Meeting Recording:
https://cccconfer.zoom.us/rec/share/F6efK7-
S9PpazckSgJjiYnsiZQQHxuWA6gNavPwe5j26mX1JcRzgOCJrukBEdJGE.mKNHKl2ZoNPmQVx5

Attendees: Courtney Brown, Jason Holloway, Mitra Mofidi, Dale Nabeta, Nathan Pellegrin, Patricia Rom, Hyun gyu Ryu, Glenn Van Straatum

Absent: Derrick Ross, Phasasha Phar, Marisol Roque-Chaves

Guests:

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
Call to order	**Meeting start time**	
I. Agenda Approval		
II. Action Items/Presentations		
III. Approval of (insert date) Minutes		
I. Standing Items - - Review of bylaws – *20 min* - Election of co-chair – *10 min* - Assessment/Goals *(to be discussed once per semester) – 10*		

min.		

II.   New Business
 	
      • User stories technology survey -- *10 min.*
      • MOU on tutoring services (brought by Isela Gonzales)
 	
III.   Old Business
 	
      • Technology Plan -- *30 min.*		

IV. Announcements		
	Meeting adjourned at (note time)	

Insert Initials of Notetaker.- GlennVS
Insert Date of Completion

Draft Minutes
In Teams
<u>MTC Meeting Minutes from Oct 8th - GVS</u> (also uploaded in teams files directory)

(In Google)
https://docs.google.com/document/d/1rHsjAeV4Af9Lc3fzG3TLWTZZI6eKDl0T7tqSv8K2x3M/edit?usp=sharing

MTC Meeting Minutes. (October 8th, 2020)

10:34 Meeting called to order by Nathan

Agenda for Oct 8th Meeting (as presented)
Decisions: Courtney Moved to accept, Glenn Seconded, All accepted (no Abstentions)
Actions: NA

Minutes from the last meeting(s) -

Last Minutes from the Spring 2020
      - None were available orNathan could be retrieved.
Decisions: nothing to be approved at this time.
Actions:
      - Anyone with access to the Spring Minutes please share them with the committee (or share notes, if possible)

Sept MTC meeting held on Sept X, 2020

- **This meeting unfortunately did not have Quorum however minutes were kept for the meeting**
- **a Zoom recording link is included within these minutes by Nathan**
- The meeting had very valuable and substantive discussions and a special thanks to Courtney Brown for facilitating a lot of these discussions.

Decisions:
A**ctions:**

- (Optional) members can review the Zoom meeting for the discussion on Customer Relationship Management (CRM) System for Merritt

Reports from Merritt IT (Information Technology) department (by Patricia Rom). (10 min)

1) **Merritt has had numerous Power Outages over the past month, with biggest impact on Server Rooms' AC system**

- The Power Outage BIGGEST impacts was to the dedicated (22) Server Rooms
    - Each Server Room has dedicated AC System, but not all appear to be working properly during outages.
    - Examples are of non-working AC

          - **Network Room for Counseling** area had a power supply burn out in the 4507 Network Switch (so counseling is without network)
              - temporary remedy - Currently, borrowing Wifi equipment from the District and Merritt IT is ordering replacement units.
          - IMPACTS - impacts the phone, the internet access in the counseling department, no phoned, no wireless,
       - **Dilemma** - **since the impact is the AC and not the network, the solution becomes unclear who is ACCOUNTABLE FOR RESOLVING this matter. Patricia met with Kitchell.**
          - Risk is loosing (rather new) CISCO Switches

        - Do we need the same CISCO Switches
          - Most

Useful most common switch and work with the Adminstration to have a Hot Spare Switch available at Merritt (rather than at the

- **10 GB throughput to the**
- **Revisit our deployed inventory of those switches and HVAC to be sure cooling is adequate at all of our facilities.**
- **So far, they had to add to the construction to add IT**
- **Ask the president to require to have an IT representative involved**
- **Address the inclusion and ask what the process is of new**
- **Ask Kitchel what was documented, with a timeline, cost**

MOTION 1:
MOTION TO REQUIRE THAT THE PRESIDENT IT INCLUSION PROJECTS BEGUN BY THE PROJECT MANAGEMENT WITH IDENTIFYING COMMUNICATION OF THE PROCESS BY WHICH IMPLEMENTATION ARE COMPLETED AND TRACKED.   (By Courtney with friendly amendment by Glenn and accepted by Courtney)
Seconded by Jason,
VOTES - using Roberts rules

