



**Strategic Technology Advisory Committee  
October 3, 2016  
Pam Keith Conference Room, Building 600  
Minutes**

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**Present**

Members: Kevin Anderson, Kimo Calilan, Ruth Fuller, Corrine Kirkbride, Carla Maguire, Jim Petromilli, Kevin Truong

Resources: Casey Hentzen, Justin Howell, Laura Convento

Guests: Celia Esposito-Noy

**Absent:**

Members: Irene Camins, Peter Cammish, Erin Duane

Resources: Gregory Brown, Yulian Ligioso

**Call to Order**

The meeting was called to order at 2:05 p.m. by the Chair, Jim Petromilli, Interim Chief Technology Officer.

**Introductions**

**Tech Plan Update – J. Petromilli**

J. Petromilli reviewed the Technology Master Plan. He asked the Committee to look over the Executive Summary, pagination, vision, goals, and note items we could address during the meeting.

Items to add:

- Page 15

- Email policy for Retirees
  - Email box size
  - Map to the Future
- Page 17, General and Desktop Technology
  - How to keep up to date?
  - Massive updates will be needed in 3-4 years
  - Group Printing vs. Individual Printing
- Communications
  - Know what IT is doing
    - Tech Corner
    - Email introduction of what we are doing
- Page 18, College Website
  - Noted on the back there is a survey
    - Received a lot of good feedback
  - Website is a hot button
  - Plan needs to be developed and implemented
    - Website is way out of date
      - Who is in charge of updates?
    - What are the costs associate?
      - Estimates
  - Currently, Scott Ota works on website updates
    - Currently reports to the President's Office
    - No public information officer (PIO)
  - Celia Esposito-Noy commented that Rachel Smith's class is working to redesign the Webpage
- Page 20, Proposed Annual Technology Budget
  - How much does it cost to run an IT department?
    - \$180k per year just for computers
  - C. Esposito-Noy commented on establishing a sinking fund, need to start looking at for IT Costs
    - Ensure we have funds for purchases/replacements down the road
  - Ruth Fuller commented that we do not have enough labs. Can we not increase? She commented if we should ask faculty how many want to teach in a computer lab.
    - C. Esposito-Noy asked why? How would that look like with current schedule? Can the college support and sustain more labs? She asked how we can utilize our current resources.
      - Monday thru Thursday, 9 am – noon, is a busy time on campus
  - K. Calilan commented that the annual software licenses are expensive
    - Banner – expensive, large part of budget \$464k
- Page 23, SCTSS Organization
  - Organization Chart needs a few changes
  - Overall staffing levels are good
- Page 24, Student Technology Survey
  - Overall, students felt pretty good about technology.

- Appendix C
  - J. Petromilli asked group to review the comments

### **Next steps**

- J. Petromilli will re-email technology plan for comments
  - Feedback on priorities
    - Incorporate in Executive Summary
      - Top 5 Concerns
- Group to meet in two weeks to approve draft
- Share with every organization
  - Academic Senate, College Governance

### **Next Meeting**

The next meeting will be on October 17, 2016 to approve the draft of the Technology Plan.

### **Adjournment**

The meeting adjourned at 2:56 p.m.

Respectfully submitted by Laura Convento