CAMPUSWIDE COMPUTER COORDINATING COMMITTEE

MEETING AGENDA

February 18, 2010

CR 137

12:00 p.m.

CALL TO ORDER

APPROVAL OF MINUTES from January 21, 2010.

OLD BUSINESS

1. Technology Plan
2. CCLC Recommendation to update BP 2230 and AR 2240 for Accreditation Purposes.
3. Use of Signature Quotes in email (Mary Mirch)
4. Faculty/Staff Computer Data Backup (Tom Voden)
5. Power Saving Features for Desktops (Reed Anderson)

NEW BUSINESS

1. New HR Software (Presentation by Vicki Nicholson and Val Dantzler)

OTHER

ADJOURNMENT

UNADOPTED

CAMPUSWIDE COMPUTER COORDINATING COMMITTEE
MEETING MINUTES
January 21, 2010
CR 137

Present: Susan Courtey (Proxy for Amir Nour), Michael Dulay (Faculty), Kathy Flynn (Senate), Shereen Fogel-Allison (Admin), Pat Hurley (Resource), Brenda Jones (Resource), Edward Karpp (Resource), Simon Mirzayan (CSEA), Arnel Pascua (Chair), Jewel Price (Admin), Susan Roberts (CSEA), Art Segura (Proxy for Bill Elbettar), Gretchen Smart (Resource), Thomas Voden (Faculty)

Absent: Reed Anderson (Resource), Sevada Avakian (CSEA), Ed Bugayong (Resource), K.C. Camp (Faculty), Dennis Doyle (Guild), Bill Elbettar (CSEA), Mary Mirch (Admin), Amir Nour (Admin), David O'Donnell (Resource), Alfred Ramirez (Admin), Daniel Ramirez (ASGCC), Mary Stone (Resource), Kaleung Tsou (Resource), Antonio Zarate (ASGCC)

Guests: Mike Reed

Call to Order: The meeting was called to order by Chair, Arnel Pascua, at approximately 12:00 p.m.

Approval of Minutes:

It was MSC that the minutes from November 19, 2009 be approved.

Old Business:

2. Technology Plan:

- The plan was approved on 10.15.09 with the caveat that it would be reviewed at the next meeting, but has yet to be reviewed.

  - *It was MSC that the committee will review the entire Technology Plan and Program Plan and will submit areas of discussion to Arnel before the next CCCC meeting where it will be decided what areas will be reviewed.*

New Business:

3. <u>CCLC Recommendation to Update BP 2240 and AR 2240 for Accreditation Purposes:</u>

- The committee was presented with the current Board Policy for Computer and Technology Use as well as the CCLC recommendations.
- Chair asks committee to review both documents and be prepared to discuss at the next meeting.

4. <u>GCC Student E-Mail Policy:</u>

- Very minor changes to the student email policy were reviewed.
- Changes include the naming convention for student e-mail.

➢ *It was MSC that the revised policy be approved.*

5. <u>Faculty/Staff Computer Data Backup:</u>

- It was suggested that there be an automatic backup for faculty and staff data.
- Technology plan currently has a plan for automated backup.
- Automatic Data Backup presents a logistics issue: no room and incapable of holding the space on servers.
- Resources are not available for servers with that much storage space.
- Other problems: Many staff members oppose the automatic backing up of their data.
- A solution should be developed for those that are interested.
- It was recommended that a workgroup be formed to look into possible options.

➢ *It was MSC that a workgroup led by Tom Voden be established. The members will consist of: Simon Mirzayan, Mike Reed, Shereen Fogel-Allison, Art Segura, and Gretchen Smart. An update will be provided at the February CCCC meeting.*

6. <u>Power Saving Feature:</u>

- Guest Mike Reed questioned whether there was a current policy that requires that the Power Savings feature on computers be turned on.
- There is not a current policy requiring that Power Savings be used.
- Discussion on the feature for both PCs and Macs were discussed.

- *It was MSCd that all new computers are deployed with an initial setup such that:*
    - *The Screensaver Feature will be turned on after 20 minutes of non-use.*
    - *The Hard-Drive will be turned off after 3 hours of non-use.*
    - *System Standby will be turned on after 2 hours of non-use.*

  In addition it is recommended that the student labs try the same practice now.

  An email will be sent to the campus with clear instructions for both PC and Mac for those staff members who are interested in participating.

  This will be tested prior to making changes to AR 2240.

Other:

Meeting adjourned: at approximately 1:00 p.m.

Next Meeting Date: February 18, 2010

Returning Items:

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2. CCLC Recommendation to update BP 2230 and AR 2240 for Accreditation Purposes.
3. Use of Signature Quotes in email (Mary Mirch)
4. Faculty/Staff Computer Data Backup (Tom Voden)

Recorded by: G. Lui