SBVC Technology Committee	09-01-2004 1:00 p.m. – 2:00 p.m. C-137	Minutes
Present Hrdlicka, Rick (chair) Mestas, Marie (Co-Chair) Bastedo, David Byrd, Mark Calote, Dr. Robin Escobedo, Anselmo Gates, Jessie Jackson, Jack	**Present** Metu, Reginald Race, Steven **Absent** Hill, June Keith, Ron Kuck, Glen Galaviz, Jesse	**Absent** Leal, Ann Lysak, Mike Powell, Roger Ragan, Kay Roseli, Gabriel Warren, Ernestine Weiss, Kathryn Wilson, Donald

Topic	Discussion	Further Action
Approve past minutes	Tabled until 9/15/04	
Technology Committee Charge (see Attachment)	Read by Hrdlicka	Adhere to the charge in future meetings
Elect Chair and Co-Chair Elect Prof Dev. Rep.	Rick Hrdlicka Chair Marie Mestas Co-Chair Motion Calote 2nd Jackson Carried Volunteer Escobedo	
Subcommittees Academic Computing Administrative Computing Organizational Dev	Preliminary list attached Made up of Glen Kuck and Network Specialists	Refine List Others to be added later as needed
PFE Funding (Report Rick Hrdlicka) .	439,544 student computer rotation & 246,600 for faculty and staff computer rotation	Further breakdown of funding next meeting
Computing Needs Survey (see attachment) Will be used to evaluate where to spend 246,000 for staff and faculty computers.	Committee Reviewed Survey and made suggestions for changes	Hrdlicka to change and bring back at next meeting Discuss Deployment
Meeting times	1st and 3rd Wednesdays 1-2 C137	
Old Business	None	
New Business	None	
Next Meeting	**Wed, Sept. 15, 04**	**C-137, 1:00-2:00p**

SBVC Technology Committee	09-15-2004 1:00 p.m. – 2:00 p.m. C-137	Minutes
Present Hrdlicka, Rick (chair) Bastedo, David; Byrd, Mark; Calote, Dr. Robin; Escobedo, Anselmo; Gates, Jessie; Brennecke, Janet Jackson, Jack	**Present** Johnson, Helena Metu, Reginald Ragan, Kay Weiss, Kathryn **Absent** Galaviz, Jesse; Hill, June Keith, Ron	**Absent** Kuck, Glen Powell, Roger Race, Steven Roseli, Gabriel Wilson, Donald Leal, Ann Lysak, Mike Mestas, Marie

Topic	Discussion	Further Action
Approve past minutes	Motion Gates 2nd Jackson　　Carried	
PFE Funding (Report Rick Hrdlicka) Network Specialist to prioritize student labs budget	Network Specialists to work w/ depts. And program review lists when making purchases for Student labs Software Site license purchased for Deepfreeze	Network Specialists will report to committee as to where funds were spent.
Committee to prioritize Staff and Faculty Budget	Committee will make purchase decisions on Staff and Faculty computers	Survey will direct decision process
Computing Needs Survey	Several Modifications	Changes presented at next meeting
Subcommittee Creation Academic Computing Administrative Computing	List distributed Hrdlicka chair Administrative. Mestas chair of Academic	Several members still need to be assigned to a subcommittee Chair will assign
Subcommittee Assignments Assign responsibility to goals in Technology Plan to Sub Committees	Subcommittees to create strategy and timeline to meet goals and objectives	First meeting of subcommittees will be the third Wednesday of the month from 1-2. Administrative in C137 Academic TBA
District Technology Committee	Several SBVC Technology committee members on this committee	Reports form Members as needed
Old Business	None	
New Business	None	
Next Meeting	**Wed, Oct. 6, 04**	**C-137, 1:00-2:00p**

