Technology Committee
Sub-Committee of Planning and Resource Allocation Committee
Fall 2021 Semester

Meeting Wednesday, September 29th, 2021
via Zoom at 12:40pm

Present: Emy Bagtas-Carmona, Lance Barthelemy, Haleigh Brown, Luna Finlayson, Karl Holub, David Patterson, Irma Lopez, Caitlin Rolston, Grace Mengqi Yuan

Absent: Heather Rahman, Matthew Howard

Guest:

Standing Items

1. Call to Order at 12:41 in Zoom.

2. Introductions
   Caitlin, ESL/English/Humanities instructor; Lance, CIS instructor; Luna, SAS counselor; Karl, Library technician; Haleigh, ASCOM tech senator; Dave, librarian; Grace, OIM staff; Irma, library student worker; Emy, Associate director of Student Services.

3. Approval and adoption of the Agenda
   Motion to approve: Caitlin Rolston
   Second the motion: Emy Bagtas-Carmona
   Vote: all approved

4. Approve minutes from September 8th
   Motion to approve: Caitlin Rolston
   Second the motion: Luna Finlayson
   Vote: approved – Luna Finlayson, David Patterson, Caitlin Rolston, Grace Yuan
   Abstained: Emy Bagtas –Carmona, Lance Barthelemy, Haleigh Brown, Karl Holub, Irma Lopez

5. Chair Announcements:
   - Dave shared the Charge and asked if any new members have questions. Emy asked about the scope of TPC's responsibilities. A few members answered with specifics. Caitlin and Grace talked

about that the Committee is not the place where individuals come to talk about singular issues or complaints, which has been a confusion for prior committee members, it is rather a committee that stands at the college level to address the technological needs systemically.

Discussion Items

1. Revisit our [COM Technology Plan](#) – Dave went through the initiatives with the group. Emy asked about if TPC would fulfill each initiative. Dave answered no. TPC will monitor the progress of the initiatives; many initiatives will carried out by IT, and other departments (the Library, OIM, etc.) will participate in as needed.

2. Discuss the IT Operations Plan
   (1) Key parts to read: Message from the CIO; Key projects; and the IT Survey

   (2) Grace asked about projects that denoted with "COVID-19". Will these projects be permanent or rescinded post-pandemic? For example, the teleworker feature for remote workers.
   - Emy shared how the tools work for Student Service staff. Catlin asked about how other staff can access to such technology. The remote phone system will benefit all who are working from off-site.

   (3) Haleigh talked about ASCOM priorities: equity for all students, functioning devices, stable wifi, and a printer. Focus on getting resources out to all students.

3. Tentative Goals for 2021-2022:
   (1) Dave and Grace debriefed the group about Jonathan's Request: Create a Faculty Technology Wants and Needs Survey
   - TPC needs help from PRIE specialist to design survey
   - Haleigh mentioned to interview some of the faculty first

Haleigh motioned to adjourn the meeting at 1:35 pm.
Lance seconded the motion. Meeting adjourned.