



## Institutional Technology Planning Committee

### Present

Dave Clausen

Patrick Walton

Dr. Lawrence Buckley

Sharlene Murphy

Jackson Ng

James Kleckner

Julie Wedemyer

Cathy Harrison

Jennifer Tupper

Jake Freitas (Alt)

Logan Merchant (Alt)

David Corley

Julie Johnston

### Regrets

### Guest(s)

Jeff Lang

### Minutes

November 1, 2017

Humanities Building: Room TEEC

#### 1. Call to Order/Opening Remarks

- Meeting called to order by Chairperson David Corley at 8:30 am
- Agenda approval by Julie Johnston and Dave Clausen.

*Note: There were no minutes from previous meeting available for reading and approval. Corley*

#### 2. Review Committee Charge:

- a. Study, review, advise and recommend regulations and procedures relating to institutional technology
- b. Identify, prioritize, and review technology needs with regard to network infrastructure, staffing, funding, and equipment capacities.

Cathy Harrison sought clarification as to the committee's charges. As an example, David Corley stated that he would be providing an update on its development as to the College's website since it is an integral part of promoting the College. He encouraged committee members to watch for updates. David Clausen requested that David Corley bring the IT survey results (from SurveyMonkey distributed to administration, faculty and staff) to the technology committee so that the marks could be reviewed before release to the campus. David Clausen also inquired as to how frequent the technology survey should be given and to what groups (inclusion of students).

David Corley discussed the Institution (a) Effectiveness \_\_\_ use to be conferred in all areas. NPR. Effectiveness does \_\_\_\_\_ or may not be due...

Cathy added that the College's Master Plan surveys all parties—administration, faculty, staff and students. David Corley said that he'd be more than willing to survey students in the future. Cathy brought about the challenge of online surveys versus paper surveys. In her office, in order to generate more participation, they offer the survey together with candies.

### 3. Set meeting schedule for 2017FA term

David Corley reported that his survey of faculty revealed that Mondays and Wednesdays were the best dates, especially for teaching instructors. The favored times were 8:30 am or 5:00 pm. The consensus of the group present was Wednesdays at 8:30 am.

David Corley is going to check with faculty members, Julie Wedemeyer and Jackson Ng, if Wednesdays at 8:30 am will work for them.

With the ITMP (Instructional Technology Master Plan) coming due December 15<sup>th</sup>, Corley, Clausen and the present committee members set the following remaining 2017 dates:

Wednesday, November 15  
Wednesday, November 29  
Wednesday, December 13

Kathy said that December 13 might be challenging for her due to registration needs.

### 4. Review ITMP (Instructional Technology Master Plan)

David Clausen informed the committee that the **Educational Master Plan** was *in process*. Julie Johnston related that the chairs of the Campus-Wide Master Plan were actively working on its completion.

David Clausen talked about the critical need for advertising and hiring a dedicated and qualified webmaster. David Clausen, David Corley and all attending committee members concurred that such a qualified individual would:

- James Kleckner brought attention to the fact that a well-designed and working website will increase enrollment.
- Reach all audiences (on-campus individuals as well as potential students, staff, faculty, donors, administrators);
- Strengthen the College's credibility which influences potential families, students and employees;
- Delivering critical communication with ease and cost-effectiveness;
- Mobile delivery continues to expand at astonishing rates;
- Seekers of information prefer electronic over paper format(s);
- A responsive website improves search engine execution;
- Social Media 😊

It was suggested to David Corley to advertising for a hybrid position of webmaster and marketer. David Clausen felt that this defined position was nearly impossible to fill for webmasters are often introverted individuals whereas marketers are extroverted.

Presently LCC's IT is under-staffed. Harrison and Corley both pointed out that schools of similar size often have six full-time individuals employed in the IT department.

Cathy voiced concerned over inaccurate information (such as Shelley Baxter of child development who remains on the current website). A webmaster could more easily focus on the immediate task(s) at hand such as updates, corrections and similar assignments. Later today, Jake Freitas and David Corley will check-in with Associate Dean Karrisa Morehouse as to what other additions or changes are necessary before sharing the renovated website. The “yet-to-be published website” is [dev.lassencollege.edu](http://dev.lassencollege.edu)

James added that SEO (search engine optimization) will definitely benefit the College as is visible with the online course offerings. Today’s generation demands access to online courses. SEO will allow potential students who are using Google to find our college; its campus; degrees & programs; financial aid packages; a snapshot of current students, faculty, & staff; athletic programs; and more.

