

**DRAFT**



## **Technology Committee Meeting**

Nov 28, 2011

2:30 pm, Room 2306

(Minutes compiled by Ruth Hanna, Heidi Ulrech, and Angela Amaya)

**Present:** Carol Edson, Ruth Hanna, Jovian Marcelo, Brian Owyong, Scott Vigallon, Paul Sapsford, Larysa Karpylovyh, Mark Smythe, Heidi Ulrech, John Gonder, Dyan Miller, Angela Amaya, Mike Ansell.

### **1. Welcome**

-Called to order at 2:36 pm by Chair, Angela Amaya.

-Katie Egan will be representing the Arts and Communications Division but was not able to attend.

### **2. Review and Approval of October Minutes**

–October meeting minutes will be reviewed at the January 23, 2012 meeting.

### **3. Reports**

#### **a. District**

i. Jeannine Methe -- no report

#### **b. Campus**

i. Steve Gunderson -- no report

ii. Heidi Ulrech – no report

iii. Scott Vigallon –

- over Winter Break – upgrade to next service pack of Blackboard – not a major upgrade, just fixes some bugs

iv. LPC website –

Laura Weaver, District Public Information Officer, was scheduled to attend this meeting but had to cancel due to the Chabot Presidential Forums. She has been re-scheduled for the January 23, 2012 meeting. If you or those in your division have specific questions/concerns regarding the LPC college website, please let Angela or Laura know prior to January's meeting.

Some of the concerns that were mentioned were:

- links not working
- information (degrees, for example) out of date
- Who is responding to webmaster e-mail?

#### 4. Open Action Items

##### a. paperless paystubs proposal –discussion and vote

Proposal to consider paperless paystubs was read and discussed.

Proposal has been voted on and approved by the Sustainability Committee

##### **Discussion:**

- Existing paystub information on ClassWeb is not available from the 18<sup>th</sup> (verified date?) of the month until the last day of the month. This is a great handicap for employees who need to provide financial proof during this time frame.
- Loan verification often requires that paystub information be watermarked.
- suggestion: revise the proposal so that it reads something like 'as soon as the technology problems are solved so that things such as the half-month-down-time does not occur'
- There was concern regarding the statement "soon be available" with regard to the Banner Document Management system.
- suggestions: possible stop-gap solutions: print to pdf files instead of paper, do not mail them out, print them out by individual request only
- question: has there been current discussion with the Chabot Technology Committee? Answer: No.
- question: Is there an estimated cost savings for this?

**Vote:** John G motioned to approve the proposal as written. Ruth H seconded. 8 in favor/1 opposed/0 abstentions. Motion passed as written.

**Next Step:** proposal will be forwarded to College Council as recommendation for consideration.

Angela will contact Jeannine Methe/District to speak to why pay information is not available on Class-Web for half the month during payroll processing.

##### b. electronic signature proposal –discussion and vote

Proposal to consider electronic signatures on college forms and develop an electronic repository was read and discussed.

Proposal has been voted on and approved by the Sustainability Committee

##### **Discussion:**

- recommendation to digitize all forms possible, and to store these forms in electronic form instead of physical paper form

- The statement "all forms" was mentioned as a concern. Committee discussion supported the exception that there may be some sensitive forms where a wet signature may still be the best practice.
- college still needs to work on determining which forms can use electronic signatures

**Vote:** John G motioned to approve the proposal as edited with it to be returned to the Sustainability Committee for re-vote before moving forward to College Council. Ruth H seconded.

9 in favor/0 opposed/0 abstentions. Motion passed with edits.

**Next Step:** proposal going back to Sustainability Committee for discussion and re-vote due to wording changes by Technology Committee. If approved by Sustainability Committee, proposal will be forwarded to College Council as recommendation for consideration

### **c. Software Purchasing Process**

The Software Purchasing sub-committee (John G., Steve G., Angela A.) has developed a draft form and rubric that are still being worked on. The latest draft will be brought to the January 2012 Technology meeting for review.

### **5. Good of the Order**

No good of the order items.

### **6. Adjournment**

Jovian Marcelo motioned to adjourn. Ruth H. and Carol E. seconded.

***Next Technology Committee Meeting:***  
*Monday, January 23, 2012, room 4129*