

# Meeting Notes - November 1, 2006

## Technology Task Force Notes

Wednesday October 18, 2006

LCW 26

Time: 3:00 – 4:30

### 1) Approval of Notes from October 18, 2006 Handout # 1

The notes were approved.

### 2) Quick Updates

ETAC: Alex Swanner is the new ETAC rep replacing Tom Dolen. Chien Shih, has accepted the position of Director, Information Systems and Operations.

Brio/Hyperion: Brio was bought by Hyperion. The “new” Brio was supposed to work on both PCs and Macs, but Intel based Macs still cannot use Maui. The resolution timeline was not clear.

Wireless: BETA testing for the Library will start in November.

Link Classes for Technology Training at Foothill: L. Jeanpierre is working on a similar fee-based plan for De Anza courses. Other free training classes are being planned through the Staff Development Department. There was a suggestion to put training PodCasts on the De Anza iTunes site.

Immediate issuance of part-time faculty email addresses was advocated.

#### Measure C:

There was a suggestion for a new model for purchasing all computers for the district to include installation/configuration, etc. by the relevant vendor (e.g. Apple/Dell). There was also a suggestion to hire an extra staff member to perform vendor coordinator functions at each campus funded from the District’s Ending Fund Balance. This area is still under review and assessment by the district and campus. W. Chenoweth recommended Technology Task Force give their feedback to ETAC. The suggestions/comments included:

- o The District has asked each college to consolidate computer orders
- o New orders would come thru J. Hawk’s office for consolidation of the purchase order
- o Information is still being gathered
- o The plan was to streamline the purchasing process
- o Standards were and would still be suggestive not restrictive
- o S. Luciw and F. Sherman were working on this item
- o Faculty need to have input on what platform they will receive
- o Discussion on who the point person would be for questions and problems. Until the new FF&E (Measure C funded position – Furniture Fixtures and Equipment) person was hired, C. Espinosa-Pieb would continue to oversee this area.

### 3) Manila Issue – Web Content Management System

W. Chenoweth was working on distribution of information across campus. A tool to assist with this project may be Manila. Manila could also be used to update web sites. The Technology Resources Group is starting a campus-wide investigation/needs assessment. A broad discussion on content management would be held across campus in the near future. Catalyst and Manila are complementary, but different tools.

Previous research was done on a content management system but budgetary restraints precluded the completion of the project. A Web Content Management System (WCMS) has a placeholder in Measure C funding. The

assessment process would be begun.

M. Kahn would take leadership of the project, which would be a sub-committee of Technology Task Force.

**4) ERP Replacement**

This item was not discussed due to time restraints.

**5) Process for Prioritization**

This item was not discussed due to time restraints.

**6) Web Support Technician Job Description Review Handout #2**

J. Hawk distributed a Web Support Technician job description, which would be funded as one of the classified positions from the Ending Fund Balance. The position would be for the day-to-day web support and would allow other members of Technology Resources Group to be focus on more technical duties. She asked the team to review the document and feedback was noted.

Present: E. Breault, C. Bruins, C. Castillo, W. Chenoweth, M. Cheung, B. Creamer, T. Dolen, L. Elvin, C. Espinosa-Pieb, J. Hawk, S. Heffner, S. Keegan, K. Metcalf, D. Mitchell, J. Mowrey, C. Owiesny, J. Swensson, K Von Ahnen.