- HEARING NO OBJECTIONS and MOTION PASSED -

MOTION 2:
Motion to require the associated documentation from Kitchell on their walkthrough regarding the network closets and related HVAC systems on the Merritt College
Seconded by Jason
VOTES - using Roberts rules

- HEARING NO OBJECTIONS and MOTION PASSED -

MOTION 3:
Communicate to Staff and Faculty the use of the IT HELP DESK to request installation of a native Zoom client on a Merritt computer to improve the quality of sound and video during Zoom sessions. (By Courtney)
Second Glenn
HEARING NO OBJECTIONS and MOTION PASSED

Bylaws - Discussion on the implementation and scope of motions and tasks defined by the Merritt IT Committee.
Decision: needs to be a discussion of the bylaws and the charge of the Merritt Technology Committee
Action: A special sub-committee. To review the Bylaws and bring items to the committee - Mitra, Glenn, Nathan, Jason,

IT Help Desk

- **(The How of the implementation is in the perogative of the IT Dept)**
- **Who to contact**

 Report from Merritt IT (continued - Dale)

In the Science Building upgraded the cables and had some components send to LA to be upgraded and were send back (at no cost)

-
-
- Recommend to **"Best practices for Zoom - lighting, hardwiring the systems" for distribution**

Distribution of the ChromeBook with the District Help Desk IT -

- Chromebook support is an 800 number - ta talk
  - Student losing problem -
  - Orientation and applications -
  - Support Page -
- Application

Report on the District Office Meeting. (Nathan)

- Updated on the PeopleSoft Upgrade
  - Outstanding is still a question for
- Check in with Jared on status within as share-point site with the meeting
- **Registration is still a problem (Mitra)**
  - She believes it takes like 3 days - from the moment they sign ups.
  - Curious on an algorithm
  - (Nathan) assistant request form helps students
  - (Courtney) - Board Docs of 2017 stated the request of Single Sign On -

Voting on Co-Chairs
Decision- suggested to table at this point)
Action - Nathan Co-Chair - Derek Ross

What are the Goals for the committee looks to accomplish for the coming year!!

MOTION TO ADOPT Merritt TC goals (by Courtney)

Goals

1) Maintain access to services over the course of the year. TO ensure that business services and instruction function at a high level.
2) Increasing and improving utilization of services already paid for, such as CRM module to help students and staff, or LAR reporting, or bring online the assessment module in Curricunet (which does not have reporting capabilities).
3) Prepare for adoption and integration of the new 9.2 PS system (phase II); educate staff and students as to what to expect.
4) Identify and anticipate infrastructure needed for when classes are once again held in person (fall 2014)

Second Glenn
HEARING NO OBJECTIONS and MOTION PASSED

Student, Faculty and Staff Survey
Recommended Survey (by Nathan)

Draft (https://merrittcollege.az1.qualtrics.com/jfe/form/SV_9EOjkJUO0P01ZXv)

Initial Feedback -

- Good short survey
- Ideally, ask - What is working , what is not working, What works best, what is worst
- What is not working - with specific actions.
- Optionally you can ask if they want to be contacted via their email address (for more information)

Action: Nathan is looking to get it out ASAP ideally before the TownHall on Fri Oct 16th) and report feedback at that time

MOU was discussed and will be discussed in the next meeting. (By Isella)

- Based on conversation, they are moving to another platform

Decision - discussed
Action - no action taken.

Merritt Technology Master Plan

Bits and pieces of the draft was done (last version was from 2012 or 2014)

- The use of the current working Word document
- Document is requested by President Johnson and the District

Background

- Trying to meet over the Summer over a Merritt Technology Plan
- Did not a Technology Plan drafted -
- Tasks that have to be carved out -
- Jason has looked - - last version was from 2012 ..
- Word version - was used to create a new working draft -
- — > Goal requested by the Standing Meeting with Antoine - Wed at 2:00 pm - has not happened for two weeks.

SubCommittee

- Nathan, Courtney Jason and Glenn

Actions;
          - Wed 2:00 pm
    - Video from DTC meeting from Violetta to be added to the SharePoint (Nathan)

Report on ISER survey report   (by Courtney)

- **Evidence Files for the Standards**

- **Documents are Teams Files.**