David Corley shared that the actual job position as not yet been **discussed or negotiated**. He thought that the position would probably be advertised as classified when Cathy asked about a job description. David Clausen will check with Morehouse as to the position’s funding. If there is money available, then David Clausen and David Corley felt the vacancy could be advertised and filled sooner.

Cathy disclosed that she had been reading the SSSP (Student Success & Support) publication(s). She did not recall if there were funds available from their account(s). James concluded by saying that marketing via a great website is the hook.

#### COLOR-KEY:

Academic Planning

Student Services Planning

Human Resources Planning

Facilities Planning

Technology Planning

Institutional Research

#### INSTITUTIONAL TECHNOLOGY STAFFING PROPOSAL 2016-17

1. Convert 1 Information Technology Specialist II position to an Information Technology Specialist II position?

#### INSTITUTIONAL TECHNOLOGY BUDGET PRIORITIZATION PROPOSAL 2016-17 (ongoing expenditures)

1. Increase budget allocated for Colleague Annual Maintenance...Ellucian Portal, Student Planning & Retention. **Done**
2. Phone system updates. **Done**
3. USDA Grant hardware/software annual maintenance. **David Clausen & David Corley reported the grant was awarded. The amount of \$30,000??? Was announced. Some of the funds will go towards needed nursing equipment. In addition the College has six remote sites: The Lassen County Office of Education; Westwood; Modoc; Herlong; Rancheria; ??????. Each “remote” site will have one Internet-friendly computer which will facilitate educational opportunities. David Clausen said that there are a few challenges yet to be addressed: Staffing; what happens when the technology fails; is the funding via the grant on-going or a one-time allotment. David Corley will continue to explore the USDA Grant and its components.**
4. Fund both Mitchell and ALLDATA repair information systems annually **Murphy will check with Chad ?sent Chad an email Nov 2 am**
5. 5-Year Technology Refresh Plan (currently, \$70,000.00)
  - a. **\$120,000.00 annually (Enhance Technology Equipment budget by \$50,000) David Corley pointed out that additional equipment and software has been purchased due to the increase in funding (current budget is \$70,000.00). David Clausen requested a report/inventory on the monetary value of the IT equipment which David Corley will perform. Much of the funding goes toward servers and switches.**

6. Additional training funds for IT Department-\$10,000.00 (estimate)
7. 4 Year refresh on all Faculty computers (Enhance Technology Equipment budget by \$12,000) (EMP) This request was submitted last year. Corley stated that James's computer(s) should be replaced sooner than 5- or 4-years due to its charge of 3D graphics and other art-related duties. David Clausen would also like to have the IT Department research the computer needs for CTE classes and FATEA

#### INSTITUTIONAL TECHNOLOGY BUDGET PRIORITIZATION PROPOSAL 2016-17 (one-time expenditures)

##### 1. Campus fiber

Currently new single-mode fiber has been installed to CA, MS, Dorm, HU, & Gym, which will allow for 10GB connections. However the current limitation is due to the 10-GB. New switches will have to be purchased. The whole system is 3750X. David Corley and Logan discussed the various systems: 4500X, 3750X, and 3750. Logan would like to do something with the 3750X since all the campus's servers are currently utilizing/hooked into it. David Corley indicated they will look at the remaining campus computer fiber so that a timeline can be designed and then implemented for replacements and or upgrades. There is caution since the dorm hall had such brittle fiber that there was breakage. Even with conduit, heavy machinery can sometimes damage the installed fiber as happened this summer/fall.

Jeff Lang joined the conversation at the juncture because facilities & maintenance currently do not have access to where utilities are located and or buried on campus. David Corley assured Jeff and committee members that he/IT is in the process of creating a drawing/map that will show will technology lines and equipment is located. Jeff said that Patricia "Pat" Shannon will be delighted to hear that such a graphic is in the works. Individuals also shared about using iPhones to capture images of such utilities (e.g., conduit, sewer lines) and their locations. Jeff expressed remorse that facilities & maintenance are very behind in terms of utilizing technology. However, Greg Collins and his team are committed to catching up! ??? SCATADEL? SCATADEL? Various technology committee members added the importance of coordinating the campus's various master plans with facilities & maintenance and utilities and technology. Jeff concluded his remarks that such communication and resources will save time as well as money.