SBVC Technology Committee	10-06-2004 1:00 p.m. – 2:00 p.m. C-137	Minutes
Present Hrdlicka, Rick (chair) Mestas, Marie (co-chair) Bastedo, David; Escobedo, Anselmo; Brennecke, Janet Hill, June Jackson, Jack Keith, Ron (Harris II, J.)	**Present** Kuck, Glen Leal, Ann Metu, Reginald Powell, Roger Race, Steven Ragan, Kay Weiss, Kathryn	**Absent** Johnson, Helena Lysak, Mike Galaviz, Jesse; Gates, Jessie; Byrd, Mark; Calote, Dr. Robin; Roseli, Gabriel Wilson, Donald
Topic	**Discussion**	**Further Action**
Approve past minutes	Motion Weiss, 2nd Ragan	
Computing Needs Survey Deployment, Evaluation and Prioritization	Survey approved, To be distributed through the President and VP's offices. Hrdlicka to email campus at time of distribution. Prioritize by age of computer and then user level.	When Information is returned and compiled. Committee will review
Smart Carts and Classroom Technology (Hrdlicka)	Receiving feedback form faculty. A few problems have surfaced. (Access to speakers, Focusing on documents, Shelves falling) New design and equipment specs. will be created by AV and Network Specialist	Report on design specs when created.
Infrastructure Upgrades (Kuck)	DCS is/has updated Datatel, Wireless bridge to CHC, Move of DCS,	Reports as needed
Centralization of Software Costs (Kuck)	District to assume budgeting of software used by both campus.	Software list to be provided when available
District Technology Committee (Hrdlicka)	Universal login for Students and Staff In the planning stages	Reports as needed
Subcommittee Academic and Administrative to meet October 20, 04 1-2p?	Subcommittees to create strategy and timeline to meet goals and objectives.	Reports to the committee as soon as possible. Dissemination to responsible parties.

Topic	Discussion	Further Action
Funding for Academic Computing (Bastedo)	Academic Computing used to have a budget for faculty projects. Currently have no budget. We asked for money for this in last year's budget request. No money was received.	Pursue budgeting for future. Possibly solved with new organizational structure for technology.
College Council (Hrdlicka)	SLO's Modification to Program Review and Budget Committees. Program review to become more of a review of programs and less of a budgeting process.	Future Reports as needed
New/Old Business	Network Specialists and Glen Kuck have been pursuing possible implementation structures for the new technology organizational plan developed by the committee last year. Particularly network specialists' scope of work. Others will be brought into the process as discussion expands outside of network specialists duties.	Report at next meeting as to progress.
Next Meeting	**Wed, Nov. 3, 04**	**C-137, 1:00-2:00p**

SBVC Technology Committee	11-3-2004 1:00 p.m. – 2:00 p.m. C-137	Minutes
Hrdlicka, Rick (chair) @ Mestas, Marie (co-chair) Bastedo, David @ Byrd, Mark; Calote, Dr. Robin; Escobedo, Anselmo; Galaviz, Jesse; Gates, Jessie;	Brennecke, Janet @ Hill, June @ Jackson, Jack Johnson, Helena Keith, Ron @ Kuck, Glen Leal, Ann Lysak, Mike	Metu, Reginald Powell, Roger @ Race, Steven @ Ragan, Kay Roseli, Gabriel @ Weiss, Kathryn Wilson, Donald Andrea Williams @ @=Present

Topic	Discussion	Further Action
Approve past minutes	Motion Bastedo 2nd Powell	
Computing Needs Survey Evaluation and Prioritization	Discussed the need for Minimum Standards Hrdlicka Presented Stats form Survey Committee will not see the names associated with requests	Ad hoc committee to meet to Prioritize.
Budget Proposal Pro Development	Budget proposal was discussed and voted on. Motion Bastedo 2nd Gibbons	Concern for lack of Quorum Errors in data provided by Hrdlicka Took to email discussion Still not enough votes. Will call for final discussion and vote next meeting
Smart Carts and Classroom Technology (Hrdlicka)	Specs in progress	
District Technology Committee (Hrdlicka)	No Report	
Subcommittee Academic and Administrative to meet October 20, 04 1-2p?	Subcommittees to create strategy and timeline to meet goals and objectives Did Not Meet Yet	Committees still to work on goals
College Council (Hrdlicka)	No Report	
New/Old Business	None	
Next Meeting	**Wed, Dec. 1, 04**	**C-137, 1:00-2:00p**

