

## **Technology Resource Team**

### Meeting Minutes

02/14/18

*Present:* Mike Campbell, Sylvia Sotomayor, Robin Duff, Rebecca Pang,  
Matt Hightower, Samuel Ortega

*Next meeting:* 3/14/18 2:30pm EW205

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#### **I. Updates since last meeting (10/24/17)**

IT received the 300mg circuit. They divided it up with the following allowances:

100mg to Bishop

100 mg to Mammoth

100 mg to IWV

It was discovered that IWV was capping out on their 100mg share quite frequently whereas Bishop & Mammoth were nowhere near their limits. So it was changed to the following allotments:

50mg to Bishop

50 mg to Mammoth

200 mg to IWV

This seems to be working much better.

KRV: IT has worked with Mediacom to partner with us to provide internet services to our KRV campus & students. BANNER/Exchange are still exclusively on our servers.

News from the Chancellors office is the desire for all California Community colleges to have 1g connections this year; funded by the Chancellor's office.

#### **II. College Radio station**

##### **a. Sawyer Chrisman, presenting**

Students have been talking about starting a college radio station to promote community events happening on campus, especially ones that are helpful to students. They also are thinking about having a broader audience which our clubs can promote themselves and utilize it as another form of exchanging information besides flyers. Students have expressed a desire to have music playing, host pop in events.

Mike suggested that due to difficulties establishing a stand-alone radio station: FCC Licenses, BMI Licenses, and the mounds of paperwork required it can be tedious and time consuming. He suggests that maybe we partner with a local radio station

and have a Cerro Coso timeslot to utilize to promote events, clubs, athletics, news from Cerro Coso. Mike also suggested that Sawyer approach a faculty member from the communications (Melanie Jeffries) about becoming a Faculty Advisor for this. Sawyer interns at Adelman Broadcasting in Ridgecrest. He will research the possibilities of partnering with them; and will also seek out Melanie Jefferies to see if she is interested in becoming an advisor. He will return at the next meeting to update us on his progress.

### **III. Safety Awareness**

- a. Social Media February 2018. This raised the question “Do we have a Social Media Policy in place?”

No. The college does have a Facebook page, twitter account, YouTube channel but the only person who can post to these accounts is our PIO Natalie Dorrell. Twitter & LinkedIn are part of Canvas but the college does not have any control over what the faculty does with these accounts.

Mike will bring up the concerns over liability and access on his level  
Rebecca will bring them up on her level.

- b. A Security Awareness course has been developed in Canvas on District’s side for all employees. In about a month Mike will send out an email making staff aware of the course and to look for further information from the District. All staff will be automatically enrolled in the course, it is not a required course but will be very beneficial and we are encouraged to go through it at our own pace.

### **IV. March/April BANNER 9 training (basic navigation) will start occurring.**

- a. Currently department trainings are taking place and they will come train us. It will be a different BANNER since it is web-based.

### **V. District IT Governance Committee**

- a. This committee will meet 3 to 4 times a year. They are a recommending committee for projects that will require IT resources from the District. The points systems is based off of the District funding model. If all 3 colleges want something done then it becomes a priority project & points aren’t necessary.
- b. We cannot use our points on existing projects, only for new projects coming up down the road.
- c. This is a trial committee right now. All RUN projects are exempt from this committee. BANNER 9 is exempt from this committee.

## **VI. Hardware Replacement Plan**

- a. Based on the TRT agreeance and the purchase of solid state drives IT will go from a 5 year to a 7 year replacement plan. The plan was reviewed. Main Building needs were not included in this plan; instead they are in the IT Resource Plan. The consensus of the committee was the plan is good and Mike will now present it to College Council on 2/15/18. Matthew Hightower will also disperse the plan information to the Academic Senate at their next meeting.

## **VII. IT Resource Plan**

- a. The annual resource plan is complete and ready to go to College Council on 2/15/18. We reviewed the line item for the Main Building needs and found it to be complete. The plan will next go to the Budget Committee for review.

