1. **Call to Order**

   Start Time: 11:16am

   Present: Matt Cowell, Gary Strommen, Claudette Shatto, Christy Pruitt, Daniel Vega, Emery Stafford, Maria Villagomez, and Sheree Marcos.

   Attendance Notes: San Lu, Brandon Tofanelli were unable to attend. Maria asked the Committee to attend remotely. Chris Farmer was also unable to attend due to being at a conference.

2.0   Introduction of Guests

   James Reeves and Greg Jackson were not present.

3.0   Adoption of Agenda

   3.1   September 22, 2023

   Motioned by Christine Pruitt: Since our Ellucian folks are not present, Daniel and Emery will discuss 7.1. and move 30 minutes from 7.0 to 8.0. All present members agreed.

4.0   Approval of Minutes

   4.1   August 25th, 2023

   Draft of Minutes from 8-25-23

   Motioned Claudette Shatto, seconded by Christy Pruitt. All members agreed.

5.0   Public Comments/Announcements

   N/A

6.0   Information Items (5 minutes)

   6.1   Minimum Classroom Technology Standards – document

   Christy noted that DE/ETC Committee discussed drafting the minimum classroom standards in the previous semester. This is just an info item for now because it still needs the senate vote that will happen next Tuesday. More input

is still being gathered. This will be discussed more at the next meeting as a discussion item. Christy just wanted to bring this to the Committee as an informational item now, with the hopes of it being a discussion item at the next meeting. There is a blurb about the speech lab in the document as well. Blue highlights means that it was a retained part from previous documentation and added stuff from other schools. Daniel and Matt discussed minimum 4k output and input for 3705 and 3950. Christy asked Matt to email her info about PAC specifics. Daniel asked to add sound equipment too. Members voted to extend discussion on this topic by 5 minutes. Emery asked if Wi-Fi needs could be specified. After the discussion members did not add Wi-Fi speeds to the specs. Equipment not used for instruction, but used for performances will not be included.

7.0   Discussion Items (1.5 hours)

7.1 Ellucian Managed Services – *Ellucian to discuss the following:*

- Meet CIO
- Scope of work
- Priorities
- Avenue for feedback

Emery was able to chat with Greg Jackson yesterday morning. He learned about their scope of work. They have just finished the discovery of items, servers, network, software etc. They have been searching our environment. They are documenting things, checking Colleague and other servers as well. They have no interest in dictating terms, they will work within our processes to get things done on campus. Greg is working on managing the team, training skills, getting hardware projects done, updating stuff, and gathering an assessment of where we are at as an institution. There are two techs on campus and a team of techs remotely. Work order for Ellucian is on August 10th BOT minutes.

Greg has an interest in discussing priorities: All technology in all classrooms to work starting on the first day of every semester. Some backend systems will get automation. This is being worked on.

Daniel asked for any questions or concerns. If we are going to be told things and they aren't coming to us first, then we shouldn't be doing things on the Bylaws. We must think about what the DTC will do moving forward. The charge and charter of the District Committee should say what it does and be accurate. Daniel and the CIO (Greg) are one.

DTC is where things need to flow in and out, etc. For feedback needs. Daniel will make sure he does not miss these meetings moving forward. Every two weeks he has a weekend in Napa. Greg will most likely be unavailable for the next meeting but expressed explicit interest.

This group is important and may want to serve a different purpose. Others shared, need to get the others in the meeting to get everything figured out. Ellucian was hired to fix our problems. The permanent CIO will be from Ellucian for five years, Year four will figure out if we will re-contract.

7.2 **Topics moved from last meeting (some likely addressed in 6.1 content)**

- **Upcoming Projects** – *Daniel will update members on any upcoming projects at NVC.*

    Emery found out about the cash of SSD's that IT has. Computers in 1436 computer take 15 minutes to start. We do have SSD's and they have been getting deployed. Replacing wherever we can to upgrade computers to windows 11. (Daniel) IT must schedule upgrades, so things are timed correctly.

    The Advisory committee should not be in the weeds for hard drives. Major projects like hiring consultants. Maria added that she agreed. Historically, looked at institutional matters not day to day. Do we think DTC has the space and voice with regards to institutional level software, system level programs that affect everyone. No, the nitty-gritty stuff.