SBVC **Technology Committee**	**12-01-2004** **1:00 p.m. – 2:00 p.m.** **C-137**	**Minutes**
Hrdlicka, Rick (chair)@ Mestas, Marie (co-chair) Bastedo, David@ Byrd, Mark@ Calote, Dr. Robin Escobedo, Anselmo @ Galaviz, Jesse Gates, Jessie@	Brennecke, Janet @ Hill, June Jackson, Jack @ Johnson, Helena @ Keith, Ron Kuck, Glen @ Leal, Ann Lysak, Mike	Metu, Reginald @ Powell, Roger Race, Steven @ Ragan, Kay @ Roseli, Gabriel Weiss, Kathryn @ Wilson, Donald Andrea Williams
Topic	**Discussion**	**Further Action**
Approve past minutes	Motion Gates 2nd Regan	
Subcommittees		
Academic Computing (Mestas)	See minutes form 11-17-04	Committee to try conducting business via email
Administrative Computing (hrdlicka)	Looked at goals and objectives Need to create spreadsheet to assign responsibilities	Once the spreadsheet is created will use email discussion to populate Committee to continue w in person meetings
Ad-hoc Computer Replacement (Hrdlicka)	Discussed prioritization See below	Disbanned
Other Items		
Computing Needs Survey Evaluation and Prioritization	Hrdlicka prioritized computer needs by age, computer type, and user type.	

Topic	Discussion	Further Action
Budget Proposal Pro Development	Committee voted to approve the following budgets Pro Development 37,400 1st Hrdlicka 2nd Jackson Upgrades/ needs 29,800 1st Bastedo 2nd Jackson Computers 3yrs and over 179,400 1st Bastedo 2nd Gates Hrdlicka to purchase computers and deploy in January. Offices that are moving to new buildings will be setup after move. Reserves to be held for purchase of systems that may come up later. Upgrades/Special Needs funds can be spent as Hrdlicka sees fit to fulfill requests from faculty and staff. Form to be developed.	Committee to develop form for special needs. Hrdlicka to report spending to committee.
District Technology Committee (Kuck)	Reorganization of Collegis and District Computing Services. Ron Keith's Resignation. District to provide software site licensing. Chancellors vision for DCS to support a student centered campus and a campus centered district	Meets Next Tuesday Hrdlicka to take suggestion to have adjunct voicemail linked to their email
College Council (Hrdlicka)	Mission Statement	Postponed
New/Old Business	Recommend to College Council that we are willing to support Professional development with equipment and the campus needs to support it with fulltime personnel Committee to try to do more business by email	Hrdlicka to take to College Council. Keep issues small and manageable
Next Meeting	**Wed, Jan. 19, 04**	**C-137, 1:00-2:00p**

SBVC Technology Committee	1-19-2005 1:00 p.m. – 2:00 p.m. C-137	Minutes
Hrdlicka, Rick (chair)@ Mestas, Marie (co-chair) Bastedo, David@ Byrd, Mark @ Calote, Dr. Robin Escobedo, Anselmo Galaviz, Jesse	Brennecke, Janet @ Hill, June Jackson, Jack@ Johnson, Helena@ Keith, Ron Kuck, Glen Leal, Ann Lysak, Mike	Metu, Reginald @ Powell, Roger Race, Steven Ragan, Kay Roseli, Gabriel@ Weiss, Kathryn@ Wilson, Donald Andrea Williams

Topic	Discussion	Further Action
Approve past minutes	Motion Jackson Second Brennecke	
Subcommittees		
Academic Computing (Mestas)	Elected new Chair Jackson No Report	Discuss Goals of Committee Feb 2, 05
Administrative Computing (hrdlicka)	No Report	Discuss Goals of Committee Feb 2, 05
Other Items		
Computing Needs Survey Evaluation and Prioritization	Form Needed	Hrdlicka to Email Draft of Form
Technology Implementation	Still need to Purchase Macs, Pro Dev . DCS To Deploy Staff	
District Technology Committee (Hrdlicka)	No Report	Pursue Gradequick ?
College Council (Hrdlicka)	Mission Statement	Postponed
New/Old Business	Student Access to PC's for Registration Need for Printers	Discuss Further Network vs. Deskop
Next Meeting	**Wed, Feb. 2, 05**	**C-137, 1:00-2:00p**

SBVC Technology Committee	02-02-2005 1:00 p.m. – 2:00 p.m. C-137	Minutes
@Hrdlicka, Rick (chair) Mestas, Marie (co-chair) @Bastedo, David; @Byrd, Mark; Calote, Dr. Robin; @Escobedo, Anselmo; Galaviz, Jesse; (@ symbolizes presence)	@Brennecke, Janet Hill, June @Jackson, Jack Johnson, Helena Van Voorhis, Gary @Kuck, Glen @Gibbons, Ann Lysak, Mike	@Metu, Reginald Powell, Roger @Race, Steven @Ragan, Kay @Roseli, Gabriel Weiss, Kathryn Wilson, Donald @Andrea Williams

