Technology Resource Committee

Meeting Minutes

October 14, 2021
1:00 pm – 2:00 pm

In attendance: Gabriel Rivera, Leo Truttmann, Lorenzo Lopez, Jill Smithen, Bill Manges, Terry Welker, Stephen Ashby, Jodi Mowrey, Sabrina Kroetz, Juan Mendoza, Cheyenne Martin-Corbett

Start time: 1:00 PM
End time: 1:55 PM

I.   **Approve minutes from September 7th, 2021**

   a.   Leo moved to approve

   b.   Bill seconded

   c.   No objections or abstentions

II.   **Co-chairs reports of activity**

   a.   Gabriel: TSS has been looking at different types of displays, working with ITLS to ensure new displays adhere to cyber security measures with which the District is moving forward.

   b.   Leo: Leo has been asked to step in as faculty co-chair, as Patrick Scullin has been asked to be faculty co-chair for marketing subcommittee. Leo and Gabriel have met previously to discuss possible new displays and the needs and limitations of some of the MTSC rooms.

   c.   Lorenzo: Nothing to report, as of now.

III.   **New business**

   a.   **TRC Members**

      i.   RDAS has made changes to many or possibly all committees (such as moving Patrick Scullin to the marketing subcommittee).

      ii.   Only official members are allowed to vote; however, this committee doesn't necessarily vote on many matters. The purpose of this committee is to lend knowledge, opinions and expertise to other committees such as RDAS, ITSC, etc.

1. Official members include Leo Truttmann, Gabriel Rivera, Lorenzo Lopez, Sabrina Kroetz, Juan Mendoza, and Cheyenne Martin-Corbett. All others are considered resource members.

2. Regardless of official status, everyone's opinions are valued and appreciated.

b. **A/V Media Survey (https://forms.office.com/r/QJaVypuu27)**

   i. Mainly focused on instructors and how they use the A/V technology in the classroom.

   ii. Members are asked to provide feedback.

   iii. Instructors are asked to provide discipline, building, how often they use different kinds of equipment, how they display content in the classroom (desktop in class or mobile device) and why, and likes and dislikes about current in-class set up. There is also the option to opt-in to a focus group to provide additional feedback.

   iv. Leo mentions the purpose of this survey is to find out what classroom tech is most and least used as part of upgrading projectors and displays in most, if not all, classrooms.

      1. This is part of the HyFlex initiative currently in progress.

      2. Currently, most of the projectors and other tech in the classrooms are nearing or past end-of-life.

         a. Many items have older ports such as VGAs, necessitating the use of adaptors and other such items.

      3. The goal is to create a classroom standard based on the technology needs and use of the majority of faculty.

      4. Are there any tech items that faculty use that were left out of the survey?

         a. *Add another box under question 5 for iPads and tablets.*

      5. *What does screencast mean?*

        a. The image from your device is cast wirelessly to display.

            i. Add a note under screencast clarifying what screencast means.

IV. Old business

a. HyFlex Update

    i. PO has been delivered to vendor; logistics are being handled since classes are currently in session.

    ii. Goal is to have these completed before Winter; barring that, they will be completed by end of Winter.

b. Mobile Device Initiative Update

    i. At the beginning of the deployment phase.

    ii. MBI includes a laptop and a docking station.

        1. Docking station allows the laptop to connect to multiple devices such as monitors, mouse, keyboard, headphones, and more.

    iii. To qualify, employees must be an RCC or District full- or part-time permanent employee or faculty; they must also relinquish current district-provided device(s).

        1. One of the goals of this initiative is to reduce the number of devices serviced by TSS technicians, as the current device-to-technician ratio is double the industry standard.

    iv. Device platform (Windows or Mac) was determined by current platform, unless a request to change platform was submitted back in April.

        1. Request forms were provided to managers/deans in April '21

    v. Roughly 1900 devices were ordered and are being configured with Microsoft InTune.

1. InTune allows any stolen or lost device to be remotely disabled and wiped, rendering the device useless.

2. InTune also allows TSS to install new programs on District-provided devices; previously such a process was administered using GhostCast.

3. Using InTune reduces the number of programs needed to protect and update the new mobile devices.

vi. All 1900 devices have been delivered; they are currently being processed (asset tagging).

vii. A pilot group of 40 devices were deployed to help work on a deployment process.

1. The deployment process involves allowing staff and faculty to choose a time and date for install/removal through Microsoft Bookings.

2. This process will be deployed to different groups one at a time to avoid overload.

viii. Encouraging OneDrive is one of the biggest aspects of this initiative.

1. OneDrive holds files remotely, streamlining the install/removal process, as files will not need to be moved from one device to another.

2. Natalie Halsell has been holding OneDrive workshops to assist staff and faculty in familiarizing themselves with how OneDrive works.

c. **Service Desk Update**

i. No updates at the moment

d. **Technology Plan Update**

i. RCC Technology Plan is available in the Teams TRC channel to all TRC members.

ii. Gabriel recommends all TRC members familiarize themselves with the tech plan by Oct 22nd.

1. Word tracks all changes made to tech plan; comments can also be added.

2. Tech plan will no longer be available after Oct 22nd, as chairs will be working on finalizing the document after that date.

3. Members are also encouraged to share this document with colleagues to obtain more feedback.

4. Members can also email agenda items to Cheyenne.

V. **Committee Member Reports**

   a. **RDAS, ITSC, DAST**

      i. Nothing to report.

VI. **2021/2022 TRC Projects**

   a. Nothing to report.

VII. **Next meeting: Thursday, November 17th, 2021**