

**State Center Community College District  
Districtwide Technology Taskforce  
Minutes  
October 18, 2012**

A meeting of the Districtwide Technology Taskforce was held on Thursday, October 18, 2012 in District Office North, room CC 305. The meeting was called to order at 12:10 p.m. Present were John Bengtson, Chris Cortes, Doris Griffin, Deborah Ikeda, Michelle Johnson, Don Lopez, Brent Nabors, Gary Sakaguchi, Kira Tippins, Lijuan Zhai. Absent were David Balogh and Ed Eng. Linda Little was present as note taker.

- I. Deborah Ikeda discussed the Taskforce Charge
  - a. Develop and recommend a work plan for development of a comprehensive technology master plan for the district
  - b. Recommend composition and operating agreement for establishing a standing Districtwide Technology Master Plan Committee
  - c. Review Brain trust and CampusWorks reports
  - d. Identify objectives met and unmet in 2000 District Technology Strategic Plan
  - e. Work plan with timelines for master plan
  - f. Establish timelines and objectives for taskforce prior to transitioning to technology committee
  - g. Ensure recommendations meet accreditation standards
  - h. When objectives completed, transition to technology committee
  - i. Operating agreement to establish committee
  
- II. Don Lopez and John Bengtson reviewed the CampusWorks report
  - a. Continue development of technology strategic plan
  - b. Technology Leadership – create a CIO position and provide both authority and resources
  - c. Network Performance – wide-area network (WAN) bandwidth is being doubled at RC; new wireless network infrastructure in progress at FCC and DO
  - d. Datatel/WebAdvisor
    1. Datatel – performance is being address by SQL Migration project; “making best use” should be addressed by free Datatel Action Planning service
      - a. Cabinet should commit to taking advantage of free Datatel Action Planning
    2. WebAdvisor – usability being incrementally improved by initiatives like student financial self-service
  - e. Governance – Develop a clear technology decision-making process; clarify associated roles and responsibilities
  - f. Academic Technology – ensure money is there for lifecycle replacements; complete creation of governance structure and associated plans
  
- III. Gary Sakaguchi reviewed the College Brain Trust Organizational Review Report

- a. Similar to CampusWorks, recommended moving forward with planning, a resource allocation model (RAM) for technology, and a strengthened use of technology to meet challenges
  - b. Balance between centralized and decentralized functions with a clear delineation of duties
  - c. District needs strong leadership in technology
  - d. Bond money targeting technology should be strongly considered
  - e. Assign A&R responsibility to each campus for certain functions and centralize other functions at the District
  - f. There were two recommendations for Technology leadership:
    - 1. Create new position of VC, MIS & Research – stronger voice at cabinet level
    - 2. Create Assoc VC, Institutional Research to strengthen research function in the district
  - g. Recommendations from Brain Trust match up to CampusWorks and most accreditation reports
- IV. Recommendations in the 2000 Technology Master Plan that are not completed and may be considered for inclusion in the new SCCCD District plan:
- a. Develop and adopt procedural security measures to protect the technology systems and data from abuse or misuse
  - b. Develop technology on a districtwide basis, with full participation of colleges and centers
  - c. Finish developing attractive, user-friendly websites for the DO, campuses and centers, and commit to maintaining by a web master (half completed)
  - d. Establish a districtwide help desk that will be accessible 24 hours/day, seven days/week
  - e. Develop distance education in an orderly and effective manner through districtwide collaboration among the faculty
  - f. Develop an AA or AS degree program taught completely via internet
  - g. Establish a commitment congruent with the draft Tech II Plan by replacing computer technology on a cycle of every three years and adding technology support at an approximate cost of \$110 per full-time student
  - h. Coordinate technology districtwide utilizing the technology coordination Committee
  - i. Modify the SCCCD Technology Plan on a continuing basis and document all modifications
  - j. Develop an accounting code to be used for technology-related expenditures (break down further than current)
  - k. Develop and implement a comprehensive staff development program with training
- V. Composition for standing committee
- a. Have Executive Committee with Dr. George Railey as chair
  - b. Have sub-committees such as Instruction, Services for Students, and Administrative Computing with a Research component to assist all the subcommittees in their decision-making

- c. Deborah Ikeda will work up a draft to send out to taskforce for discussion at next meeting
- VI. Set meeting dates and times
- a. Next meeting Friday, November 2<sup>nd</sup>, 12:00 – 1:00 p.m. in room CC 305.  
Lunch will be provided

Minutes submitted by  
Linda Little, Secretary to the Campus President  
Willow International Community College Center

**State Center Community College District**  
**Districtwide Technology Taskforce**  
**Minutes – November 2, 2012**  
**Room CC-305**  
**12:00 p.m.**

Present: B. Nabors, C. Cortes, D. Balogh, A. Martinez, D. Lopez, D. Griffin, E. Eng, G. Sakaguchi, J. Bengston, K. Tippins, L. Zhai, G. Railey, D. Ikeda

- I. Review Minutes 10-18-12
  - a. Minutes were reviewed and any suggestions for change were to be submitted to Linda Little.
  