Topic	Discussion	Further Action
Approve past minutes	1st –Metu 2nd - Jackson	
Subcommittees		
Academic Computing (Jackson)	No Report Discuss Goals	Meet Wednesday February 16, 2005 Report to Committee
Administrative Computing (Hrdlicka)	No Report Discuss Goals	Meet Wednesday February 16, 2005
Other Items		
Special Needs Form Evaluation and Prioritization	**Approved Form** 1st Hrdlicka 2nd Gibbons w/ suggested changes **How to Distribute** Email ASAP w/ eventual posting to Public Folder **How to Prioritize?** Discuss	Prioritize at future meeting
Technology Implementation	Currently deploying Laptop and Desktop Pc's. Will order Macs as soon as quote is in.	
The Great Printer Debate	Discussed surveying printers we have and developing a plan to provide proper printer coverage. It was suggested we get an outside vendor to complete survey and make suggestions. Regan to contact Lawrence Thurman at Crafton on how and who conducted printer survey at Crafton. Suggested that if Quick Print is moved back to campus less strain will be put on printers.	Evaluation of printers and needs by outside vendor. Kay Regan to investigate.

Topic	Discussion	Further Action
The Great Printer Debate (Continued)	Many faculty and staff want printers on their desk. Desktop printers are more expensive to maintain and supply ink for. Possibility of a print queue Manager to control the # of Pages printed	
District Technology Committee (Kuck)	Grade quick – In the process of purchasing New Collegis Staff coming onboard. New subcommittees (Accessibility, User Accounts, Gradequick, Wireless, Web Standards, Lease vs. Purchase of Computers)	Reports as needed
College Council (Hrdlicka)	Postponed	
New/Old Business	Elected Jack Jackson as Interim Co-Chair in Marie Mestas' absence. Jackson took over Meeting and went over technology Plan dividing up the goals amoung the subcommittees. The final division looks like this: Academic Primarily:8 Administrative Primarily: 4,5,6,10,11,12,13 Both subcommittees: 1,2,3,7,9,14	Subcommittees to identify major players in obtaining goals and set dates for completion.
Next Meeting	**Wed, March 2, 05**	**C-137, 1:00-2:00p**

SBVC Technology Committee	03-02-2005 1:00 p.m. – 2:00 p.m. C-137	Minutes
@Hrdlicka, Rick (chair) @Jack Jackson (co-chair) @Bastedo, David @Brennecke, Janet @Byrd, Mark Calote, Dr. Robin @Escobedo, Anselmo (@ = Present)	Galaviz, Jesse @Hill, June @Johnson, Helena @Van Voorhis, Gary Kuck, Glen @Gibbons, Ann Lysak, Mike @Mascarenhas, Laz	@Metu, Reginald @Powell, Roger @Race, Steven @Ragan, Kay @Roseli, Gabriel Weiss, Kathryn Wilson, Donald Williams, Andrea

Topic	Discussion	Further Action
Approve past minutes	1st –Escobedo 2nd –Bastedo	
Subcommittees		
Academic Computing (Jackson)	Postponed	
Administrative Computing (Hrdlicka)	No Progress	
Other Items		
Special Needs Form Prioritization	Prioritize Form E-Mailed Due back 2/25/05 Only 16 forms returned. Summary List provided. Approved Most Requests Asked for Clarification on Several Items Discussed Printers See Below	Hrdlicka will seek Clarification for: SPSS (Whitaker) BlackBaud (Whitaker) 3 Math Requests (Kinde/Rippy) Escobedo to see if LCD (Projector Request Dusick) can be fulfilled with Dept Money.
Technology Implementation Budget Report	Deploying PC's Macs on Order. DCS given list of Staff PC's to Deploy See Attached	Look at budget next meeting
The Great Printer Debate Evaluation of printers and needs by outside vendor. Kay Regan to investigate.	Crafton moved to using copiers instead of Printers. Need to create a Printer Plan Cost of Laser/Copiers/Inkjets How far should someone have to walk to access a printer? What Printers do we support? Who Pays for Supplies?	Printer Plan

