Technology Committee

September 27, 2010
2:30 pm, Room 1603

MINUTES

Present: John Gonder, Scott Vigallon, Dyan Miller, Valerie Ball, Brenda Week, Brian Owyoung, Heidi Ulrech, Angela Amaya, Sherman Lindsay, Elizabeth Noyes, Steve Gunderson, Carol Edson, Fredda Cassidy, Dave Garbarek (student), Bob Kratochvil

1. **Welcome and Introductions**
   Bob K. welcomed everyone and asked to go around the room and introduce oneself.

2. **Approval of Agenda**
   John G. requested additional topics to be added to agenda item 9 – Other.

3. **Approval of May 24, 2010 Minutes**
   Minutes were displayed and reviewed. The following comments were made:
   • The April minutes were not approved since the May meeting did not have a quorum.
   • The committee was unclear of what Qstar was.
   Action Item: review the meeting recording and clarify.
   • Scott V. requested the following.
   Action Item: addition of "Substantive" to Change Proposal and remove the following sentence referencing Scott's additional 50 hours.

   Motion: to approve minutes as amended by Dyan M. and seconded by Angela A. Approved with 2 abstentions.

4. **Committee Charge and Membership**
   The current committee charge and membership was displayed for review:
   • John G. read a letter from the Chabot Technology Committee chairperson listing the areas they will be addressing this year:

- Clear understanding of the purchase and repair of technology;
- Accountability processes;
- Where does Chabot technology stand compared to the other Bay Area colleges;
- Technology spending, is it efficient and effective.

It was agreed that the LPC Technology Committee charge is similar in overall intent.

• It was noted that there were only three classified members in attendance.

Action Item: Contact Sharon Gach to see if there are additional classified that should be invited.

• There was a question regarding faculty/ library membership.

Action Item: Clarify the role of the library representative. Do they also represent the Arts and Communications Dept?

• There will be one more student representatives joining the committee.

• It was noticed that the Alternative Media Specialist was not listed.

Action Item: Determine whether this position should be included as an ex-officio member.

5. Elect Committee Chair

Since there is no stated limit to how many times a person may be chair, John G. agreed that he would be willing to continue if there is no new interest.

Motion: Sherman L. nominated Angela Amaya to chair the Technology Committee. Angela A. accepted the nomination and was approved by consensus.

Action Item: John G. offered to speak to LaVaughn Hart regarding the availability of a student intern to support the clerical work of the committee.

6. Review of Open Items Spreadsheet

Steve G. requested that since there was no representative from ITS that those "open" items identified as ITS responsibility be tabled until the next meeting.

Item #17 - John G. and Bob K. met to discuss software purchasing and got as far as identifying the issues. Discussion continued:

• Is the need campus wide, departmental or district wide? Who makes the decision on what to purchase and how it is paid for? What is the expectation for future needs and who is responsible?

• Some disciplines are enhancing their course offerings but have been unable to obtain software to do so.

• A key factor for the technology department is software licensing compliance.

• Software decisions should be based on program review. Once it is approved it shouldn't need to be approved again for maintenance. The expenditure needs to be allocated as part of the budget process.

- Concurrent licensing is always purchased when available as opposed to single seat licensing. (Concurrent licenses can be loaded in various areas as long as no more than the maximum are in use at one time.)
- The ongoing cost for software maintenance or updates varies. Some are annual, some are bi-annual and others offer no maintenance only purchase of upgrades.
- Most software is purchased through Computerland with educational pricing.
- Schedule conflicts in computer labs with classes that need special software have been noticed.
- Curriculum request process does have a technology requirement section that is signed off by Steve Gunderson to confirm system compatibility.

Action Item: Steve G. will compile a list of software with the renewal dates and post on the website.

Action item: John G. offered to update the Open Items Spreadsheet and contact Jeannie Methe for ITS status updates.

7. **LPC Technology Staff Reports**

   Elizabeth Noyes (Web Master)
   - Creating new web sites for the Athletics Department. The Basketball teams' site should be available by the end of the week.
   - The Web Site Advisory Committee should be re-convening in November.

   Heidi Ulrech (Telecommunications Coordinator)
   - Phone moves and installs
     - CCA is about 75% populated with offices and classrooms being completed. The theater areas still remain.
     - Secondary effects renovations for B500, B600 and B700 are ether completed or very close. B800 has some remaining issues that Steve will address. B1700 with the new and expanded Campus Safety Office and Health Center are complete with one new install remaining.
     - Met with Zina Rosen-Simon on CDC. Phone order has been submitted. Still have a few miscellaneous devises left to order.
   - Copy Services
     - The RFP (request for proposal) was re-written in May to include new technology capabilities; posted in June with proposals due back in July. Three vendors responded and site-visits and presentations were held with the two finalists. Both proposals met our requirements and were very similar. In the final offer phase Ricoh Business Systems proved best.
     - Contract negotiations have been proceeding since August with our Purchasing Director: Approval of the final equipment list happend last week. Do not have an installation date as of yet. We are looking to install equipment and account management software simultaneously so there will be some sight differences in equipment functionality.

- All existing copiers will be replaced with new machines. There will be new equipment installed in the CCA Music Library, on the second floor, that will have a coin/ card vending unit attached for student as well as faculty use.
- Davis and Gene will remain operating our Copy Center.
- The second phase of the contract will be the implementation of web based job submission software for the Copy Center. This will allow for desk top job submission from On or Off-campus and will automatically convert the attached document to PDF. In addition, the software has the capability to cost out the job as it is being entered.

- E-911 (Enhanced 911)

Current E-911 system has been at end of life since last spring. The proposed upgrade has been approved and held an implementation conference call last week. The new system will be server based so Campus Safety will be notified via screen-pop and text message of a 911 call being made.

