



# El Camino College Compton Center

Office of Dean Career Technical & Education

## Minutes- Technology Committee

October 16, 2014

2:00pm

Present: George Luna, David Maruyama, Dr. Rodney Murray, Rudy Ramos, Pamela Richardson, David Simmons, Dale Ueda, Celia Valdez, Andree Valdry

Absent: Eduardo Estrella, Dr. Sevana Khadaghlian, Brent Kooiman, Dr. Michelle Priest

Facilitator: Dr. Rodney Murray and Rudy Ramos

Recorder: Laura Atchison

### I. Welcome

Dr. Murray thanked all who were able to attend. Next on the agenda was Office 365.

Dr. Murray asked Mr. Simmons to explain how this product will assist the District.

### II. Discussion/ Action

#### A. Office 365

Under our contract with Microsoft our students are able to use Office Pro 365. The District does not have to pay for this program. Dr. Murray asked, "Who made the agreement for this software?" Mr. Simmons made the Technology Committee members aware that for the next 3 years the staff and administration will have access to this program. A team from Microsoft will come to the Campus to give assistance. Mr. Simmons will have them do a Pro pizza party. This will take place approximately before Thanksgiving or the 3<sup>rd</sup> or 4<sup>th</sup> week of spring semester. It was suggested to have it on a Tuesday or Thursday during the College's hour.

Next on the agenda, Dr. Murray asked Mr. Ramos to give the Technology Committee members some incite as to where the District is and bring us up to speed with our co-partner, ECC campus.

#### B. Technology Budget/Update

Mr. Ramos showed the need for the District to be elevated in technology. Computers are to be replaced and faculty will be give laptops with WIN7. Need to centralize technology. We must provide better storage, hardware over next year.

When computers are replaced, there need to have a contract as to what professional services will be needed. How hardware are to be ordered, process load with what the Compton Educational Center will need, and management platform process. There will be a staff learning process in how to use it.

Dr. Murray asked about the Solid Works that is used in our MMT program. Mr. Ramos stated the replacement for Solid Works is far superior than what is being used now. All information will be audit for each computer. Work will be done off hours to prevent interruption of daily routine.

Mr. Ramos stated the District Board looked at 3 key categories for technology. They were Discovery Analysis, Security, and Wi-Fi RS Study.

- a. Discovery Analysis – Network, the condition, technology changes, system fail and needs for a solid backbone. AT&T team is checking various buildings. They are surveying the Vocational Technology Center as we speak. The survey should be completed by the end of the month. That being said, Dr. Murray asked, “What is the time frame as to when computers will be replaced?”
- b. Security – Contents that runs on our network. Example, virus having the capability to hold document contents for ransom.
- c. Wi-Fi RS Study – At times the phones doesn’t work, need to know the population that will be using. The RS Study must take place so the District will know where to deploy the money thus help in making an educational decision; resources is needed for improvements.

Dr. Murray asked the Technology Committee members to really look at the budget. We need to formulate an accurate 5 year budget. Let the Committee really know what is really needed.

Dr. Murray said in faculty Plan Builder mention in Plan Budget for updates in technology and the need for it. Put in a document format; make it realistic. List 3 solid goals that are achievable and make the need campus wide.

### **III. Other Items**

Dr. Murray re-instated to have faculty do a one page briefly stating their goals, what is needed per semester and not to forget to put their goals in their Plan Builder.

Process request form and input process; one’s needs and wants in Plan Builder; starting point – TracDat; need one program to do everything.

Ms. Valdee will present copies of the Technology Plans pertaining to the Student Success Center.

Dr. Murray expressed once the District become independent, OPED (Other Professional Employment Benefit) is not funded. 4.5 million dollars goes to ECC. Money is needed for Public Relation Officer, Vice President position, etc. The Bond money will greatly assist the District. We must keep 3% financial funding in our reserve. We are in the red when it comes to the Cosmetology Program; we owe 500 FTES.

Dr. Murray expressed Dr. Curry, CEO, concerns in having Wi-Fi throughout the Campus. Dr. Curry said every new building will have Wi-Fi. Contract is in place with AT&T doing RF studies. We must understand application; gather as much information as possible. We must have a road map to see what it will take in how to accomplish this task---very costly. We need to become competitive with other community colleges; example South West College, very beautifully laid out.

Meeting was adjourned at 2:55pm. The next meeting is scheduled for November 13, 2014.