Topic	Discussion	Further Action
Purchase of computers outside technology budget Standards Impact on rotation Impact on Tech Budget Lease vs. Purchase	Started Discussion. Mostly came up with questions. Do we need to publish technology standards? How do we control technology growth? Do we need to limit spending? Should we require everyone to turn in old equipment when new is purchased? How do we get people to move away from the mentality that the budget they receive is their own money to spend how they wish? Should we keep older technology on campus? How does the limitless purchasing of technology outside the technology budget effect the technology budget in the long term? How do we keep people from replacing perfectly good computers when there is no real need for replacement?	Technology Growth Plan
District Tech Committee (Kuck)	No Report	
College Council (Hrdlicka)	Postponed again	
New/Old Business	Need for a Classroom Technology Plan	Develop a Classroom technology plan
Next Meeting	**Wed, April 6, 05**	**C-137, 1:00-2:00p**

SBVC Technology Committee	04-06-2005 1:00 p.m. – 2:00 p.m. C-137	Minutes
@Hrdlicka, Rick (chair) Mestas, Marie @Bastedo, David @Byrd, Mark Calote, Dr. Robin @Escobedo, Anselmo Galaviz, Jesse @Brennecke, Janet	Hill, June Jackson, Jack (co-chair) @Johnson, Helena @Van Voorhis, Gary @Kuck, Glen Gibbons, Ann Lysak, Mike @Mascahrenas, Laz	@Metu, Reginald Powell, Roger @Race, Steven @Ragan, Kay @Roseli, Gabriel Weiss, Kathryn Wilson, Donald @Reed, Terry

Topic	Discussion	Further Action
Approve past minutes	1st –Regan 2nd - Escobedo	
Subcommittees		
Academic Computing (Jackson)	No Report	
Administrative Computing (Hrdlicka)	No Report	
Other Items		
Special Needs Form Prioritization	Address remaining Special Needs Requests Hrdlicka will seek Clarification for: SPSS (Whitaker) BlackBaud (Whitaker) 3 Math Requests (Kinde/Rippy) (Projector Request Dusick)	Hrdlicka to purchase SPSS / Math Requests / Printer for Chemistry Building/ Request for Bastedo Blackbaud will not be purchased by committee because it is for the foundation.
Technology Implementation Budget Report	Hrdlicka reported progress of technology Implementation	Hrdlicka to finish purchasing of technology.
Purchase of computers outside technology budget	Technology Growth Plan is need to control the implementation of new technology on campus	To committee to develop next year.
District Tech Committee (Kuck)	Kuck Reported that committees were exploring Grade quick/ WebCT vs. Blackboard/Sec508	
College Council (Hrdlicka)	President wanted Hrdlicka to notify the Budget Committee that it is not the charge of Tech Comm. To manage a budget	
New/Old Business		
Next Meeting	**Wed, May 4, 05**	**C-137, 1:00-2:00p**

SBVC Technology Committee	05-04-2005 1:00 p.m. – 2:00 p.m. C-137	Minutes
@Hrdlicka, Rick (chair) Mestas, Marie @Bastedo, David @Byrd, Mark Calote, Dr. Robin @Escobedo, Anselmo Galaviz, Jesse @Brennecke, Janet	Hill, June @Jackson, Jack(co-chair) @Johnson, Helena @Van Voorhis, Gary Kuck, Glen Gibbons, Ann Lysak, Mike Mascahrenas, Laz	@Metu, Reginald @Powell, Roger @Race, Steven Ragan, Kay Roseli, Gabriel Weiss, Kathryn Wilson, Donald Reed, Terry Andrea Williams

Topic	Discussion	Further Action
Approve past minutes	1st –Bastedo 2nd -Escobedo	
Subcommittees		
Academic Computing (Jackson)	No Report	
Administrative Computing (Hrdlicka)	No Report	
Other Items		
Final Meeting of the year	Who will be coming back? A poll was taken and all present members wish to return next year.	An Email will be sent to all members to verify who will return next year. The list will be forwarded to person responsible for committee formation
Year End Report	Technology Plan lays out the goals and objectives	Hrdlicka to create report.
District Tech Committee (Hrdlicka)	Surplus Equipment. Districts plan to use a single vendor. Committee desires technology to be sent to non profits in the community. As part of the colleges mission statement to build community relations.	Pursue with District Technology/ Ron Gerhard.
College Council (Hrdlicka)	President Whitaker stated we will have a budget for technology next year.	
New/Old Business	SBVC computers will be audited over summer break.	Hrdlicka to send out email apprising campus of audit and that Audit will only be conducted for hardware not software.
Next Meeting	**Wed, Sept 7, 05**	**C-137, 1:00-2:00p**