## **VIII. Other Area reports**

- a. Mike will give Rebecca Pang the expiration date of TurnItIn.com license.
- b. There is a change in the funding model implementation that will go into effect on 7/1/18. Mike will update the TRT as soon as possible.
- c. PED Tech met in January. They are reviewing documents, academic integrity, and authentication.
- d. Rebecca talked about a resolution to join OEI exchange. IT is to go forward to College Council on 2/15/18 to discuss our ability to get a spot in the new cohort. Currently 49 colleges are in the exchange. There is talk that we might lose students if we do not join. The advantages of joining are: more accessibility support/ paid for (doesn't come out of our college budget); programs like Turnitin are paid for by the exchange. The 1<sup>st</sup> cohort was only 6 colleges; there was no noticeable enrollment change by joining. 2<sup>nd</sup> cohort is expected to be much bigger and will provide more information on how the exchange will affect the colleges involved. The exchange has not indicated how many colleges they will accept in this 2<sup>nd</sup> cohort. Also if all the colleges in a District want to join then that District is given priority.
- e. You Do It; is an open source program created by Univ. Of Florida. Has been given the go ahead to be used instead of ally per Rebecca. In 2 months they will have trainings for faculty use. Mike says that open source is a concern. Rebecca will follow up with Dave regarding agreeance and update Mike ASAP.



Administrative Cabinet  
 December 11, 2017  
 LRC 604  
 9:00 am- 11:00 am

Present: Natalie Dorrell, Resa Hess, Lisa Couch, Kristin Hanle, Heather Ostash, Pam Campbell, Christine Small, Blaine Simmons, Jessica Krall, Mike Campbell, Jennifer San Nicolas, Chad Houck, Ryan Khamkongsay, Michael Kane, Greta Robinson, Lisa Stephens, Corey Marvin, Deanna Campbell, John Daly

Absent: President Board, Becky Rock, Rebecca Pang, Caroline Sanderson, Kara Tolbert, John McHenry

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
<b>1. Opening of Meeting</b>	Heather Ostash	9:00 am		
<b>2. Approval of Agenda</b>	Heather Ostash	Agenda approved.		
<b>3. Approval of Minutes &amp; Action Items</b>	Heather Ostash	<p>Minutes approved.</p> <ol style="list-style-type: none"> <li>1. 1. President Board will work with Deanna Campbell and Lisa Stephens to make sure the other sites are able to participate in the same format as IWV for the December 13, 2017, Professional Development Day. Completion Date: December 1, 2017. Completed.</li> <li>2. The holiday scheduled approved at the November Board of Trustees meeting will be shared with the managers. Completion Date: November 20, 2017. Completed.</li> <li>3. Mike Campbell will research shredding lock boxes for use by the different departments and faculty. Completion Date: December 11, 2017. A meeting with DART is set up to see if they can meet our needs. Currently boxes are held in the Warehouse until they are ready to be destroyed.</li> </ol>		

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<p><b>4. President</b> 4.1 Master Calendar</p> <p>4.2 Classified Mentor Program</p>	<p>Mike Campbell</p> <p>Heather Ostash</p>	<p>4.1. The calendar area in Outlook will be the new location for the Master Calendar. All managers will have access to view the Master Calendar and the CC Calendar for a listing of all events at IWV. Make sure to check both calendars before scheduling an event. The Master Calendar will be added as a standing agenda item for Admin Cabinet.</p> <p>4.2. The Classified employees requested that the mentee and mentor be allowed to have 30 minutes for their initial meeting immediately following the onboarding of the new employee by Human Resources. This would be in place of the group orientation. Suggestions were requested from managers on ideas to make the program better. It was suggested that more formal group activities or opportunities with administration being invited so the new employees could get to know administration. Possibly a quarterly event mixer with administration to provide opportunities for a connection.</p>		
<p><b>5. College Council Report</b> 5.1) College Council Meeting Update</p>	<p>Chad Houck</p>	<p>5.1. Section Plans were presented. An update regarding CVHEC and the Lead from the Middle Program was provided. The success of the Food Pantry distribution was discussed</p>		
<p><b>6. Student Services</b></p> <p>6.1 Admissions &amp; Records/Financial Aid</p> <p>6.2 Child Development</p> <p>6.3 Student Activities</p> <p>6.4 Access</p> <p>6.5 Counseling</p> <p>6.6 Equity</p> <p>6.6.a HACU Student Presentation</p> <p>6.6.b Food Drive Update</p>	<p>Heather Ostash</p> <p>Jennifer San Nicolas</p> <p>Jessica Krall</p> <p>Pam Campbell</p> <p>Pam Campbell</p> <p>Christine Small</p> <p>Blaine Simmons</p>	<p>6.6.a. Ten Cerro Coso students attended the Hispanic Association of Colleges and Universities (HACU) 32nd Annual Conference, a three day career development and networking symposium designed to build the career skills of undergraduate students. The students were escorted by the Director of Equity Blain Simmons, and Counselor Rene Mora.</p> <p>The following students presented their experience: Lupita Zamora, Blanca Cruz, Nicole Gonzalez, Abigael Mondragon, Sawyer Chrisman, Jaycee Lucero, Desirae Valdez, Michael Skipworth, and Marlo Soto.</p> <p>6.6.b. The results of the food distribution at IWV was shared with the group. Thirty-four student received a bag of food. It was recommended that a more central location for distribution would be helpful. The students were very thankful.</p> <p>A similar event took place at KRV. KRV partnered with a food distribution from Bakersfield because it was realized that when the distribution was set up in the Lake Isabella area the students were in class and not able to participate.</p> <p>A budget is being worked on for future events and infrastructure is being looked at as well. A website of all resources available that includes distribution days would be</p>		

