The Information Technology Committee serves as the central focal point to examine technology planning and operations at Taft College. The Committee provides a forum for input from all campus constituents and acts as a resource with regard to technology planning and operational effectiveness. The Committee receives input, recommends areas of interest, analyzes technology effectiveness, and makes recommendations regarding technology-related matters including training needs. The Committee leads the development of the Technology Master Plan and provides annual updates to the plan.

Members Present:
Andrew Prestage (Chair), Adam Bledsoe (Co-Chair), Shelley Getty, Gus Gonzalez, Dana Hicks, Richard Hudson, Abbas Jarrahian, David Mitchell, David Reynolds, Tiffany Rowden

Members Absent:
Nicole Avina, Severo Balason, John Dodson, Mark Gibson, James May, Leslie Minor

Other Attendees:
Amar Abbott

Student Representative:
Whisper-Lynn Null (Absent)

Facilitator:
Andrew Prestage facilitated the meeting.

Recorder:
Dana Hicks was meeting recorder.

Meeting Called to Order:
The meeting called to order at 10:15 A.M.

1. Review Minutes from March 15, 2019
   - The Committee reviewed and approved the minutes from the March 15, 2019 meeting with no changes.

2. Print Study Update
   - Prestage presented an update about the Print Study. The campus will not be moving forward with a campus wide replacement. Instead, CA Redding has submitted an updated proposal to replace all the Ray Morgan copiers along with buying out the existing contract with American Business Machines covering the HR and Mailroom copiers. CA Redding will also be including new printers in a few other areas as well.
   - Mitchell inquired if there were any personal printers being replaced; Prestage reported that no personal printers are being replaced at this time.
• Reynolds requested assurance that any future data regarding the print study be reported to the Committee; Prestage agreed to this request.
• Prestage requested a vote on the modified CA Reding proposal; the committee voted and approved.

3. Technology Master Plan Update

• Prestage briefly summarized the Technology Master Plan. As the plan stands, all areas of the campus have been organized by year and set to be refreshed every five-years. The first year will focus on the Data Center. A discussion followed regarding funding for the plan.
• The Committee voted unanimously to approve the plan.

4. Summer Projects

a. Windows 10
   • Gonzalez indicated IT will be upgrading campus computers from Windows 7 to Windows 10 over the summer.

b. Student E-mail Passwords
   • Between the Summer and Fall 2019 semesters, IT will implement a new password policy allowing students the ability to reset passwords. Announcements to the students about the policy change will be made through both the Single Sign-On and BlackBoard Connect systems prior to implementation.

c. Office 2019 (aka Office 365)
   • Microsoft is changing their campus agreement for Office by pushing the use of Office 365 web-based applications and no longer offering Office desktop applications for download and installation. IT is unsure at this point how the change will affect classroom instruction and use.

d. Computer Shutdown
   • IT is working on a new computer shutdown policy that forces computers to shut down completely at 10:00 p.m.

5. Other

• Bledsoe stated that Distance Ed will be working with Joy Reynolds on proctor projects over the summer. The DE office will also be working to improve online accessibility.
• Mitchell expressed a concern about equipment for incoming new faculty; Andy will work with Vohnout on equipment needs as soon as the Board approves the new hires.
• Getty inquired about summer classroom projects. Per Hudson, he will be working in the classrooms on both miscellaneous software needs and Windows 10 upgrades. Prestage added that summer classroom project checklists will be distributed to other IT staff to ensure the projects are completed before the Fall 2019 semester.

The meeting concluded at 10:57 a.m.

Next Meeting: Friday, May 17, 2019

Minutes reviewed and approved by the Board as written on 5/17/2019.