

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

Summary  
September 12, 2018

Members Present: Peter Maharaj, Kevin Peery, Terry Gleason, Angela Boyd, Cari Jorgensen, Anastasia Thrift, Karen Joy, Robert Mounce, Mike Land  
No Quorum

Meeting Start Time: 10:39am

**1. WELCOME** – Peter welcomed the committee and explained the importance of the committee to move forward with campus technology needs. Peter stated that as a follow-up to Kevin’s report in May regarding the need of a Student Help Desk, a survey will be sent to staff for feedback. The results of the survey will be discussed at the next meeting.

**2. EXPECTATIONS** – Peter expects the Campus Technology Committee be a true influencer of the technology changes on campus. He shared the list of projects scheduled for FY18/19 and he would like the committee to participate and be a part of these planned projects.

**3. REFLECTING ON THE PAST YEAR AND ACCOMPLISHMENTS** – Peter shared projects that were completed during the past year. Some of the large-scale projects were the VSAN, Gym II sound system and the Cypress College Website rollout to the new platform.

**4. PROJECT DISCUSSION FOR THE UPCOMING TERMS**

- NETWORK REFRESH – This is a 2 year project
- VOIP - 2 yr. project where old Avaya system being phased out and new system in place, possibly a Cisco platform. This will provide cost reduction, video capabilities, and quality improvement from the phones.
- MANAGED PRINT SERVICES – Peter explained MPS provides toner and support for copiers on campus. The college spent an estimated \$107K in 2017 for toner and ink and this is where a managed print service can reduce those costs. The committee discussed various options to reduce the amount of copies made. One suggestion was to have faculty provide their syllabus online so students can shop classes prior to registering. Peter suggested that Treisa attend the next meeting for more discussion on this topic.
- PAPER CUT - A service that looks at everything being printed, regardless of where it is printed. Papercut offers options on the most cost effective place to print, such as the Campus Production Center or District Production. Each department will determine how to spend their money on printing.
- CONFERENCE ROOM TECHNOLOGY UPGRADES – Peter shared the importance of Conference Room Technology and upgrades for conference rooms are in the future. Money has been budgeted for this project. Upgrades include carts, microphones in larger rooms and telecom services.
- CYPRESS COLLEGE WEBSITE – CTE has a new website, careers.cypresscollege.edu, and Peter shared the website with the committee to show how Interact built their site. Interact has also been contracted to perform work on the Cypress College website to provide a consistent look to tie all sites together.
- MOBILE APP PHASE II BANNER INTEGRATION – The mobile app launched Sept. 17. Phase 2 is direct integration into Banner where students/faculty can log in and see courses and register for classes directly from phone. No need to go through MyGateway, which means a faster process. Peter said Phase 2 opens the opportunity for Market Segmentation; the ability to target certain students and push information to them. This falls in line with guided pathways. Full launch scheduled for spring 2019.
- CIVITAS PRODUCTION ROLLOUT – Training next week. Peter will share information with the committee.
- TECHNOLOGY REFRESH – Projects were Aviation, CTE projects, X-Ray lab rollout, SARS upgrade,
- CLASSROOM UPGRADES – Fine Arts 126, CTE Computer Lab & Business are classroom upgrades that are planned for spring 2019.

Meeting adjourned at 11:57 Next meeting scheduled for October 10<sup>th</sup> Time 10:30am Room 407