

# District Technology Committee (DTC)

Thursday, December 14, 2017

2:00 p.m. – 3:00 p.m.

Room: MP 105

## Minutes

**Committee Members:** Kyle Billups (Chair), Fran Lozano, Ron Hannon, and Shawn Mulcare

**Resources:** Wade Ellis, Sabrina Lawrence, Veronica Martinez, Eric Dietze, Peter Howell, and Debbie Britt-Petty (Recorder)

**Absent:** Fred Harris, Jan Bernstein-Chargin, Kathleen Moberg, Dana Young, Jane Maringer-Cantu, Eric Ramones, Candice Whitney, and Rebecca Kinman

### I. **Call Meeting to Order at 2:08 p.m.**

A. **Additions/Deletions to the Agenda:** None.

### II. **Approval of May 11, 2017 and November 9, 2017 Minutes:**

MSC (W. Ellis/S. Mulcare) 6 ayes, 0 nays to **approve**.

### III. **Information Items**

#### A. **IT Updates**

- a. **Computer Refresh:** Kyle Billups shared a handout of the Implementation Plan which he states is out of date. His team will start updating it. Wade Ellis suggested that when they update the plan, to consider the funding as well. He would like to see a five year plan with projected costs, so he can assist in finding the budget. He suggested including everything, including costs for things like projectors. It is important to keep IT up-to-date and functioning. Kyle stated that IT will work on this update and bring it to the committee in the near future.
- b. **Status on Printer Upgrade and Consolidation Project:** Eric Dietze has completed the “Anywhere Printing” module, but there is still work to be done. A second queue needs to be installed on the print server for it to work correctly.

Kyle showed a list of the data that has been compiled through Paper Cut. It gives a good idea of how much employees are printing. It is also helping to change habits of users. Paper costs have gone way down. Kyle advised that the list does not include Banner printing at this time.

Because IT is still working out some issues with printing and matching certain jobs with the proper departments, Wade suggested we wait until July to start charging to department budgets instead of starting in January.

- c. **Technology Surveys:** IT is working on survey questions for our accreditation process.

## **B. IT Security/Data Governance**

- a. IT Security Awareness Trainings: Kyle reported that we are still having issues with SPAM. Referring to a handout, he said that he would like IT and the committee to pick out four videos that they think would be good training for employees. Wade suggested bringing one video to each Leadership Council to help educate a large group of people at once.
- b. Employee Computer Use Policy (BP/AB 3720): Kyle advised that as a district, we are not using our policy like we should. IT is looking into using pop-ups on the computer, also having new employees sign forms. We need to start somewhere and enforce this policy.

## **C. Sub-Committees/Ad Hoc Groups**

- a. Instructional Users Group: Peter reported that the group is looking at video products at this time. It will cost \$2,500 for a six month demonstration/trial, and approximately \$12,000 annually. Wade asked Peter and Sabrina to send him the costs. Sabrina explained that they surveyed students and they are trying to find ways to make online learning more engaging. Students feel if they can video conference in to conversations, then they will be more connected. This product is 508 compliant. They are also looking at ARC, which is part of the Canvas package. Sabrina reported that the group is also looking at the product, Verisight, to replace Turn-it-In. This would be a large cost savings. Sabrina is looking into being a pilot test site to try the product.
- b. Universal Access Task Force: Sabrina reported that the 508 Committee is working on an Accessibility Plan for accreditation. The committee has created a plan and checklist to outline who is responsible for what, and this will help the process.
- c. WebHeads: Kyle reported that IT is working on the transition between the template site and the old site. The old site needs to be archived. This is being done prior to accreditation. Karl is conducting trainings to help employees learn how to check for accessibility of their items on the web.
- d. Banner Core Team: Kyle reported that the first meeting has occurred. The goal will be to plan, strategize, and conduct upgrade discussions as a new version of Banner is imminent. The new version does not run on Oracle, so that will be a cost savings in the future.

**IV. Next Meeting**: Thursday, February 8, 2018.

**V. Report Out to Constituent Groups**: A reminder to report out.

Meeting adjourned at 3:22 p.m.