

MERRITT COLLEGE

Minutes of the Merritt Technology Committee,

April 14th, 2021 @ 10:30 AM

Held via Zoom

Meeting Recording: [Recording for Zoom Mtg April 14 -10:30-Noon](#)

Meeting Agenda : [Agenda link here](#)

Attendees:

Name	Technology	Merritt Student Services / Merritt Leadership	PCCD Technology
Courtney Brown (F)	X		
Glenn Van Straatum (F)	X		
Derrick Ross (F)	X		
Mitra Mofidi (F)	X		
Tom Renbarger (F) (removed)			
Dale Nabeta (C)	X		
Doris Hankins (C)			
Patricia Rom (C)	X		
Nathan Pellegrin (A)	X		
Jason Holloway (A)	X		
Henry Mai (C)	X		
Lilian Chavez, Ph.D. VP of Student Services			
Denise Richardson (A)			
Antione Mehouelley (PCCD/CTO)			
Simon (Guest)	X		
Quorum	Yes (10)	N/A	N/A

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
Call to order	10:34 AM	
I. Agenda Approval	<p>Additions to the agenda SEO analytics from Merritt by Henry Mai</p> <p><i>Votes - DerickR moved, GlennVS Seconded. No discussion</i></p>	No objection to approving the agenda (as amended)
II. Approval of (Mar 11th) Minutes	<p>Minutes from the Mar 11th meeting were discussed. (Link to the Mar 11th Minutes) (Link to the recording of Mar 11th meeting)</p> <p>A quorum was achieved later in the meeting. Votes - GlennVS moved, Courtney Seconded. No discussion.</p>	No objection to approving the Minutes

<p>III Standing Items</p>	<p>Governance Assessment Survey for MTC https://www.surveymonkey.com/r/KY5SL7C</p> <ul style="list-style-type: none"> ● <i>A way to improve the PG process will be reported in May 7th Summit Meeting.</i> <p>MTC Co-Chair</p> <ul style="list-style-type: none"> ● Derick Ross will be stepping down as he is taking on a new role as Chair for Counseling Dept ● Interested Co-Chairs - Glenn Van Straatum 	<p>Action - All MTC members are encouraged to take the survey to give feedback.</p> <p>Action: <i>New Co-Chair will be voted on in May according to bylaws.</i></p>
<p>III. New Business</p>	<p>Presentation on “Work-based Learning for Students” by Courtney Brown</p> <ul style="list-style-type: none"> ● a program offered to students working on the <i>computer project management</i> certificate with the idea of these students to help MC with PM needs. ● Typically to be completed in 1 or 2 semesters with the opportunity for occupational work hours (up to 150 hours) ● Types of Occupational Project types are Digital Marketing projects, Business Management or Workforce Management Project ● program is approved since Sep2020 with regional approval in May and final approval from the State shortly after. ● Participants will be able to earn an exam voucher to take the Certified Associate Project Manager exam ● They also will be actively looking into the job market through indeed, caljobs, MerrittHub or other PM related job resources. ● Program is well-vetted with regional labor market and center of excellence 	<p>Action: <i>Monitoring Progress in May and beyond for the class becomes active in Jan 2022.</i></p>

Presentation on Project Management Office for MC by Glenn Van Straatum

- [PMO presentation link](#)
- A PMO's goal is to use industry best practices, industry PM standards, and tools to run, track and manage projects for Merritt College technology projects.
- Projects are to manage with the MC Business constituencies in mind and may require working with the District IT or even go to the State in working with them.
- The PMO is complimentary to the instructional approach in Courtney's presentation of a Computer Project Managers certificate program with occupational opportunities within the PMO.

Motion: Nathan motions to form an MTC subcommittee to clarify the scope and responsibilities of the PMO and create a proposal with a PMO budget for the purpose of presenting it to the College Council and the MC President. Seconded by Jason. Motion passes unanimously (10-0)

Presentation "SEO analytics from Merritt College" by Henry Mai

- Google Analytics for the MC website amongst other things most activities including the number of students applying, financial aid use, (using JetPack)
- In looking at the analytics, it looked like Nursing was most searched from China and the East Block countries.

Technology Planning Subcommittee Meeting Update by Nathan

- meetings were productive over the past months
- MTC presented at the DTC (See [link of our MTC presentation@ DTC](#) by Glenn on behalf of Nathan/MTC chair)
- the discussion last Wed Apr 13 was around budget tracking

Technology Budget tracking by Nathan

Action:

Subcommittee to start meeting to clarify the scope and responsibilities of the PMO and create a proposal with a PMO budget for the purpose of presenting it to the College Council and the MC President

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| | <ul style="list-style-type: none">● Per shared charts from Lilian Perez in the business office, it appears that there are no specific SW items being tracked - eSars are spread over many object codes● | |
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<p>IV. Review of resource allocation and prioritization list</p>	<p>Review of allocation and prioritization list for technology projects:</p> <p>Review of allocation and prioritization list for facilities and technology:</p>	
<p>V. Future Meeting</p>	<p>Announcement</p> <ul style="list-style-type: none"> ● <i>MC Cyber Security team was ranked #10 in the western region and, like 24 nationally have a field of 922.</i> ● 	
<p>Meeting Adjourned</p>	<p>12:07 PM</p>	