    The Wi-Fi project is still moving forward. The backend just finished getting configured. Should be here in the next few weeks pulling cables for the various access points. This can take 3-4 weeks. Members asked if they would run any extra lines for future proofing? There might be, depending on how old the building is. There is a triage list (they may do night work for buildings that are in use during the day). Don't want to affect students. When the Wi-Fi is upgraded, all users will be required to login so that they can access Self-Service from the Wi-Fi. This is being worked on.

- **Technology Plan and TCO** – *Members will discuss the next steps for revising the technology plan.*

    From our first meeting after summer. This can be tabled for now until we find out more about work with Ellucian, etc. On the BOT PowerPoint notes that they will be generating a short-term tech plan that will have. Private sector and public sector differences. We need that information to create the tech plan. Emery wanted to check in about this.

7.3 Technology needs and wants (some likely addressed in 6.1 content) – *NVC website updates, hardware fixes, wifi, technology 'order' form, student member.*

    Faculty want document cameras in all classrooms because of reliability issues. A suggestion is to buy some document cameras as upgrades are planned. Disc players are not needed in every room. Blue Ray can be added to the computer instead of having separation. Gary added to add to the schedule. What special technology is needed. ongoing issues. Stuff pops up every day. Technology order form is what we

need. Designing schedules need to add blue ray. Can make the excel spreadsheet into a hyperlink. Dream computer science classes don't need to overlap. schedule build that will show red flags... Live 25. Room scheduled already etc. It is being discussed. Someone added the software to their unit plan. career ed will add Live 25 to unit plan. Bylaws change vote coming – Cc committee on tech requests. Ellucian has been talked with an informational site -. Very clear communications. Unit plans came up – did the unit plans come to DTC last year. It did not. We need to figure out how unit plans inform budget on technology. The current system is not working. Accreditation asked about this twice. We need help to figure this out. Unit plan, we met with Jim Reeves last year-cabinet then brought up through there. Can a flowchart be created for unit plans, etc.

8.0 Action Items (20 minutes)

8.1 DTC bylaws- *Members will vote whether to form workgroup to review bylaws and DTC charter*

Motion to potentially form a workgroup for a bylaws and DTC charger. Motioned by Christy Pruitt, seconded by Claudette Shatto. Should discuss creating workgroups by naming people. Ellucian is doing our bylaws. Need to re-write our bylaws. Do we need to be a DTC committee that goes through governance or an advisory committee. Some discussion since Ellucian is duplicating responsibilities. Do we need to say that we do those things in our charter. If we say we do those things in our charter. Either we advocate for adherence by administration to our charter and responsibilities or change what our charter says. This may impact many things. Trusting we have discussion. Suggest review and revise. We should review with Ellucian in person. Let's start with reviewing. Regardless of Jim's affirmation, may not have been intentional. The work order Ellucian signed is duplicating our bylaws. It never came to DTC. Not strike out all bylaws. Maybe slightly change to revise/review something. Not just talking about them. Important for this group to have an impact analysis....if we change the group in this way, need to do another. Motion to approve Claudette, add higher ups need to be here until we figure out what we are doing. Maria added – have a tentative timeline? Emery would like October, others say November. Might be a good idea to give a tentative timeline. Report draft by the November meeting. Daniel, Emery, Christy and Classified. Jim is in favor of this idea as well. Reach out to the classified president. Not giving away power, codifying what is taking place. More of like a focus group, etc. Go down the list and decide or investigate where they are taking place. Looking at the impact, no decisions have been made yet.

Faculty want to make sure everyone has a strong voice. Motioned by Claudette Shatto, second by Christy Pruitt. Include higher ups at the November meeting. Higher ups should be at the meetings. Not sure if he can be a part of the workgroup. District Committee is for the President. All members agreed.

8.2 DTC involvement - *Members will vote whether to form workgroup to review effective DTC involvement in recent, historical, and future technology decisions.*

Envision people reading previous minutes to see whether technological decisions have come about. Motion Claudette by second by Gary to combines 8.1-8.2. all present members agreed.

8.3 DTC Meeting Dates/Times – *Members will vote to adopt current tentative meeting times and change as needed.*

Friday is the best time available and once a month. Next meeting. Motion to approval by Claudette Shatto, seconded by Christy Pruitt. Matt will be unavailable due to a performance on October 20th. If we can't be here, please tell someone as a professional courtesy.

9.0   Adjournment

End Time: 12:40pm

Motioned by Claudette Shatto, seconded by Christy Pruitt.

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Claudette Shatto	*Vacant –*	*Dr. Torence Powell*	
Gary Strommen	*ASNVC, Student Rep*		