

Technology Working Group (TWG)  
TWG Minutes of November 21, 2019

**November 21, 2019**

**Attendees:**

Wesley Gima, Robert Neff, Troy Lizama, Benjamin Hernandez Jr., Latisha Leon Guerrero

**Discussions:**

Student concerns: Status quo.

Troy Lizama: 10 Windows 7 Laptops need to be assessed, pending work order request. Needs 12 Windows 10 Laptops.

Bob Neff: 10 Windows 10 laptops needed for LRC lab  
Confirmed that 21 laptops from C1 Mobile lab are at Windows 10 already.

CGC forwarded Data Breach Policy President, 11/12/2019

Reviewed Tech Fee Budget – Completed

Candidate for MS Office 2016 Licenses Upgrade to MS Office 2019 for labs D2, D3, D7, & D8, TC1220 by or before SP2020 semester.

Discussed PC & MAC bid specifications – 11/18/2019 Bid announced

Digital Resource Policy – Bob Neff, Wes Gima – Pending

Ellucian Go Mobile – Android / Google & Apple Developer – GoLive Planning occurred twice but still no actual launch announced

## Technology Working Group (TWG)

### TWG Minutes of October 24, 2019

#### **October 24, 2019**

##### **Attendees:**

Wesley Gima, Robert Neff, Rozene Pecson, Benjamin Hernandez Jr., Rachel Lee, Latisha

Leon Guerrero

##### **Discussions:**

Student concerns: Selling laptops at GCC Bookstore (Danny/Joleen, i.e. consignment, memo). Bldg. 5000, LRC, and student AHC WiFi disconnecting / reconnecting issues. → Follow-up with MIS network technicians to diagnose. May require significant time to determine cause and provide a resolution. Possible saturation of WiFi utilization in the area, but will further investigate.

Rachel Lee: Room 1220 WO for MS Office 2016/2019.

Data Breach policy under review for President.

Reviewed Tech Fee Budget – Quarterly Change Orders due

Candidate for MS Office 2016 Licenses Upgrade to MS Office 2019 for labs D2, D3, D7, & D8, by or before SP2020 semester.

Discussed PC & MAC bid specifications – Received feedback for Mac from Wes and Jonah to proceed with PC as is.

Cyber Security Workshop

Digital Resource Policy – Bob Neff, Wes Gima – Pending

Ellucian Go Mobile – Android / Google & Apple Developer – GoLive Planning Oct. 31st , 2019.

## Technology Working Group (TWG)

### TWG Minutes of October 10, 2019

#### October 10, 2019

##### Attendees:

Wesley Gima, Robert Neff, Rozene Pecson, Jonah Concepcion, Benjamin Hernandez Jr.,  
Marsha Postrozny, Rachel Lee, Latisha Leon Guerrero

##### Discussions:

Student concerns: Bldg. 5000, LRC, and student AHC WiFi disconnecting / reconnecting issues. ☐ Will be communicated to MIS network technicians to diagnose. May require significant time to determine cause and provide a resolution. Possible saturation of WiFi utilization in the area, but will further investigate.

Latisha: Banner: My Courses, SP2020 – Only 1 class listed, but concise schedule shows more classes ☐ Received document (screenshots) will be forwarded to the MIS Banner specialist for the Student module. It may be an isolated issue or more students may be impacted. If there are no further issues found, please give this a couple of hours and have the student check again.

Rachel Lee: Bldg. D2/D3 – Computer timeclock – no work order submitted ☐ Workstations will be identified and communicated to MIS computer technicians via Work Order (work.order@guamcc.edu). Should be resolve shortly. Will require review and changes of system settings.

Welcome Rozene, Benjamin, Latisha Ann, and Rachel to the group. You are now included in the group mail as well as the Technology Working Group community site in MyGCC.

Thank you all for the feedback on the policy. See attached for version 2 with today's recommended changes. → Will be forwarded to the CGC for feedback and/or approval.

##### Reviewed Tech Fee Budget

Network Upgrades down from \$50,000 per school year to only \$35,000.

Multimedia Upgrades down from \$30,000 per school year to only \$15,000.

Remaining amount for Capital Outlay at \$100,000 will be for lab upgrades. Depending on available budget and outcome of upcoming technology bid, tentative areas planned for upgrades include the Mobile Laptop Lab, D6, and D8. Lab printers identified for replacements are C4 and 3114. TC1106B is also being assessed but since it is not being used primarily as a regular classroom or shared lab, it may be replaced through re-distribution of computers that are newer than what is installed in this lab.