- II. Dr. George Railey was introduced as the incoming chair of this Taskforce. Self-introductions around the room were made by everyone.
  
- III. Review District Technology Taskforce Committee Draft (Ikeda)
  - a. The Draft District Wide Technology Committee Structure was reviewed. Several suggestions for change were made. A revised draft of the structure was developed and will be sent out prior to the next meeting. The title of the Executive Committee was changed to Steering Committee. The purpose of the Steering Committee is to insure recommendations and conversations taking place in the subcommittees are shared with all the other subcommittees. The Steering Committee will serve as a clearing house of information for the subcommittees. Recommendations developed in each subcommittee will be sent forward to the Steering Committee who will pass them onto the other subcommittees and then onto the Chancellor's Cabinet. We also agreed all decisions on the technology subcommittees would be made by consensus, eliminating the concern about the number of votes each college and center received.
  
- IV. Develop timelines to complete objectives identified in the charge statement
  - a. It was decided that the charge statement for the District Wide Technology Taskforce will be the focus of the next meeting.
  
- V. Set meeting dates and times
  - a. The next meeting will be Friday, Nov. 30 from 12:30 to 2:00 and will be held at the Clovis Center in room 305.

**State Center Community College District**  
**Districtwide Technology Taskforce**  
**Minutes – November 30, 2012**  
**Room CC-305**  
**12:00 p.m.**

Present: G. Railey, D. Lopez, E. Eng, J. Bengston, M. Johnson, D. Balogh, B. Nabors, T. Her

- I. Review Minutes 11-2-12
  - a. Minutes were reviewed and any suggestions for change were to be submitted to Cherylyn Crill-Hornsby.
  
- II. Review District Technology Taskforce Committee Draft (Railey)
  - a. The Districtwide Technology Committee organizational chart was reviewed. Only one change was recommended, the addition of a 'MC/OC Tech Committee Faculty Liaison'. D. Lopez to update this item and return new version to G. Railey for inclusion in the overall Committee Draft documents. G. Railey asked if the group approved the chart as amended, and they did with no descent.
  - b. The Districtwide Technology Committee Charge Statement was reviewed. There was a general discussion of the purpose of the Committee vs. the purpose of the current Taskforce. G. Railey clarified the role of each group, noting that Taskforce was responsible for creating the operating parameters for the Committee that would be formed once the Taskforce's work is completed.

Discussion of timeline included consideration of potential Committee meeting schedules and options for meeting formats to facilitate a maximum of convenience and attendance for participants. Efforts will be made to align timetables with both District (2012-2016) and campus (2013-2017) strategic plan development cycles, and future accreditation self-study timelines (2016).

The Taskforce also discussed the focus of the Committee; contrasting the relative merits of vision statements vs operational directives, and the frequency and mechanisms by which such documents could/should be reviewed for changes.

Two timelines for completion of the Committee's work were proposed; two years vs. one year. After additional discussion it was decided that a one year timeline would be recommended, with the acknowledgement that this could be extended if additional time was needed. Factors considered included need for vetting by constituent groups, introduction and acceptance of Committee's recommendations to SCCCD Board of Trustees, and timing of proposal to best coincide with overall District budget preparation and completion timelines. Proposed timeline is as follows:

- Spring – Fall, 2013: Development of Districtwide Technology Master Plan by Districtwide Technology Committee and initial vetting by campus constituent groups (documents sent to groups by end of December to facilitate first reading timeline);
- Spring, 2014: Vetting of Districtwide Technology Master Plan by SCCCD Board of Trustees (March, 'Board Retreat for 1<sup>st</sup> reading, April BOT Meeting for 2<sup>nd</sup> reading);
- Fall, 2014: Introduction of Districtwide Technology Master Plan elements into SCCCD budget planning cycle (June or September depending on final development/vetting timeline).

Finally, a typo regarding the Districtwide Technology Committee title in this document was noted and revisions recommended.