Steve Gunderson (Senior Computer/ Network Systems Specialist)
- CCA (College Center for the Arts)
- Installation of audio/ visual systems in the Blackbox Theater was delayed due to changes in equipment and questions regarding bid process. Project should be finished this week.
- Delays were also encountered in the Main Theater due to wiring and design issues. Tuning of the sound system and other work is on-going. It is unclear as to when this will be complete.
- The video system for the Main Theater is in design phase, by SFMI out of San Francisco. The cost of this project requires a formal bid process targeted for some time in October.
- Even though the building is open and in use the theater areas still have work in progress and are not yet available for activities.
- The department will be providing technical support for the Oct. 12th Open House.
- CDC (Child Development Center)
- Beginning procurement process for all computers, printers and audio/ visual equipment.
- Substantial completion for building construction is Oct 1st.
- Summer Secondary Effects Projects
- Remodeled classrooms in B500, B600, and B700 were equipped with updated technology and brought on-line.
- Due to design delays audio/ visual systems and other equipment still needs to be installed in the remodeled B800 classrooms.
- Equipment was moved and installed in the new Campus Safety Office and Health Center expansion in building 1700. New audio/ visual systems for the campus security system still need to be configured.
- New portable trailers for Student Services, DSPS and student government were installed and equipped.

- Preliminary planning is being done for upgrades to classrooms in 2200, 804, 805, and 2033. Some of these rooms have unique design issues that require extra consideration.
- In Admissions and Counseling LCD displays were installed for digital signage of information to assist students as they wait.
- The technology department assisted in providing equipment for the Welcome Center in building 1600.
- Second Computer Life Cycle, phase II
  - 200 new systems have been received. Staff are identifying current locations of equipment (due to summer moves) that need to be replaced. Due to other pending projects it may take the remainder of the academic year to complete this phase.
  Action Item: Steve will have the replacement schedule on the web site once updated.
  - Computers will be configured with Windows XP and Office 2007. Scott Vigallon and Jeff Sperry will be notified of deployment for training purposes.
  - Classroom 1802 received 25 new laptops at the beginning of the semester.
- PE Phase III
  - Copper and Fiber backbone cable pulls to the various sports venues has begun.
  - Audio for venue sound systems will be carried over the college's network.
- The college's Instructional Systems staff will be providing audio/ visual set-up and support for the 3CBG Banner conference on Sept 30th. There will still be staff on campus to handle any support needs.
- Campus Wireless Project
  - District ITS has finished installing the controller.
  - 40 to 50 access points will be ordered shortly. Following, Steve will meet with Mark and Ken to map out the locations and determine installation priority and process. At this time they will address item #13 on the Open Items Spreadsheet. This is expected to take some time due to other scheduled projects.
- There is a scheduled construction power outage on Oct 3rd for 8 -12 hours. The department will take this opportunity to relocate some of the high priority servers into the IT Building where the built in back-up power sources and generator can be utilized.
- New Windows 7 images are being installed in 803 and the library as test sites before rolling it out to the campus.
- The department continues to work with and review the tele/ data and audio/ visual designs for the Science project and SSA (Student Services and Administration).
- Approximately 300 computer systems were imaged and updated for fall semester.
- In addition to daily responsibilities of classroom and events support, the department is also looking at the following solutions for future implementation:

- SARS Trak for logging student participation. The initial install over the summer was in the Financial Aid Office.
- Tightrope for digital signage in Student Services and around campus.
- Big Fix from IBM for enterprise management.
- Server and storage for AMAG security system.

Bob K. commended Heidi and Steve and all the technology staff on the work they were involved in over the summer with secondary effects projects and copier contract.

Fredda C. congratulated everyone on all the work that has been done and asked if this information could be e-mailed to everyone for reporting to the Divisions.
Action Item: Have a draft of the minutes ready before the Division Meetings on the third Wednesday of the month.

8. **District ITS (Information Technology Services) Report**
   Jeannie Methe was out of town - No report available.

9. **Other**
   Fillable forms – how can we better utilize, discussion continued:
   - Who is responsible for converting forms to digital/ PDF format. Is training needed? Are there time and workload constraints? Are there other resources that may be available?
   - Are there limitations such as with Admissions and records forms, ink signatures or color coding of forms. The IRS has approved digital signatures.
   - Can the sustainability committee help support this initiative?
   Action item: Identify forms that could be converted to PDF for discussion at the next meeting. Fredda C. offered to Inventory the forms that are not electronic.

   Spam filter – there have been some reports of a recent increase in quarantined spam.
   Action item: Table discussion until ITS is available to participate.

   Since students are now using Gmail for college e-mail accounts is it time for faculty and staff to be converted to Gmail?
   Action item: Table discussion until ITS is available to participate.

   Scott V. announced that the Distance Ed committee approved an upgrade of Blackboard from 9.0 to 9.1. This will be a shared project with Chabot and still needs to be approved by Chabot and District.

   Scott V. mentioned that learning via mobile devices is rapidly increasing, and as an example, explained Blackboard Mobile Learn, a new app for students to use with their Bb courses. He then gave a quick demo of an alternative web site he

created for the Online Learning site. This alternative was created specifically for students who access the LPC site with mobile devices. The interface is still being worked on but received great interest from the committee.

Angela A. mentioned that in the library the internet has been slow in loading databases. When this is noticed let Steve and Ethan know when and where so they can look into it.

Steve G. stated that he is looking at and will be discussing with ITS anti-virus solutions. The current Norton software does a good job but it is very expensive and slows down resources.

Dave G. reported that they weren't able to get a wireless connection in the CCA. Steve G. replied that they have not finished installing equipment in the building yet.

10. Adjourn – at 4:16 pm

Prepared by: HUlrech