##### 2. Security (\$139,000--\$159,000)

- Security camera (higher quality camera for Gym's events) (estimate \$30,000-\$50,000) Cameras have been purchased for three areas of campus: 1) the Caf ; 2) Child Development; and, 3) the Dorm. The holdup in their installation is due to securing soft-tapping screws. Arrangements will be made to borrow a proper ladder and drill from maintenance so that Logan and Jake can install the cameras.

Cathy inquired as to why the marquee signs have not yet been installed. The answer was a lack of personnel. There are simply not enough people to do all the projects on campus.

- Equip all network closets with a UPS to provide at least one hour battery backup to support phones in the event of a power outage (estimate \$40,000) An uninterrupted power supply unit (UPS) is still needed to provide enough power during outages. The IT Department wants to ensure enough time for all of the campus's servers and switches.

When all the fire alarm panels are upgraded and they are switched to communicating on the network we must have battery backup in all building IDF closets to power switches in the event of a power outage.

3. Purchase 19 Centigs for Digital Graphics (\$42,000) (2016 Digital Graphic Design)  
\*\*\*James reminded the committee that his department is awaiting one more Adobe update and Windows 10 installation to accommodate his equipment and or software. Mathew "Matt" Montgomery's name was mentioned in relationship to animation and graphics???
  4. Replace computers in CA 204, Digital Graphics Lab, outside of normal cycle (\$44,000) (2016 Digital Graphic Design)  
\*\*\*WORKFORCE GRANT? James reminded the committee that his department is awaiting one more Adobe update and Windows 10 installation to accommodate his equipment and or software. Mathew "Matt" Montgomery's name was mentioned in relationship to animation and graphics???
  5. Method to verify online students enrolled in courses are the same person participating in the online course (Distance Ed NIPR)  
David Clausen agreed with David Corley this is a tough challenge. He shared that the University of Phoenix, who has a much generous budget and larger enrollment, generates random numbers to ensure identity proofing/vetting. Julie said that a system was employed ten years ago. Cathy briefly talked about a two-step authentication system. Logan will investigate the cost of adding a vetting system and or utilizing a module that might already be embedded within Canvas. Distance Education? NIPR?
  6. Creation of a recording room for faculty  
This proposal comes from a Master Plan.
  7. Smartboard setup for Fitness Center  
David Corley reported that the television has been purchased. Greg Collins and David ??? need to determine who will be using this room. Title III grant/monies? Cathy wondered if it Carrie Nyman who would be using this Fitness Room/Center.
  8. Blue Phones (\$?)  
The blue phones are no longer an item for discussion or usage. These devices were used during emergencies. Today a majority of individuals, including students, carry smartphones. Of note, only the College's board chair does not carry and or own a smartphone!
  9. Increase equipment purchase for professional quality printing (\$20,000) (2014 Fiscal Services)  
Terry Bartley has inquired if there are avenues the College might pursue if outsource printing is not available.
  10. Purchase software: Nurse, ProCalc, Maternity, Pediatric, & Critical Care Modules (\$3,400) (2013 Vocational Nursing *Old Information*)  
Christi continues to research various nursing programs! James has his fingers crossed that software may be procured to allow the instructor to share and or manipulate the classroom's screens, from the instructor's to the students'. Mention was made that Andy Rupley in business is already using such equipment and software. Such a setup would definitely enhance any and all computer classroom labs. Title III grant/monies?
5. **Agenda Items for next meeting**

Per Corley, the next ITPC meeting will be **Wednesday, November 15 at 8:30 am in the TEEC room**

1. Share the results of SurveyMonkey with the ITPC committee.

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

6. **Good of the Order (Other Items)**

Merchant shared that due to an assignment with the College's *Institutional Effectiveness Committee* he will to serve the ITPC committee as an advisor/consultant whether than actual member.

7. **Next Meeting:** @ 8:30am in TECC

Meeting adjourned at 9:23 am