Strategic Technology Advisory Committee
May 2, 2016
Minutes

<u>**Present**</u>

Members: Kimo Calilan, Justin Howell, Corrine Kirkbride, Peter Cammish, Carla
                 Maguire, Ruth Fuller, Irene Camins

Resources: Casey Hentzen, Laura Convento

Guests: Jim Petromilli (Strata Information Group)

<u>**Absent:**</u>

Members: Kevin Anderson, Erin Duane, Matt Hartsock

<u>**Call to Order**</u>

The meeting was called to order at 2:40 p.m. by the Chair, Kimo Calilan.

K. Calilan asked the group to introduce themselves. Jim Petromilli discussed the
purpose of the meeting and the importance of documentation for accreditation.

<u>**Update on Survey – P. Cammish/J. Petromilli**</u>

J. Petromilli discussed the recent survey sent to staff. Currently, a list of questions are
being development to be sent to students (Matthew Hartsock to assist).

Peter Cammish gave a brief overview of the preliminary results from the online survey.
- 133 employees responded to the survey
  - 6% Administration, 56% Faculty and 38% Staff
  - 93% feels the Technology Plan is important
- Programs noted – MySolano, Banner, Canvas and SAR
- He noted there were a lot of comments
  - Majority were employee specific issues, website and training

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- Overall, employees were relatively satisfied

J. Petromilli commented that the group wait until all results are in before further analysis is done. He recommended that there be a direct follow-up to those who responded to the survey.

P. Cammish also reported there was a high demand for training. He noted that 42% percent of training was provided by Solano, other training received were from peers or informal (online). He noted that training is a big issue.

Action item: P. Cammish to send out survey reminder. Survey to close next Wednesday.

Tech Plan Update – J. Petromilli

J. Petromilli briefly reported on timelines. He shared the Tech Plan calendar with the group. He noted the following on the calendar.
- Rough draft by May 12th – Not going to happen
- Board Approval for plan in September
    - Rough draft is needed by June/July

Ruth Fuller commented there might be pushback from Faculty and CSEA, since most of the work will be done during the summer (when they will be out).

J. Petromilli commented that they will be meeting twice with Academic Senate and will get the ball rolling soon on the Tech Plan. Final draft scheduled for early September after Labor Day. The hope is to circulate the plan, get the groups blessing and signatures. He reiterated that this process will take time. He noted the committee is ramped up now, after it took a little bit of time to get started.

Other Topics

P. Cammish asked about the initiatives and budget, and if STAC will be meeting with the Budget committee. J. Petromilli commented that they attended a Finance Committee meeting. He commented that Funding and Technology, should be fundamental like budgeting for PG&E. K. Calilan noted that we don't have a budget for technology replacement.

R. Fuller asked about the budget for technology, and that it not be departmentalized. If STAC can recommend/demand a budget. K. Calilan commented that we have mandatory commitments, "keeping the lights on", if we need something, the money is available. He noted that every 3-5 years computers need replacing, and the plan will identify the replacements (personal computers/labs etc.)

P. Cammish noted that 89% percent of budget goes to staffing, with a little more than 10% to go to everything else. (i.e., Maintenance goes by the wayside).

R. Fuller stressed the importance of getting the "buy-in" for the plan. She shared her previous experience with putting a lot of work into a plan, for management to not use it.

Corrine Kirkbride asked what the goals for the committee was. K. Calilan commented that technology standards will be updated, STAC will create policies. He reiterated that it will be a collaborative effort, and IT can't help you if you don't tell them what's wrong.

K. Calilan commented that the Technology Plan will be a living document that the STAC committee will review and refresh as needed. He noted that importance of the members disseminating the information to their respective groups.

Next Meeting

The next meeting will be on May 16th, 2016 from 2:30-3:30 pm in the Pam Keith Conference Room.

Adjournment

The meeting adjourned at 3:38 p.m.

Respectfully submitted by Laura Convento