



## TECHNOLOGY COMMITTEE MEETING

### Minutes

April 22<sup>nd</sup>, 2022

1:00pm – 2:30pm

<https://napavalley-edu.zoom.us/j/98115815858?pwd=YnpDVG45TVoydHoyeFBvRStYeXY1Zz09>

#### 1.0 Call to Order

**Start Time:** 1:06pm

**Present:** Christopher Farmer, Oscar De Haro, San Lu, Robert Van Der Velde, Daniel Vega, Stan Hitchcock, Diane Van Deusen, David Soto Gonzalez, and Ryan Poorman.

**Note:** Melinda Tran was unable to attend for medical reasons.

#### 2.0 Introduction of Guests

Stan welcomed our guests: Daniel Vega, Ryan Poorman and Bob Van Der Velde.

#### 3.0 Adoption of Agenda

Approval motioned by Diane Van Deusen, seconded by Chris Farmer.

#### 4.0 Approval of Minutes

##### 4.1 April 1<sup>st</sup>, 2022

Approval motioned by Chris Farmer, seconded by Diane Van Deusen

#### 5.0 Public Comments/Announcements

Stan asked for public comment and there were none. Stan thanked Oscar De Haro and Diane Van Deusen for everything they have done for the college.

#### 6.0 Discussion Items

##### 6.1 Technology Master Plan Review

Stan went on to discuss the Technology Master Plan. This is supposed to be the document people turn to when we want to know what to do and where we are going with technology. This was approved by the District Technology Committee last year, however, has been in limbo since then. Stan added that the Committee is at a point ow where we can move it forward. He asked Oscar what next steps would be. The current process says that the next step is going to the Planning & Budget Committee, later it may change to the Council of Presidents and eventually the plan makes it to the Board of Trustees where a

final decision is made. The Council of Presidents is made up of the Presidents and Vice Presidents of all constituency groups. Oscar thought Bob V. might have some information in relation to this. Bob shared that in some respects, the shotgun makes sense. Currently, it will be sent to Council of Presidents, then it is transmitted from each president to their respective constituency groups. Stan will reach out to Katherine Kittel to get the Technology Plan added as an agenda item. Robert Van Der Velde noted that one of the agenda items of the Council of Presidents is to abolish the Council of Presidents. Chris added that he liked a lot of the direction listed in it and he revisited the roles and responsibilities. Perhaps we are not fulfilling our actual role. Chris would like to see the Committee take more of an active role. Stan asked what a CRM was. It was explained. A CRM is a Customer Retention Management software. Daniel noted that Ellucian has one as well. We will get an active CRM for free when we move completely over to the cloud. Stan also wants to stay away from micromanaging IT. The Committee will have to find that place of how they act in an advisory role and a recommending role simultaneously. One example from Chabot college is that the District comes up with a decision, "we want a chat bot... and we think this is the best option for the idea..." Rob Miller was a guest at the last meeting and was talking about the possibility of Zoom transitioning to Microsoft Teams. Ryan added that it should be setup as Zoom when it is a business function or an outside event. Anything internal should use Teams. This will be further discussed later on. Ryan asked where feedback should be sent to improve the plan. Stan noted that there was no room for revision in its current form.

## **6.2 Computer Refresh Strategy Document Review**

Daniel noted that IT along with the Business Office have been discussing leasing options. There is no pricing yet because we are waiting to see what it looks like for leasing. Daniel may have more information on this next week, and it will include pricing. There are a lot of factors within leasing and how many systems has a lot to do with the price. Bob V. added that there is another element of leasing and that is the predictability of leasing. We pay over the course of five years and need to have that planned within our budget. Over the last few years, tech purchases have been fluctuating. Chris asked how our Mac Users would fit into this. Daniel explained that they would be included within the leasing program as well. This will all be based on our computer refresh strategy.

## **6.3 Computer Refresh Spreadsheet Briefing**

Stan brought up the Computer Refresh Spreadsheet. Members realized that it needed to be upgraded and in room 814, instructors are unable to get into Canvas at all. Sheree shared that she could help update the spreadsheet. Ryan asked if the computer leasing included peripherals. Daniel confirmed, yes. IT is also looking at giving users laptops with docking stations in lieu of desktops. Chris echoed the needs of updating the refresh list so the Committee could approve it. This will help support a leasing option moving forward. Stan recommended having an updated refresh list for the next agenda. This will be a discussion item.

## 7.0 Action Items

N/A

## 8.0 Next Meeting

All members voted for the next and last meeting to take place on May 6<sup>th</sup>

## 9.0 Adjournment

**End Time:** 1:54pm

Motioned by Diane Van Deusen, seconded by Regina Orozco

### Distribution

Oscar De Haro – Co-Chair  
Stanley Hitchcock – Co-Chair  
Christopher Farmer  
Patti Morgan  
Diane Van Deusen  
Regina Orozco

Melinda Tran  
San Lu  
Brandon Tofanelli  
David Soto Gonzalez  
Vacant – Acad. Senate Rep

### Agenda & Minutes Only

Eileene Tejada  
Danielle Alexander  
Jim Reeves  
Amber Wade  
Dr. Robert Frost

### Bulletin Boards

Administrative Bldg.  
ASNVC Office  
Classified Lounge  
Faculty Lounge

Sheree Marcos is inviting you to a scheduled Zoom meeting.

Topic: District Technology Committee Meetings Spring 2022

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://napavalley-edu.zoom.us/j/98115815858?pwd=YnpDVG45TVoydHoyeFBvRStYeXY1Zz09>

Meeting ID: 981 1581 5858

Passcode: 320536

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+1 312 626 6799 US (Chicago)

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