Present: Gina Cullen, Jonathan Eldridge, Mike Irvine, Peggy Isozaki, Michele Martinisi, Dawn McIntosh, Sara McKinnon (Co-Chair), Marshall Northcott (Resource), Nanda Schorske, Carol Scialli (Resource), Kathleen Smyth, Cari Torres (Co-Chair)

Absent: Yolanda Bellisimo, Jon Gudmundsson, Chialin Hsieh, Molly Johnson, Craig Wheeler

Agenda Review
- Agenda approved.

Minutes
- Minutes of March 26 meeting approved.

Non-Instructional Equipment & Supplies Requests

Non-Instructional Computer Replacement Process (Cascade Model) distributed
- Computer Replacement Process document was devised by Technology Committee at its March 28 meeting.
- In event of emergency, replace with used computer.
- In all other cases:
  - Department requests new or upgraded equipment via Program Review.
  - The above requests will be reviewed by PRAC.
  - PRAC provides list of requests to Tech Committee.
  - IT provides inventory of available used computers to Tech Committee.
  - Tech Committee will match requests with available inventory based on:
    - Age and functionality of computer to be replaced.
    - User’s need.
    - Distance of computer from minimum standards.
- Minimum standards for COM Computers:
  - Capable of running most current supported Operating System.
  - Hardware specifications support common software (Microsoft).
  - Used computers should be upgraded to 2 gigs minimum.
  - New computers should come with a minimum of 4 gigs.
  - New purchases need to use latest hardware, operating system and peripheral connections.

Review of Non-instructional Requests
- Suggest possibly leasing computers. PRAC may want to consider this avenue.
- ESL-Noncredit, HP Laserjet, B&W Printer, $520.
- Basic Skills English, Epson Wireless Printer for two offices, $200.
• Basic Skills English, PC Desktop Computer, $255 (tracks student positive attendance records.)
• ECE, HP Color Laserjet Printer, $596.75.
• CHEM (P. Kelly), new computer to replace old, outdated one, $700.
• Credit ESL (W. Walsh), new computer, $700 (has requested several times).
• Credit ESL, Canon 104 Printer Cartridge, $164.98.
• Credit ESL, Computer for lab, $750, to replace old attendance computer.
• DENT/MEDA/EMT, Computer for part-time faculty (currently do not have one).
• MUSIC, Computer for Administrative Assistant, $700, (old computer maxed out with upgrades).
• MUSIC, (4) iMac Computers for faculty offices, $5,400.

Explore options to address these requests before committee makes recommendations. May be computers from LC 35 and may cover PC requests.

Ink cartridges for faculty offices. Do they have ample supplies budget to cover? (Per P. Isozaki: ESL received an extra $250 in last year’s budget for supplies.)

Bookcase request has been remedied.

Credit ESL, phone with speaker and cordless. (Suggest headsets.)

DENT, office supplies expenses: paper, ink cartridges, $850. (Check with K. Rooney)

ECE, Miscellaneous Office Supplies, $900, paper etc. (Check on their supplies budget.)

S. McKinnon will summarize these requests.

**PRAC recommends college explore possibility of leasing computers which might result in a cost savings.**

**Non-Instructional Other Requests**

• COUR, Membership, National Court Reporters Association, $145.00 (new).
• COUR, Membership, Reporting Association of Public Schools, $100 (ongoing).
• COUR, Maintenance Contract for stenotype machine, $238.00 (ongoing).
• DENT, Travel and Gas, $200 additional requested. (Per P. Izozaki, should have $1,430 in budget to cover this and next request.
• DENT, Service Contract, $430 additional requested.
• NURS, GPA Calculation, $1,000. (This is A&R function so should not come out of Nursing budget).
• NURS, Teas V Test, $3,500; approved last year but didn’t use it because received grant. (Do other districts charge for this (standard)?
• PE, Health & Athletics, $5,393, increase in resources to fund officials and entry fees.
• PE, Health & Athletics, Meals & Travel, $5,000 increase.
• PE, Health & Athletics, Dues/Memberships, $2,000 increase.
• SOC SCI, registration entry fee, increase $162.
Student Services Budget Requests  
J. Eldridge

- Student Services Administrative Program Review was drafted by A. Duarte and provides a good overview of division. However, the current need to plan for implementation of Student Success Act renders this plan out-of-date.
- Many requests in Student Services Program Reviews make sense if all stays same as to how do business but we must do things differently; must consider SERP, consider Student Success Act.
- Student Services hopes to identify and develop a plan to fix inefficiencies and will bring forward a plan in May when ready.

Subcommittee Reports

Technology Planning: M. Irvine

- Hold for future meeting.

Student Access & Success

- Hold for future meeting.

Educational Planning

- Hold for future meeting.

Facilities Planning

- Hold for future meeting.

Instructional Equipment

- Hold for future meeting.

Professional Development

- Hold for future meeting.

Meeting Wrap Up

- Next meeting is April 16
- S. McKinnon will summarize requests for next meeting.