

**Summary
February 9, 2021
Via Zoom**

Present: David Egert, Jonathan Eldridge (Co-chair), Patricia France, Sarah Frye, Nigel Haikins, Jon Horinek, Patricia Hulin, Peggy Isozaki, Sara McKinnon, Colleen Mihal, Lisa Morse, Greg Nelson, Meg Pasquel (Co-Chair), Kristin Perrone, Monica Rudolph

Absent: Kathleen Antokhin

Guests: Paul Cheney, David Wain Coon, Nicole Cruz, Grace Mengqui Yuan, Dave Patterson, Mia Robertshaw, Keith Rosenthal

Agenda

The agenda for this meeting was approved.

Summary

The approval of the summary for the 12/8/20 meeting was postponed.

President's Area Presentation (deferred from December)

Legal Services – Mia Robertshaw - Future Need

- Demographer services to guide Board of Trustees through process of electing trustees by district/area rather than at-large - \$40,000

Advancement – Keith Rosenthal – Future Need

- Grant Writer

Marketing and Communications – Nicole Cruz – Future Need

- Additional positions to assist with content creation, editing, and publishing

Administrative Services Presentation (deferred from December) - Greg

Operational Add Cost Requests

- Campus Police - \$25,000 (software license for camera)
- Information Technology - \$150,000 (expanded fiber optics for Bank property and ATT line to Bolinas property)

- Maintenance & Operations – \$350,000 (pool chemicals for both campuses/3 pools and increased M&O expenditures to maintain new buildings)

Payroll Cost Add Requests

- Campus Police - Police Sergeant, \$100,000
- Information Technology - Tech Support II, IVC, \$85,000
- Fiscal Services - Payroll Specialist, \$80,000
- Maintenance & Operations - Custodial Night Supervisor, \$130,000

Administrative Services Summary

- Operations Total = \$535,000
- Payroll Total = \$395,000

Grand Total Request = \$930,000

TPC (Technology Planning Committee) Presentation - Grace Mengqi Yuan, David Patterson, Paul Cheney, Sara McKinnon

Building Blocks of the TPC's Work:

- COM Strategic Plan and IT Operations Plan
- IT Annual Surveys and TPC Surveys
- Member Contributions
- Previous Tech Master Plans

Areas of Focus:

- Instructional Technology
- User Systems, Support and Training
- Administrative Support and Communications
- Technology Infrastructure

Spring Semester Upcoming Meeting Agendas

Jon will create a draft meeting schedule with high priority agenda items for the Committee to review.

Subcommittee Reports

There were no Subcommittee reports at this meeting.

The next meeting will take place on Tuesday, 2/23/21.