EVC Campus Technology Committee

Minutes for Wednesday, October 15, 2025
Meeting Time: 4pm-5pm
Zoom Link: https://sjeccd-edu.zoom.us/j/89721161959

Attendees: Debbie Chan, Gustavo Flores, Lorena Mata, Ken Nguyen, Andrea Alexander, Sarai Minjares (Tutoring), Tina Tieu (TRIO), Sylvia Min

Absent: Moni Dickerson, Briana Bordon, RJ Ruppenthal, Will Thai, Nicholas Goodwin, Charles Chau, Susana Machado, Tejal Naik, Margaret Faumui

I.   Preliminary Items
    A.   Call to Order: Meeting was called to order: 4:04
    B.   Approval of Membership
        1.   Membership:
            a)   Administration (3):
- V.P. of Academic Affairs: Moni Dickerson
- Supervisor, Campus Tech Support Services: Ken Nguyen
- At Large Representative: Dr. Andrea Alexander

            b)   Associated Students (2):
- Briana Bordon
- Vacant:

            c)   Faculty (8):
- Business & Workforce Development: RJ Ruppenthal
- Counseling & Matriculation: Will Thai
- Library and Learning Resources: Lorena Mata
- Language Arts: Nicholas Goodwin
- Math, Science, & Engineering: Charles Chau
- Nursing & Allied Health: Susana Machado
- Social Science, Humanities, Arts & Kinesiology: Gustavo Flores
- At-Large (elected by the Academic Senate): Tejal Naik

            d)   Classified (4):
- Debbie Chan
- Margaret Faumui (tentative)
- Vacant
- Vacant

        2.   Lorena Mata was added to the CTC Membership.
        3.   Membership list was reviewed and approved:

Debbie Chan: Yes	Ken Nguyen: Yes
Gustavo Flores: Yes	Andrea Alexander: Abstain
Lorena Mata: Yes	

C. Adoption of the Agenda
  1. Agenda was reviewed and approved:
    Debbie Chan: Yes   Ken Nguyen: Abstain
    Gustavo Flores: Yes   Andrea Alexander: Abstain
    Lorena Mata: Yes

  2. Andrea said that she and Ken were Ex-Officio and could not be voting members.

D. Approval of the Minutes from the last meeting
  1. Minutes were reviewed, minor typos corrected, and approved:
    Debbie Chan: Yes   Ken Nguyen: Abstain
    Gustavo Flores: Yes   Andrea Alexander: Abstain
    Lorena Mata: Yes

II. Reports/Updates from CTC Membership
  A. CTSS: Report from Ken
  There's ongoing work to establish hardware standards (laptops, desktops) due to new product lines. Collaboration is happening with Young Nguyen at City College to align infrastructure and device compatibility. They want to unify standards across two campuses. The goal is to publish a vetted list of approved devices that meet infrastructure needs. Devices are being selected based on current requirements, such as compatibility with Windows 11. Some older models (e.g., 5400 series) are being phased out, prompting evaluation of new options suitable for both students and staff.

  Faculty with specific software or hardware needs (e.g., CAD, engineering, math, etc.) are encouraged to share their requirements with CTSS/Ken. These will be considered once the foundational standards are set. Ken also stated that special needs tied to grants or programs will be handled separately from the general device refresh plan.

  B. Library: Report from Debbie
  Touch Panel Update:
  The touch panel for the printing kiosk still doesn't support manual entry. She's following up with CTSS to see if that feature can be enabled.

  Printing Instructions for Students:
  Sarai created a flyer with printing instructions. It needs minor edits—specifically, removing a line about providing change (as requested by the Library). Once finalized, it will be sent to Niall for an email blast. Sylvia also shared that she would love for faculty to include it in their Canvas courses or syllabi for the Spring 2026, especially since many students may not have student IDs and need printing access early on.

