

Meeting Minutes
March 12, 2026
10:30 AM – 12:00 PM

MEMBERS:

VOTING – List full name below and identify which constituency group each individual represents (Faculty, Classified, Students, Admin)			
	Courtney Brown (faculty)	X	Ron Perez (classified)
	Egbert Higinio (faculty)		Maria Suarez (faculty)
X	Mitra Mofidi (faculty)	X	Adoria Williams (Library Chair)
X	Nathan Pellegrin (admin)		Faculty member (ADA Coordinator, vacant)
X	Edwin Towle (faculty)		Classified member (vacant)
NON-VOTING – List full name below and identify which constituency group each individual represents (Faculty, Classified, Students, Admin)			
	David Johnson (President)		Lisa Cook (Vice President of Instruction)
			Lilia Chavez (Vice President of Student Services)

GUESTS: Christopher Moore, Director of IT (Peralta CCD)

Agenda Item	Discussion Notes	Action Items / Motions
I. Call to Order	The meeting of the Merritt Technology Committee (MTC) was called to order by Chair Nathan Pellegrin at 10:36 AM. Quorum was confirmed. Attendees included Amitra, Nathan Pellegrin, Edwin, Ron Perez, and Adoria R. Williams, with Chris Moore (District IT Director) attending as a guest.	None
II. Agenda Review, Changes and Adoption	The committee reviewed the agenda, which focused on the technology refresh project update, review of program review resource requests, and standing committee goals related to instructional technology infrastructure and membership expansion. No revisions to the agenda were proposed.	Motion: Ron Perez moved to adopt the agenda. Second: Mitra. Vote: Approved unanimously with no objections.
III. Approval of Minutes	No discussion of prior minutes occurred during the meeting and no formal action was recorded regarding approval.	None recorded.
IV.a Update on Technology Refresh Project	Director Chris Moore provided an update on the district technology refresh initiative. Key points included: • Lab upgrades at Merritt College are complete. • Faculty and staff computer replacements are ongoing, requiring coordination with users for backup and migration of files to new machines. • Work continues on smart classrooms, including addressing projector bulb failures; a vendor is currently sourcing replacement bulbs. Committee members noted that the technology refresh project has also been discussed in other governance venues, including Accreditation Committee and College Council, indicating institutional visibility and coordination.	Action: Chris Moore to coordinate with vendor to replace projector bulbs in smart classrooms as needed.

IV.b Review of Resource Requests	Nathan Pellegrin presented a spreadsheet of resource requests submitted through the program review process (CurrlQunet). Key points: • 81 total resource requests were submitted across departments. • Requests include operational maintenance and program development categories with subtypes such as equipment, technology, facilities, personnel, and other needs. • Not all program reviews contain resource requests; programs without requests do not appear in the list. • The committee reviewed examples including the Library's four requests, which included: – Refresh of public desktop workstations used by students. – Annual maintenance contract for Bookeye scanners used for student and library digitization services. – Funding for books and e-books to support course reserves and collection development. – Technology/database funding related to library digital resources. It was also noted that Library computers were last refreshed prior to COVID and are showing performance issues. Scanners are heavily used by students to digitize course materials and email PDFs to themselves. The committee also examined technology-related requests categorized under other types (e.g., equipment), noting a limitation in the form that only allows one subtype label per request, which complicates classification of technology needs. Technology requests identified included items from Biology/Chemistry (classroom computers, projectors, specialized software) and library digital resources. The spreadsheet will also be forwarded to other governance bodies and the Merritt Management Team for review.	Action: Resource request spreadsheet to be forwarded to additional committees and Merritt Management Team for further review and prioritization.
V.a Standing Item – Instructional Technology Network Build-Out (Goal #1)	The committee requested updates regarding instructional technology and network infrastructure. No additional updates were reported beyond those already discussed during the technology refresh project update.	None
V.b Standing Item – Increase Membership (Goal #2)	Discussion focused on ongoing challenges recruiting committee members. Updates included: • Ron Perez reported outreach to Associated Students of Merritt College (ASMC) to recruit student representatives. • Nathan Pellegrin clarified representation to College Council, noting he will continue serving as the reporting representative for MTC. • Adoria R. Williams announced she will be on sabbatical next semester, which will create an additional vacancy. • Members noted the broader difficulty across participatory governance committees in recruiting members. • Nathan suggested the possibility of combining the committee with another committee if membership levels remain low; such a proposal could be brought to College Council.	Action: • Adoria R. Williams to recruit potential replacement member prior to sabbatical. • Ron Perez to continue seeking student representation from ASMC. • Nathan Pellegrin to consider proposing potential committee consolidation to College Council if membership challenges persist.
VI. New Business	No new business was introduced.	None
VII. Old Business	No old business items were discussed.	None

VIII. Announcements	Several operational updates were shared: • The library received a delayed shipment of printer ink, which was initially sent to the wrong campus but has now been retrieved. • The library is implementing cloud printing, which will allow users on any campus to send print jobs to Merritt library printers. • Ron Perez reiterated ongoing efforts to recruit student representation.	None
IX. Adjournment	With no further business, the meeting concluded after approximately 40 minutes.	Meeting adjourned.