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6.7 Athletics	John McHenry	helpful to the students. Food items can be donated and accepted throughout the year. Natalie Dorrell will discuss setting up an Employee Giving account with the CCCC Foundation. Over 50 employees showed up to study at the LRC the Sunday before finals. Discussions for future events will take place keeping in mind the infrastructure needs.		
<b>7. Academic Affairs</b> 7.a. Professional Development 7.1 CTE 7.2 Contract/Community Education 7.3 Distance Education 7.4 Liberal Arts Studies	Corey Marvin Michael Kane Kara Tolbert Rebecca Pang Chad Houck	7.a. The Professional Development Committee met in early November. They are developing sub groups for faculty and classified to come back with recommendations for future professional development opportunities making sure all groups are represented. President Board shared that professional development is part of the KCCD Board's goals so that was also passed onto the President's as their goals for the colleges. There is a need to capture professional development that is happening at Cerro Coso so the committee will be tasked with coming up with a tool to help with this. <b>Action Item: Corey Marvin will have an agenda item on the January Admin Cabinet to discuss professional development from the Annual Unit Plans. Completion Date: January 10, 2018.</b>		
<b>8. Institutional Research</b> 8.1) Update	Ryan Khamkongsay	8.1. Institutional Research has been reviewing the data from the Strategic Plan action items for goals 1-5. A series of reports will be released on the outcomes of the goals. Stakeholders from different areas will be invited in the spring to review the data.		
<b>9. Human Resources</b> 9.1) Position Status Report	Resa Hess	9.1. A review of the Position Status Report was provided.		
<b>10. Information Technology</b> 10.1 Security Awareness 10.2 Mike Campbell's Secret Review 10.3 On The Spot	Mike Campbell	10.1. The newest IT Security Awareness video was shared with the group. 10.2. The Event Planning Form will now have e-signatures. Once the form has been filled out it will be sent electronically for e-signatures. Training will be provided to assistants so that they can help with the process. 10.3. There have been many discussions regarding the importance of gathering input after the different events on campus. A tool to help accomplish this was researched and a company by the name of On The Spot was chosen. They provide a text to survey application that can be sent to the participants of the event to gather information. It was shared that only three active events can be running at a time bu		

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		an unlimited number of people can text or participate in the survey. The biggest advantage is the return rate on data collection. Statistics show that participants are more willing to do it immediately following an event rather than waiting. Standard questions will be developed. All requests should go through Ryan Khamkongsay to guarantee appropriate data collection.		
<b>11. Accounting</b> (none)	Becky Rock			
<b>12. Administrative Services</b>	Lisa Couch	12.2.a. Emergency contacts have been reviewed and cards will be made and distributed.		
12.1 Plant & Construction (none)	John Daly			
12.2 Campus Safety 12.2.a Emergency Contact Cards	Greta Robinson			
<b>13. Public Relations &amp; Resource Development</b> (none)	Natalie Dorrell	No report.		
<b>14. Eastern Sierra College Center</b> (none)	Deanna Campbell	No report.		
<b>15. East Kern</b> (none)	Lisa Stephens	No report.		
<b>16. Miscellaneous</b>		N/A		
<b>17. Review of Action Items</b>	Heather Ostash	1. Corey Marvin will have an agenda item on the January Admin Cabinet to discuss professional development from the Annual Unit Plans. Completion Date: January 10, 2018.		
<b>18. Future Agenda Items</b>		1. Adult Education		
<b>19. Adjournment</b>	Heather Ostash	11:40am		

O Open/C Closed

Meeting Chair: Heather Ostash

Recorder: Jennifer Curtis