

**Technology Coordinating Committee  
Minutes  
February 20, 2008 – Revision 2/26/08**

**TECHNOLOGY COORDINATING COMMITTEE 2007-2008**

<u>Appointees</u>	<u>Alternates</u>	<u>Delegates</u>	<u>Alternates</u>
Bhvesh Bambhrolia	Matthew Shupp	Ruth Baker	Elizabeth Cantafio
Jody Bauer		Frank Bartell	Arnold DiBlasi
William Bromley		Constance Duaval	Fran Lukacik
SK Calkins		Jae Fisher	
Kathy Duffy		David Freeman	
Ellen Fernberger		Steve Jones	
Tom Hawk		Janet Liss	
Sam Hirsch		Kelly McQuain	
Jim Spiewak		Noelia Rivera-Matos	
Tim Sullivan		Karen Schermerhorn	

Members Present at the meeting are noted in **BOLD**.

**AGENDA**

**I. Approval of January 2008 Minutes**

*(Informational Item)*

*The committee met on January 16, 2008. A motion for approval was received with a second. The Approval of the January 16, 2008 Minutes was carried.*

**II. Old Business**

*A request that a reminder about the meeting be sent to all members 1 week prior to the meeting date.*

**III. New Business**

*Development of all appropriate policies concerning technology at the College. At the last meeting the creation of sub-committees was developed for further exploration at this meeting. A handout referenced as Attachment A was distributed. This document was a draft of the Sub-committee Guidelines. Discussion of the guidelines determined that they would be a starting point for the sub-committee and would be refined throughout the process. (Attachment A is included here)*

*A list of the current/future technology issues from the January 2008 meeting was referenced in the minutes as well as on an abbreviated list within this*

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*agenda. It was determined that the committee take a meta-solution approach by categorizing the 11 issues and assigning a sub-committee to each category. Below are the issues numbered in sequence (not in order of importance) followed by the associated Categories and the associated volunteer Convener. The Convener will contact members of the TCC and members of the College Community as needed to explore the issues.*

**Issues:**

- 1. As we move to increasing the size of our Internet bandwidth capability, do we need to begin to regulate the traffic? Do all Internet requests have the same priority? An example: Are requests for mp3 downloads a high priority?*
- 2. Business Continuity – Are we prepared for a data loss caused by a natural or other disaster? Can we sustain important business functions? Do we have adequate data redundancy? How will we react in a crisis?*
- 3. VoIP implementation – What are the implications of converging voice and data? Are policies around this new functionality required?*
- 4. Using public web storage for College course materials. – Should all College course data be centralized for privacy as well as protection?*
- 5. The physical environment of the offices and classroom spaces should be reviewed to meet a technology standard of the future.*
- 6. Electronic signature issue for students and staff*
- 7. Are smart carts the past or the future? What will the classroom of the future need to support in order to engage students in the learning process?*
- 8. Faculty printing solution. Currently no printing solution that accommodates faculty offices is available. Private printing, etc.*
- 9. Does technology pose a barrier to students? Are we able to support the distance education students via the existing open computers? Should we be supporting them in this fashion?*  
***It was suggested that we add faculty & staff barriers to this issue.***
- 10. Identity theft and the impact on students and staff. Students who lose their SSN and/J# are at risk of having their MyCCP account violated.*
- 11. USB drive issues. Many institutions have banned the use of these drives on public access terminals. They are now equipped with a mini-OS that can bypass any lock-down on the workstation thus opening the workstation and available resources to the student.*
- 12. Document Retention – electronic and paper*

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***The Categories, Convener and associated Issues are as follows:***

**I. Security Issues-Tom Hawk- 2, 4, 6, 10, 12,  
Other members: Bill Bromley, Todd Murphy, Bhavesh Bambhrolia**

**II. Technology Infrastructure-Jody Bauer & Bill Bromley- 1, 3, 11**

**III. Teaching/Learning Instructional Resources- Jae Fisher- 5, 7, 8, 9  
Other members: Ruth Baker, Noelia River-Matos, Arnold DiBlasi,  
Dave Freeman, Kate Drobile**

**IV. Communication –Jody Bauer & Frank Bartell  
Communication Issues around sharing information electronically related  
to the web, e-mail, Right to Know, Does the College meet regulations related  
to information sharing, development of the broad policy ground rules around  
technology. (No associated issues from the last meeting**

***The sub-committees will meet ASAP and determine their Problem  
Statement for posting in the TCC Group. Deadline given was Friday,  
February 29, 2008.***

**IV. Future Meeting Date  
March 19, 2008 at 2:30P.M. Isadore A. Shrager Boardroom, M2-1**

***3:40 Meeting adjourned***

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**Attachment A**

**Proposed Guidelines for TCC sub-committees related to  
recommendations on technology issues**

- I. Develop the issue statement (problem statement)**
- II. Document facts related to issue**
  - a. List all parties impacted by the issue**
  - b. Develop issue details and impact statements**
- III. Explore alternative solutions**
  - a. Document pros and cons of each solution**
- IV. Develop a recommendation for the TCC to review as a resolution**
- V. Consult with technical staff to ensure recommendation is viable**
- VI. Provide cost, if any, associated with the recommendation**
- VII. Present the recommendation of the sub-committee to the TCC for  
review (with associated documentation developed through the  
investigation phase).**