



Institutional Technology Planning Committee

Present

Dave Clausen

Patrick Walton

Dr. Lawrence Buckley

Shar Murphy

Jackson Ng

James Kleckner

Julie Wedemyer

Cathy Harrison

Jennifer Tupper

Jake Freitas (Alt)

Logan Merchant (Alt)

David Corley

Julie Johnston

Guest(s)

Mathew Montgomery

Chrisdee Pelfrey

Minutes

November 29, 2017

Humanities Building: Room TEEC

1. Call to Order/Opening Remarks

- At 8:30 am meeting called to order by Chairperson David Corley who indicated there was a quorum (unlike Wednesday, November 15th)
- Motion for approval for today's agenda made by Jacob "Jake" Freitas and Dave Clausen.

2. Review and Acceptance of Minutes from Wednesday, November 1, 2017 Meeting

Motion for approval of minutes from November 1 meeting made by Jennifer T & James K

3. IT Survey Results

- 1) Via SurveyMonkey David Corley distributed a survey containing eight questions to the faculty, classified staff, management and administration of LCC. There were 58 respondents.
- 2) Does the technology made available to you meet your needs?
- 3) If some areas of technology don't meet your needs, please explain the deficiency.
- 4) How satisfied are you with the following aspects of IT services (timeliness; solving problem; turnaround time; reach a person; meet deadline; communication; accuracy; professionalism; helpfulness)?
- 5) How satisfied are you with how well IT services... (systems running; delivering promised services; helps use technology; provides valuable services)?
- 6) How satisfied are you with IT problem resolution overall?
- 7) If you marked "Dissatisfied" or "Very Dissatisfied" to any response, please explain.
- 8) Please provide any specific suggestions and/or comments you may have for the IT department.

David summarized the survey results as a) the department will continue to work on customer service; b) will strive to be conscious of people's needs; and, c) to work on communication. Cathy would like to see more professional development offerings. David C shared that in the past there have been online trainings which were provided via a subscription service. Unfortunately, users did not take advantage of these subscriptions. Cathy added that when trainings are offered most take place when staff are

working. Jennifer asked if additional staffing was requested through the IT Plan. David C said that administration is examining that possibility. Currently, the goal is to hire someone as the webmaster.

4. Security Cameras

At an earlier meeting David Corley distributed copies of Contra Costa Community College District's Security Camera Operating Procedure. Dave Clausen stated that the campus' security camera policy would have to go before the Consultation Council especially considering the issue of privacy versus what is not deemed private. Three areas which require cameras are the cafeteria, bookstore, and dorm areas (not individual rooms) such as entrances and exits. Cameras would not be used locker rooms, individual offices, and bathrooms. Corley added that appropriate signage would be visible where cameras are utilized. James inquired if cameras would be mounted in individual classrooms. Dave Clausen said that the Child Development Center might be an area which would benefit from cameras being placed in individual classrooms. Corley and Jennifer both discussed the usage of cameras in the Academic Resource Center. Jennifer also talked about the need for getting someone quickly into the area due to an emergency. A panic button would be much more efficient and effective than a security camera. Several members felt the cameras would serve as a vehicle for a review of an incident. Cathy asked if there were a written policy in the student handbook regarding cameras. Julie also talked about the legalities because of her background. Jennifer probed about repeat offenders—those users who continually visit inappropriate sites. Julie asked if a banner could run across a computer screen advising users of appropriate searches. David Corley posed the possibility of creating a web page that warns of all violations. David Corley is planning on the installation of cameras very soon in the gymnasium. Cathy would like to see cameras placed at the BaseCamp and the ARC. Dave Clausen reminded the committee that any changes to the AP regarding privacy and cameras would have to go to the Consultation Council. In addition, the campus's Master Planning Committee also needs to know any additions or deletions to policy.

5. Agenda Items for Next Meeting

Via Corley, the developments of IPR and NIPR for technology and the Master Plan

For clarification, Cathy asked if cameras had been purchased. David Corley said that cameras had been purchased for the Child Development Center, the dormitory, and the cafeteria. The next area to receive cameras will be the gymnasium. James and David talked about adjusting the length of storage for cameras' footages. David said that the footage would be kept longer for the dorm. Individuals having access to reviewing footage would include the Child Development staff, the administrators, Greg Collins, Chrisdee Pelfrey, and the IT department.

1. Have additional discussion and updates about the campus's various security cameras.
2. Communicate updates for various IPR & NIPR and master plans.

6. Good of the Order (Other Items)

7. Next Meeting: December 13th @ 8:30am in TECC

Meeting adjourned at 9:00 am