



TECHNOLOGY COMMITTEE
Ad Hoc Committee: IT Centralization and A/V Centralization
RECOMMENDATION

I. General Assessment

- A. MIS and IMS are currently understaffed to support the needs of the college efficiently.
 - 1. South Campus will impact the workflow of both departments by increasing the demand for services.
 - 2. The needs of the college community have been requiring higher-level support functions as instructional technology continues to be developed and more utilized.
 - 3. Video production demands have increased greatly with insufficient staff of the adequate level of staff to support the need.
 - 4. The number of events held on campus has increased to several times per week, leaving little time for primary tasks that support the Academic Program.
- B. No accountability or designee for Smart Classroom management, including repair and maintenance costs.
- C. Lack of a single support contact in either department.
- D. Both departments have no means to purchase equipment and resources to deploy and upgrade necessary new systems, which support growing technology demands.

II. IT Centralization - MIS

- A. Staffing Needs – See attached proposed organizational chart
 - 1. Two (2) new Sr. Computer & Network Support Specialists (1 for Administrative Network and 1 for Academic Network)
 - 2. Two (2) additional Computer & Network Support Specialists
 - 3. One (1) fewer Assistant Computer & Network Support Specialists
 - 4. Explore options to utilize Instruction Assistant – IT during periods when classes do not meet
 - 5. One (1) new Secretary position to support a common “Help Desk” service for both MIS and IMS requests and trouble issues
 - 6. The combination of the above positions will also provide weekend support
- B. Budget
 - 1. Request for Budget Committee to meet with MIS representative regarding a majority of MIS budget used for ongoing contracts, maintenance agreements, and licensing costs, leaving little room for any hardware support



III. A/V Centralization - IMS

- A. Staffing Needs – See attached proposed organizational chart
 - 1. One (1) new Sr. Instructional Media Specialist
 - 2. One (1) new Instructional Media Specialist
 - 3. Current Web Designer position to fall under Media Services (Academic Affairs) to support Portal and academic functions of web-based technology as primary role and responsibility
 - 4. The combination of the above positions will also provide weekend support
 - a. Media Services staff member is typically present on overtime due to events held in the Grand Theater
- B. Budget
 - 1. Request for Budget Committee to meet with IMS representative regarding a separate budget for maintenance of all Smart Classrooms and departmental A/V equipment on campus

IV. Smart Classrooms

- A. To be managed and maintained by Media Services
 - 1. Equipment training
 - 2. Equipment repair (computer workstations excluded)
 - 3. Pre-Approval of instructors for scheduling of classes
- B. Future planning and installations of Smart Classrooms per authorization of Media Services

V. Technology Growth

- A. To better maintain and prepare our technology resources for future demands, it is recommended that .5% of the college budget be allocated to technology growth
 - 1. Purchases recommendations to be made the Technology Committee
 - i. Approval of expenditures by College Council

VI. Acquisition of Technology Resources

- A. All computer and software purchases *require* authorization from MIS prior to purchase (currently enacted)
- B. All media equipment purchases *require* authorization from MIS prior to purchase (currently recommended only)



TECHNOLOGY COMMITTEE

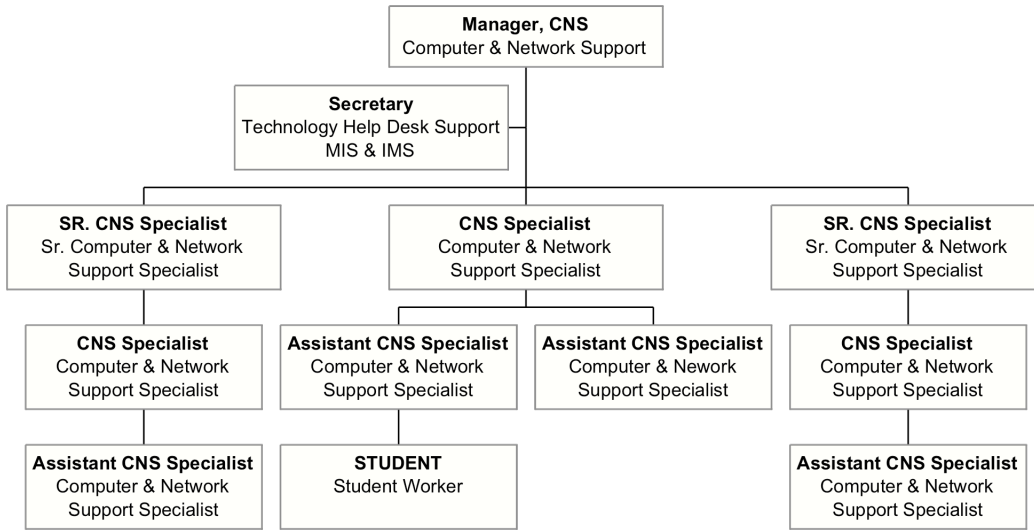
**Ad Hoc Committee: IT Centralization and A/V Centralization
RECOMMENDATION**

MEMBERS/ADVISORS

- Patrick Reed, Instructional Media Services
- Sang Baik, MIS
- Bill Smith, Physical Plant (re: Smart Classrooms)
- Linda Delzeit, Academic Senate
- David Ysais, Public Relations (re: Web Designer position)
- Mauricio Zelaya, MIS
- Kevin Dudley, MIS

ORGANIZATIONAL CHARTS

MIS



INSTRUCTIONAL MEDIA SERVICES

