

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

Minutes
November 8, 2017

Members Present: Peter Maharaj, Terry Gleason, Kevin Peery, Marc Posner, Cari Jorgensen, Karen Joy, Daniel Sebastian, Monica Santana

Guest: Henry Hua

Meeting Start Time: 10:36am

1. **Review of Minutes** – The committee approved the October 11, 2017 Minutes with the correction to Item II, changing the name of the vendor to Modo instead of Domo.

2. **Follow-Up on Campus Projects – Network Upgrade** -Peter shared that Shandam, chosen by the District in partnership with Fullerton and Cypress College, will review our network infrastructure, including the MDF, IDF and give feedback on the network architecture. This is part of a network upgrade bond. Shandam was on campus the first week of November and will compile a report of their findings and submit a formal report within a six-month period. Some of the items that will be involved are switch upgrades, voiceover IP system and new building construction specifically future technology needs. The committee will review the report and it will also be sent to District.

Kevin recommended that with the network upgrade, additional support be added to the District Help Line to offer assistance to staff and students when problems arise.

Action item - Peter added the action item from the committee to define the support role within the Network Upgrade.

Building Construction - Peter updated staff on the status of the building construction of the SEM building & VRC. He shared that the plans are being reviewed on a regular basis to ensure there are enough connectors as well as the necessary pipes for the expanded network usage. The planning and construction of the building are moving forward as planned. Terry asked if all the new buildings will have fiber and Peter confirmed they would. Karen asked if the staff, housed in the new buildings, have input as to where things are placed. Peter said there has been feedback by faculty on how things will be placed and separated within the buildings.

Charging Stations – Peter updated the committee on the charging stations, which are a student initiative plan. Financing for these umbrellas is being addressed. The college will start with purchasing 6-7 umbrellas, which are solar powered that have the base for plug-ins. The college will test these out and look at full campus operation in the future. Peter also shared that the college is also looking at replacing existing outlets with outlets that include USB. Albert will pay for these out of the Campus Operations Budget. A walk through has been done to identify high volume study areas for these outlets. Kevin shared the need in the LRC for charging stations.

Mobile Applications – Peter shared there were two vendors that did presentations to the college, Modo Labs and OohLaLa. A follow-up meeting with Modo Labs will be held tomorrow, November 9. The success of the mobile app will depend on working with the vendor to look ahead at the needs of the college and the ability of the app to grow with the college and be customizable. Karen suggested a third vendor option before making a decision.

Guest Item- Request for funds – Henry Hua attended the meeting to receive a recommendation from the committee to take back to Planning & Budget to request funds for two programs that are used. Cisco networking software and VMWare virtualization and Cloud Computing are taught through the CIS department and are CTE related programs that have been taught for the last 10+ years. The purpose for offering these programs online for the students is to eliminate the cost per student for the purchase of books. Instead, a license is created for the students and they can access these programs online. Henry asked the committee for an endorsement to seek on-going funding from PBC for future renewals for these programs. The cost for Cisco Academy is \$300 per year and VMware is \$750 for 3 years. In the past, these programs were paid for with Perkins funds however, Perkins is not an ongoing funding source.

Motion made to support Henry's request for recommendation to move forward with requesting funding from PBC.

Action Item - Karen requested that in the future a document be made available for review prior to any recommendations that are requested by the committee.

Dashboard Analytic System - Peter spoke about a dashboard for college operations that is being constructed. Currently the college has silos of data but they do not communicate with each other. The new dashboard will enable student activity tracking

through touchpoints and provide the services needed. The ability to forecast trend analysis will help to plan for staffing and student need. Peter shared that the dashboard construction is being done and will share more with the committee as it progresses.

Campus Parking & Website and Banner - Peter share with the committee that discussions are underway with District to support a parking issue that has to do with the campus giving out free parking to students. This has caused a revenue issue with college operations. It has to do with a gap that needs to be fixed. It was a District oversight and Peter will share more about this in the future.

District Telecom Standards – Peter said there was a meeting last week about type of wires and number of plugs needed in the room. Peter said a copy of the document will be shared with the committee and recommended that because of the size of it, the document be copied. It is available through the District website.

3. New Items – Civitas - Civitas is a predictive analytical application that supports students and is in the implementation process with a soft rollout in spring 2018 and a planned full rollout in summer 2018. A committee has been formed for this project which consists of Peter as the Project Manager, Institutional Research and David Booze from Records along with a District IT Programmer to support data connection to Civitas. The product that is being used is Ilume. Peter shared that a meeting is taking place to do a show and tell and the committee will be informed prior to the meeting.

Managed Print Services – Kevin shared how print services work in the LLRC. Currently students pay for printing. A software program is used to control the amount of printing that is done. The software is running the printers and all of this is managed through a central server. Kevin shared they are researching other software that is more up to date and can utilize mobile printing from student devices. Peter shared that his view of managed print services is knowing exactly how many printers are on campus, the cost for running printers, cost and support for ink and hardware for these printers. He is looking at a contract to bring a vendor in to do all maintenance and support on printers. Peter would like to consolidate printers on campus. His plan is to decrease the cost of printer maintenance and support.

Karen brought up the subject of the One Card. She shared that there has been discussion in another committee about making a One Card available to students. The concept of the One Card is that students are issued this card and it can be used anywhere on campus.

Kevin shared that currently use cash and coin to use the printers. He would like to see, in the future, the ability to use a centralized payment program for printing. He liked the idea of a credit payment system. He also like the idea of having a centralized printing system set-up.

Peter plans to a printed list of printers at the next meeting to discuss the printers on campus.

Action Item – To get more information on the One Card. Karen will send Peter the information she has on the card.

Cypress Production Servers – Move to Cloud - Web server that supports the DataTel system crashed on a Monday night. Website was back online at 7:30am Tuesday morning. Marc shared that DataTel supports everything on the old website. They are in the process of moving everything to the new platform but there is still about 80% left to move. Peter shared the new website runs off Wordpress CMS and has been working well. It is periodically tested. The content from the DataTel system is being integrated to the new website. Peter said a solution is being explored and one option is to move the public website to the Cloud. Pricing is being looked at for this.

4. Culinary Arts - Peter shared that he observed the TV monitors were too low, a safety hazard in the Culinary Arts kitchen, and those TV's will be raised.

SharedPoint – This is another app that is being tested. Peter said this app would support the J: and I: drives. More to come about this app.

Educause – Conference in PA attended by Angela but will follow-up with her since she is not in attendance today.

Open Discussion – Members of the committee discussed the Digital Signage and the formatting of these monitor to have specific information on the displays. Peter asked if this issue could be brought to the marketing meeting for discussion.

Meeting adjourned at 12:13 Next meeting is scheduled for December 13th. Time 10:30am Room 407
