



PASADENA AREA COMMUNITY COLLEGE DISTRICT

DISTRICT TECHNOLOGY STANDING COMMITTEE

Thursday, July 28th 2016
10:30 AM – 12:00 PM
President's Conference Room, C-233

Members: Matthew Kiaman, Mark T. Sakata, Jeffrey Wojcik, Maureen Davidson, Elizabeth Wood, Robert Lee, Lan Truong, Carrie Starbird, Susan Bricker, Mark A. Gutierrez, Todd J. Hampton, S. Alexander Marositz, Michael J. Ihrig, Susan Roig

Resources: Stephanie Pulcifer (Facilities), Crystal Kollross (Institutional Effectiveness)

Approved Minutes

Call to Order 10:35AM

I. Roll Call

- a. **Present members:** *Matthew Kiaman, Jeffrey Wojcik, Maureen Davidson, Elizabeth Wood, Robert Lee, Carrie Starbird, Susan Bricker, Mark A. Gutierrez, Todd J. Hampton, S. Susan Roig*
- b. **Absent members:** *Mark T. Sakata, Lan Truong, Alexander Marositz, Michael J. Ihrig*
- c. **Present Resource(s):** *Stephanie Pulcifer*

II. Public Comments

- a. *None – no members of the public present*

III. Approval of minutes for 06-30-2016

- a. Approved unanimously

IV. Reports

a. Accessibility Workshop

- i. Maureen Davidson provided a report of a workshop she attended at Mt. SAC on Tuesday. She indicated it was really helpful and mentioned George Chidiac and Paul Valdez from purchasing were present as well. She mentioned one recommendation was to develop an accessibility task force. Susan Roig added two software solutions "Read Speak" and "Doc Soft" which would help address several known issues. Matt K asked that Susan R. work with the accessibility group to review the products and return to the DTC with a recommendation.

b. Instructional Computer Labs Due for Refresh

- i. Todd presented a list of \$775K of instructional computers and laptops due for refresh in fiscal year 16-17. He will work with instruction to prioritize them as \$600K of funding is likely to be allocated.

c. BoardDocs

- i. Matt K reported that a paperless board meeting solution is being implemented starting at the September 7th Board meeting. Training will be provided on August 17th for “contributors” – Employees who submit consent items.

d. Portal redesign efforts

- i. Matt K reported efforts to develop a project plan to enhance the LancerPoint portal and add functionality for students. The district would require at least one programmer employed to serve as the project coordinator and to take over maintenance of the enhancements once the vendor (not yet selected) who implements them leaves.

V. Discussion

a. Technology Master Plan Draft

- i. The group review the draft. Changes Susan Bricker sent on the morning of the meeting would be incorporated. Carrie Starbird asked to develop a structure/demarcation points into the draft and to include a total annual cost to implement the recommendations. Susan Roig added that we should include a COLA and growth factor in these cost estimates. Susan R. also recommended mentioning the cost savings to the district through the state initiatives mentioned in the TMP. She mentioned the district currently saves \$300K/year through the Online Education Initiative.
- ii. The DTC unanimously approved to send the first draft to the Executive Committee for review.

VI. Future agenda items

- a. Locate minutes from 5/5/2016

VII. Next meeting

- a. Thursday August 11th, 2016

VIII. Adjournment 11:51AM