

**Cypress College
Campus Technology Committee
(CTC)**

Summary
March 13, 2019

Members Present: Peter Maharaj, Teresa Johnston, Cari Jorgensen, Angela Boyd, Terry Gleason, Yanet Garcia, Tatiana Melendrez, Anastasia Thrift, Marc Posner

Meeting Start Time: 10:35am

WELCOME & INTRODUCTIONS

1. REVIEW OF MINUTES - Approved

2. TECHNOLOGY UPDATES – Peter gave updates on the status of campus construction projects and Network Refresh.

Network Refresh – This includes a new wiring system, switches, copper & fiber wiring and voice over IP (VoIP) which is our phone restructure. The technology upgrade portion needs to be completed prior to the construction of the buildings.

The building upgrades include the new SEM and VRC buildings. Sundt who is the project management company will install cameras, to prevent theft while construction is taking place as well as to ensure workers follow safety procedures and unauthorized personnel do not enter the construction site.

Website update – Peter said the results of the survey regarding the new website, were low. Only 129 participants completed the survey. He is waiting for feedback from Marc on whether to open the survey again, which could delay the progress of planned implementation. Website planned for summer rollout.

3. MOBILE APP UPDATE – Two pilot projects for the app were Stem and a Transfer event. An increase in app usage and improvements to the operations have increased. Another big project is the check-in process by A.S. for the Food Bank. Peter is meeting with A.S. on Monday and will get feedback about what their needs are for the app.

Digital ID – QLess is a company that offers appointment scheduling and queue management. This system allows you to check-in, and then pings your phone when appointment time is ready. This system helps with crowd control during peak times. A meeting, with QLess, is scheduled for Friday to see how this proposal will function within the College app.

New Check-In System - Yanet spoke about the check-in process for the Stem event and she stated how great the app worked for this process. She suggested a checkout process as well to ensure student's stay for the duration of orientation.

Registrar Module (Phases 2) – Phase 2 was approved last week. In this phase, students will be able to register for classes and see financial aid holds. The college plans to look into a cohort system for possible future phases. Timeline for implementation of Phase 2 will take place in coming weeks. The hope is to implement Phase 2 by fall semester.

Beacons – This technology can ping smartphone location. This is still in the experimental stages and includes 2 phases, which include adoption of the program and roll-out. Possible experimental locations are the bookstore and library.

4. IT SECURITY – Peter introduced Proof Point, which is an app that is a cloud based software service. Campus did a 30-day proof of concept. Campus is receiving a lot of spam and this app will flag those emails before they reach staff. The application was presented to Budget Committee and was approved. It will go to PAC for approval tomorrow. 3 point step that includes Implementation of app, training for employees and faculty staff and students. Marc suggested restricting the ability to send "All User" emails to avoid the spread of spam.

5. ROOM UPGRADES – Business 317 and 319 massive investment of furniture along with computers for labs. Completed by next week.

FA 126 - New Mac Lab is complete

Tech Ed. III 107 – Furniture upgrade is complete

Complex 419 & 414 are in the process of having technology upgrades and remodel during spring break. Marc shared room 419 will have Cypress College branding on the walls with core values incorporated. Room 414 is a public space with logos near podiums that have website and other College branding information to show in photos.

7. TELECOM UPDATE - Telecom is now Academic Computing. All phone display information, 911 updates and voicemail additions/changes are done within our office. Cathy is also working in our office and has cut fax lines no longer in use, which has significantly decreased our operating costs. There is much work to be done in preparation for VoIP, which includes the structure of phone trees. The phone system has not been backed up in 10 years and staff are working on getting the phone tapes to back the system up in case of failure.

Meeting adjourned at 11:45am Next meeting scheduled for April 10, 2019 Time 10:30am Room 407
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