  Printer Locations:
  • Downstairs in the library

- Upstairs in the library
- MS3 building near the Math Tutoring Center

Student Printers info on website:
- Is this the only place and this information correct on the web page?
  https://www.evc.edu/support-resources/open-computer-lab

C.   Other Departments or Divisions: No other reports from Departments or Divisions

II. & III.   Report from Chair and Information Items:

CTC Training

Sylvia recapped the Goals for the 2025-2026 Academic Year:
1. Provide forums, trainings, and workshops on how to use campus and classroom technology more efficiently and effectively.
2. Improve communications, help disseminate information and updates about Campus Technology, be an advocate for resources, and best practices.
   a)   Review the Technology Refresh Plan and AURR Technology Requests
   b)   Create the EVC Technology Master Plan
3. Share content on the CTC web page or a SharePoint site

First CTC training was held on Sept 23 in the library, covering Microsoft OneDrive and SharePoint.

CTC Survey

She also shared the results of the CTC Survey that was conducted from Sept 29 to Oct 3, with 64 responses across all constituency groups. The CTC Survey gathered data on preferred training topics, times, and modalities. Sylvia also noted that Gustavo's division had strong participation (11 responses) after his email outreach.

22% prefer in-person training.
39% prefer Zoom.
24% prefer video-based training.

As many EVC employees shared that they would prefer video-based training, there was a brief discussion about LinkedIn Learning.

LinkedIn Learning
- LinkedIn Learning was previously provided free by the State Chancellor's Office but is no longer supported.
- It offers high-quality, accessible training videos (captioned, transcripted, ADA-compliant).
- Individual cost is $60/month, which is unaffordable for most students.
- A site license would be more cost-effective, and there's interest in advocating for its return due to its value for student skill-building and career readiness.

Second CTC Training

Second CTC Training: Friday, 10/17 from 1-1:45pm on How to Use the Campus Printers on the second floor of the MS3 Building. Sylvia reminded committee members to share this information with their Divisions.

III. **Action Items**

A. **CTSS Technology Refresh Plan (Ken)**

The current technology refresh plan is still in development and part of a broader strategy:
- The goal is to create a universal standard across three entities to streamline purchasing and reduce costs.
- Previous refresh plans were based on funding that didn't materialize; a new plan is being created.
- New construction projects automatically receive new computers. Upcoming updates will focus on lab computers, not personal or office desktops.

The Computer Refresh includes:
- Desktops
- Excludes laptops and docking stations due to loss risk and replacement challenges.
- Audio-visual (AV) equipment is not part of the computer refresh

Projector Updates
- Projector bulbs have been refreshed across buildings.
- Physical projector units are not currently scheduled for refresh due to funding limitations.
- AV equipment refresh depends on available funding sources, which are currently constrained.

Funding Challenges
- Andrea stated that due to the "50% law" (Education Code of 1960, updated in 1990), technology purchases cannot be funded from general funds (Fund 10 or 17).
- Historically, bond money funded technology purchases.
- In 2022, the district failed to pass a bond measure, leading to a lack of funding for technology refreshes.
- The district is now prioritizing infrastructure upgrades through the Facilities Master Plan, which includes technology but focuses on broader needs.

She also wanted to publicly thank Ken and his because they have proactively inspected and updated classroom technology before the semester began. She stated that they are now working on a preventative maintenance plan to ensure ongoing functionality.

B.   Student Survey for EVC Technology Master Plan

The Student Survey for EVC Technology Master Plan was shared but all action was tabled as Briana was not present to represent the student perspective.

IV.   Public Comments

Lorena shared that instructors want to show DVDs in class, but many classrooms lack DVD players. Streaming alternatives are often used, but may violate copyright laws if instructors use personal accounts (e.g., Netflix). Showing a DVD purchased by the institution is generally acceptable; streaming from personal accounts is not.

Portable DVD Players were shared as a solution:
- Some are available and can be connected via USB to classroom computers.
- Suggestion to make these available for checkout from the Library along with the DVDs.
- Need to test existing units for compatibility and functionality.
- Classroom computers are typically connected to projectors, so plugging in a USB DVD player should allow playback on the big screen.
- DVD playback software is needed; Ken suggested "VLC Media Player" was recommended as a free, open-source option that supports most formats.
- Library will also aside a laptop preloaded with VLC for faculty checkout.