

Date: Tuesday, September 9, 2014
To: Greg Nelson, Vice President Finance and College Operations
Kristina Combs, Executive Director of Human Resources & Labor Relations
Christina Leimer, Director of Planning, Research and Institutional Effectiveness
Sara McKinnon, ALO Liaison, Academic Senate President
From: Patrick Ekoue-totou, CIO/IT Director
Subject: Re: Staff and Faculty Online Learning Tools

To meet requirement for:

- Action Step 4.5: Provide instructional technology training to faculty and staff for improving their technology skills of the *Strategic Plan 2012-2015*;
- I.C.7: Ongoing professional development and training, of the *Technology Plan 2012-2017*;

the IT Department has accomplished the following:

1. On Friday, September 5, 2014, an email was sent to the College Community, inviting it to sign up for the Microsoft Online Learning Program. These courses are meant to help our users keep up-to-date with the latest Microsoft software releases.
2. On Tuesday, September 2, 2014, a similar email regarding Microsoft Online Learning Program went out to the IT Techs. In addition to the generic courses, the Technicians were offered advanced and specialties courses.
3. On Monday, September 8, with a join effort of HR and IT, Skillport, another Online Tech Training Tool was implemented. It is intended to help any IT technician update his/her skills or prepare him/her for certification exams.

This memo is to serve as an evidence for the College's effort to train its Community.

Respectfully,



Patrick Ekoue-totou

CIO/IT Director