CAMPUSWIDE COMPUTER COORDINATING COMMITTEE

MEETING AGENDA

May 27, 2010

CR 137

12:00 p.m.

CALL TO ORDER

APPROVAL OF MINUTES from April 22, 2010.

OLD BUSINESS

1. HR Software (Val Dantzler)
2. Technology Plan
   a. Information Technology Direction (Vision & Strategic Goals)
3. AR 2240 (Shereen Fogel)
4. Faculty/Staff Computer Data Backup (Tom Voden)
5. Recycling of Ink Cartridges (Susan Courtey)

NEW BUSINESS

OTHER

1. Special Meeting for June

ADJOURNMENT

UNADOPTED

CAMPUSWIDE COMPUTER COORDINATING COMMITTEE
MEETING MINUTES
April 22, 2010
AD 121

Present: Reed Anderson (Resource), K.C. Camp (Faculty), Susan Courtey (Resource), Michael Dulay (Faculty), Bill Elbettar (CSEA), Shereen Fogel-Allison (Admin), Pat Hurley (Resource), Edward Karpp (Resource), Sose Khachikyan (ASGCC), Jill Lewis (Admin) (Proxy for Mary Mirch), Simon Mirzayan (CSEA), Amir Nour (Admin), Arnel Pascua (Chair), Anush Petrosyan (ASGCC), Jewel Price (Admin), Alfred Ramirez (Admin), Susan Roberts (CSEA), Gretchen Smart (Resource), Thomas Voden (Faculty)

Absent: Ed Bugayong (Resource), Dennis Doyle (Guild), Kathy Flynn (Senate), Brenda Jones (Resource), David O'Donnell (Resource), Mary Stone (Resource), Kaleung Tsou (Resource),

Guests: Mark Ragonig, Val Dantzler

Call to Order: The meeting was called to order by Chair, Arnel Pascua, at approximately 12:05 p.m.

Approval of Minutes:

It was MSC that the minutes from March 18, 2010 be approved with a correction that AP 3720 was tabled.

Old Business:

2. Technology Plan:

   - Review of the sections to be reviewed.
   - It was agreed that the dates would be revised and sent out via email.

3. CCLC Recommendation to update BP 3720 and AR 3720 for Accreditation Purposes.

   - Two options were presented to the committee:
     i. Keep AR 2240 and include some language that is suggested in AP 3720.
     ii. Replace AR 2240 with AP 3720.

- It was recommended that the language state there is an expectation of privacy and that investigations should go through Top Level Administrators/Executive/Board of Trustees, etc.
  - ➢ MSC that the current AR 2240 be used and revised accordingly with whatever needs to be updated (including CCLC recommendations or Board Policies.

  - ➢ MSC that a sub-committee be formed to review AR 2240. Shereen Allison will serve as chair. Volunteers to the committee include: Bill Elbettar, KC Camp, Susan Courtey.

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

   - Tom Voden was absent from the meeting. Item Tabled.

5. <u>New HR Software (Presented by Val Dantzler and Vicki Nicholson):</u>

   - HR is not prepared to make a presentation. Item Tabled.

<u>New Business:</u>

6. <u>Recycling of Ink Cartridges (Presented by Mark Ragonig):</u>

   - Mark Ragonig presented the committee with a proposal wherein ink cartridges would be sent to HP and points would be accumulated and redeemable for items such as printers, etc.
   - Susan Courtey stated that she has issues with the program from a Purchasing and Contracts perspective.
   - There are other entities on campus who already participate in recycling programs (Nursing and Facilities).

   - ➢ MSC that a sub-committee be setup to discuss and investigate the different possibilities for recycling and a proposal will be brought forward to the CCCC. Susan will Chair and contact Facilities and the Nursing departments for their participation. Volunteers include: Reed Anderson, Mark Ragonig, and Alfred Ramirez.

     - ▪ It was recommended that a deadline be made for the policy to be developed.
     - ▪ Susan will check on which vendors currently give us credit (dollar-wise) for recycling.

7. <u>Dial-up Service:</u>

- As part of the Contract Negotiations it was approved that the college would no longer provide Dial-up Access to retirees.
- There are a total of 19 people who still currently use the service.
- A list will be generated as to who currently uses the service.
- Question was proposed to the committee as to whether or not the college wants to continue providing the service for those who currently use it at a cost of $10,000 per year.

➢ MSC that Dial-up service be terminated.

8. Employee Acknowledgement Form:

- Tabled as it is related to AR 2240.
- If AR 2230 is revised do we need a new acknowledgement form from every employee?
- Will be brought back after Admin Reg 2240 has been finalized.

9. ITS Budget Requests:

- Review of ITS Budget Requests for 2010 – 2011.

➢ It was MSC that the Budget requests from the IT Department be forwarded to the Budget committee after each item has been ranked from 1-13. The mangers in the IT Department will prioritize the list and send it out to the committee to be reviewed.

Meeting adjourned: at approximately 1:04 p.m.

Next Meeting Date: May 20, 2010

Returning Items:

1. Technology Plan
2. CCLC Recommendation to update BP 2230 and AR 2240 for Accreditation Purposes.
3. Faculty/Staff Computer Data Backup (Tom Voden)

Recorded by: G. Lui