Stanley, Losaline Taufahema, Bret Watson

Discussion Items

1. Welcome and introductions
2. Review of minutes
3. Revised "Technology Plan Assessment" form
4. Technology Plan Review Process/Timeline
5. Updates from Marketing Office about OmniUpdate
6. Updates from ETAC and District ETS
7. Discussion about designating and configuring a computer classroom for employee training and use of Zoom videoconferencing (e.g., sound-activated audience microphones)
8. Announcements and news

Discussion Detail

1. Welcome and introductions
   TC members went around the room and through Zoom for introductions.

2. Review of minutes
   Minutes from the February 12, 2018 meeting were approved.

3. Revised "Technology Plan Assessment" form
   TC reviewed and assessed the progress of the Goals and Objectives.
   a. Goal 1, Objective 1:
      i. It is crucial to remind everyone that there is need to use the intake process to have experts review tech projects.
      ii. Some are confused by what requires a work order versus a project request.
      iii. Roles of approvers should be clarified.
   b. Goal 1, Objective 2:
      i. Currently 2 vice presidents and 1 dean from Foothill attend the monthly Measure C Computer/Multimedia Refresh Prioritization meeting that is hosted by ETS.
      ii. Looking at room utilization, number of hours used, etc. will help administrators with decision-making about refresh prioritization
      iii. A next step would be to visit with deans to find out their plans.
      iv. The refresh process is not as efficient as it could be.
   c. Goal 1, Objective 3:

Meeting minutes will be archived online at the TC webpage:
https://foothill.edu/gov/ttf/index.html

i. Service level agreements exist with individual groups/organizations (Sunnyvale, PSME, Student Services, etc.) but there is no overall agreement between District ETS and Foothill College.
    ii. Sharon Luciw will create a draft agreement for the college and share it with TC to review.
    iii. Currently service level agreements are not posted for public view, but they will soon be made available for institutional public access.
  d. Goal 2, Objective 1:
    i. This objective originated out of discussions with the Office of Institutional Research.
    ii. The data that researchers have access to is not always user friendly.
    iii. There was discussion about a possible adoption of a district-wide survey tool for the average user. This enterprise-wide system could help minimize inefficiencies and costs associated with use of the different non-enterprise level tools across campus.
  e. Goal 2, Objective 2:
    i. New hires often do not get the computer equipment needed in a timely manner.
    ii. There are many variables that impact how quickly new hires are processed.
    iii. Sharon Luciw and the Employee Onboarding Group, are working on streamlining the process for employees.
      • A definitive workflow, timeline and process will be automated as much as possible, when appropriate.
      • A default set up plan maybe implemented to utilize in stock equipment.
      • A systematic process for collecting feedback about the onboarding process will be developed. A draft will be shared to give everyone the opportunity to provide input.
  f. Goal 2, Objective 3:
    i. The digital signature platform, Adobe Sign, is being utilized to build digital forms with e-signatures.
      • All Allied Health Programs, Admissions & Records and the Mellon Scholarship are using digital forms.
    ii. The Chancellor's Advisory Committee is supportive of the Business Process Alignment Taskforce.
      • The taskforce is now reviewing the District's business process, how to analyze digitization or replace wet signatures with another process and determining what really requires a wet signature.
  g. Goal 2, Objective 4:
    i. Work with the District will continue to configure rooms and make them more compatible for video conferencing.
    ii. Bill Matsumoto and Marty Kahn are working on a standard configuration for conference rooms.
  h. Goal 3, Objective 1:
    i. Memorandum of Understanding (MOUs) and Interconnection Security Agreement (ISAs) often require more technology, facilities, cost, etc. than estimated and the overall impact of some projects become greater than initially conceived.
    ii. Some colleges have quick strike teams to help assess and react swiftly to opportunities when they arise.
    iii. Guidelines and a point of contact list will be developed by Baker and provided to the Finance Office for quick reference.
  i. Goal 3, Objective 2:
    i. Refreshing of facilities (areas/resources not assigned to or specific to an individual) should also be considered when creating standardized processes.
    ii. Publishing of the individual computer refresh list is supported to improve transparency and to encourage collaboration.
    iii. Purchasing office computers in bulk was discussed as a way to expedite refreshing.
      • There have been changes from the initial bond language.

- Bulk purchases are discouraged to help prevent stock piling, but it is understood that buying in bulk not only saves time and money.
  - iv. A process needs to be established by ETS to ensure the flow of equipment.
    - If the initial recipient of a refresh refuses their equipment, that person needs to be informed that it will go on to the next person in line.
    - Equipment cannot sit in storage for an extended period of time.

4. Technology Plan Review Process/Timeline
   a. Consideration of need to revise college [Tech Plan](#):
      i. Strategic Capabilities
         - Four categories were created based on input from across the Foothill College campus and created to be consistent with De Anza College's and the District's Strategic Capabilities.
         - ETAC is going through the same process. They are considering the addition of one new Strategic Capability that will not substantively impact Foothill's plan. That new Strategic Capability is about stewardship of resources.
      ii. 2018/19 Objectives (need any new objectives?)
         - Goals and objectives are interconnected and have a cascading effect on the rest of the Tech Plan.
         - If members have any suggested changes, there is time to review. Changes in next year's version of the plan will be wrapped up in April or May.

5. Updates from Marketing Office about OmniUpdate
   This item was tabled for a future meeting.

6. Updates from ETAC and District ETS
   This item was tabled for a future meeting.

7. Discussion about designating and configuring a computer classroom for employee training and use of Zoom videoconferencing (e.g., sound-activated audience microphones)
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8. Announcements and news
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