III. Next Steps

- a. The Districtwide Technology Committee's operating agreement will be the first item on next month's agenda. The operating agreement for the District Strategic Planning Council will be used as a model for this work, and will be distributed to taskforce members for review prior to the meeting.

IV. Set meeting dates and times

- a. The next meeting will be Friday, Dec. 7<sup>th</sup> from 10:30-11:30 AM and will be held via Polycom with event locations at DO North (Clovis Center) room 305, FCC OAB 226 & RC PCR

**State Center Community College District  
 Districtwide Technology Taskforce  
 Minutes – March 3, 2013  
 DO North (CC) 305, FCC OAB 126  
 10:00 – 11:30 AM**

**Present:** G. Akina, D. Balogh, J. Bengtson, D. Griffin, M. Johnson, D. Lopez, A. Martinez, G. Railey, G. Sakaguchi, K. Tippins

*Meeting called to order at 10:00 a.m. by G. Railey.*

- I. Review of draft Districtwide Technology Committee operating agreement
  - a. G. Railey thank D. Lopez for his work on the updated draft agreement
  - b. The group was asked to provide feedback on the draft
    1. The group approved the document as presented. D. Lopez noted that the document must now be routed to the campus constituent groups for their review and final input. There was discussion of the timeline for this process, which is noted in the developed schedule in the section below.
  
- II. Districtwide Technology Committee Writing Team Structure
  - a. G. Railey provided a brief history of districtwide Accreditation Recommendation #1 and its relationship to the work of the proposed Districtwide Technology Committee
    1. It was noted that the prior Districtwide Technology Plan was drafted in 2001, and that its contents and structure may be unlikely to reflect the current technology and needs of the district in a manner that would allow the document to be used as a structure for the updated draft.
  - b. G. Railey requested that the group discuss the process by which updated Districtwide Technology Plan would be developed
    1. D. Lopez noted that the operating agreement provides for the campus constituent groups to select the writing team membership for the three teams:
      - Instruction
        - a. D. Griffin noted that this writing teams current composition does not include representation from the Admissions/Records department
        - b. The group agreed that the addition of the A&R Managers from both FCC and RC would be advisable
      - Administrative
    2. A discussion of goals and deadlines established the following timetable for the work of completing the updated draft:

Activity	Timeline
Review of updated Districtwide Technology Committee Operating Agreement by campus constituent groups	5/3/13 – 9/16/13
Summer Research Group meetings	6/1/2013 – 10/1/2013
Completion of selection of DTC writing team membership by campus	9/16/13

constituent groups	
DTC writing team members work on Districtwide Technology Plan draft	10/1/2013-11/1/2013
Review of draft Districtwide Technology Plan by campus constituent groups	11/1/2013-12/1/2013
Final revisions by writing teams based on constituent group input	12/1/13-12/15/13
Draft Districtwide Technology Plan to Chancellor's Cabinet for review	12/16/13
Draft Districtwide Technology Plan to Communication Council for review	Dec., 2013 (next available meeting after Chancellor's Cabinet review)
Final revisions by writing teams based on Cabinet and Council group input	Complete by 2/15/14
FINAL Districtwide Technology Plan to SCCCD Board of Trustees for review/approval	March, 2014

- It was noted that the Sumer Research Group would be responsible for researching 'best practices' based on the technology plans of other colleges and districts and using these to form a base structure of the components for the SCCCD Technology Plan. This structure to be used by the writing teams to then fill in and complete the updated draft document
  - a. Structure of the document should include goals of the plan in order to help define its objectives
    - i. Provide a pathway through the district plan/process for technology acquisition
    - ii. Connect to campus goals
    - iii. Be developed with campus input
    - iv. Demonstrate a connection between needs and available resources
- The group will begin holding meetings post-finals week and its membership will include the following individuals:
  - a. John Bengtson (Chair)
  - b. Anna Martinez
  - c. Don Lopez
  - d. Doris Griffin
  - e. Kira Tippins
  - f. George Akina
  - g. Michelle Johnson
  - h. Lijuan Zhai
  - i. Gary Sakaguchi
  - j. David Balogh
  - k. Juan Tirado
- It was agreed that the updated Districtwide Technology Committee operating agreement should be sent to the campus constituent groups as soon as possible (today) in order to ensure that it can be included on the next available meeting agendas of



those bodies. Along with the draft document, this communication will include the above timeline for reference.

- III. Set meeting dates and times
  - a. Next meeting was not determined for this body. There will be a meeting of the Summer Research Group (which includes almost all members of the Districtwide Technology Taskforce) held in the later part of May and continuing through the summer.

*Meeting closed at 11:09 a.m.*