Candidate for MS Office 2016 Licenses Upgrade to MS Office 2019 for labs D2, D3, D7, & D8, by or before SP2020 semester.

Discussed PC & MAC bid specifications – feedback of recommended changes by or before next week, Friday, October 18th, 2019

Jonah Conception to submit for PCs

Wes Gima to submit for Macs

## Technology Working Group (TWG)

### TWG Minutes of August 29, 2019

#### August 29, 2019

##### Attendees:

Wesley Gima, Robert Neff, Rozene Pecson, Jonah Concepcion

9/26/2019: Cancelled – No email confirmations.

9/12/2019: Cancelled: Only Frank Camacho and Bob Neff present.

##### Discussions:

###### Technology Specifications Discussions

- Tasks for specification updates
- Options for leasing, outright purchase, BYOD
- Challenges and opportunities
- Voucher / Coupon for Internet Services for the home with Tech Fee paying for it
  - With coupon for Data at the home with ISP
- Data Breach Response Plan/Procedures –Pending Presidential approval
- Status Quo - Discussed e-mail directive and reasons for maintaining accounts / updates provided
- but still pending feedback from Carmen Santos & Apol San Nicolas new CHRO
- GOREX –MOA/MOU with President / May not sign off and a more direct link preferred
- ITSP/EA – SWOT Analysis for updates to ITSP/EA (see shared Google document)
- Tech Fee Budget – Will be lower depending on enrollment
- Lab Upgrades - planning
- Cloud – ERP, Mobile App / Degree Works, and MAPS (ARGOS, FormFusion, Intellectcheck), MyGCC
- Digital Resource Policy – VisCom and Wes Gima communicating ideas
  - Status Quo - Wes & Bob still drafting rules and procedures.
- Upcoming bids: POTS/VOIP Telephone services / Copying Services Fleet

## Technology Working Group (TWG)

### TWG Minutes of April 11, 2019

**April 11, 2019**

**Attendees:**

Marsha Postrovny, Robert Neff, Wesley Gima

**Discussions:**

The entire meeting was devoted to the Academic technology goals for the ITSP.

These are the initial goals:

1. High-speed internet access is essential and expected and has become important in order to meet student and program outcomes.
2. As more wif-fi devices are utilized within our learning environment, unfettered, quick and easy wi-fi access to the internet is a priority.
3. It is imperative that the digital policy is implemented across the board to promote sustainability, facilitate communication, and lower costs for learning resources within the college.
4. To lead in workforce development, the college must be at the forefront in the integration of new learning design, technologies and training for all programs and educational services.

## Technology Working Group (TWG)

### TWG Minutes of March 28, 2019

**March 28, 2019**

**Call to Order:** 2:00 p.m.

**Attendees:**

Francisco Camacho, Wes Gima, and Bon Neff

**Discussions:**

Student Concerns: Student not present

Data Breach Response Plan/Procedures –Recommended updates from CGC made / TWG review completed / Will forward to CGC next

Status Quo - Discussed e-mail directive and reasons for maintaining accounts / still pending feedback from Carmen Santos / may need to include Apol San Nicolas new CHRO

GOREX – Latest response from UOG is that GCC will connect at no cost and MOA/MOU will be drafted / Rommel Hidalgo, CIO, left UOG / Will continue with other POC at UOG Computer Center

ITSP/EA – SWOT Analysis for updates to ITSP/EA (see shared Google document)

Tech Fee Budget –

Lab 3114 PC upgrades scheduled for Easter Break / 17 Macs for LRC and Student Center and Open Lab (may need to be set as a guest account)

Multimedia Projectors – submit requisition as soon as possible

Networking Equipment – submit requisition as soon as possible

Cloud –Tentative GoLive date is sometime June 2109. Mobile App / Degree Works, and MAPS (ARGOS, FormFusion, Intellectcheck) in the cloud and available by August/September. Transitioning hosting ownership of MYGCC from TechProven’s AWS account to GCC’s AWS account.

Status Quo: E-Bldg. (Bldg. 100) – 95% completion by end of March / Bldg. expected date of completion now estimated in April 2019

Digital Resource Policy – VisCom and Wes Gima communicating ideas

Status Quo - Wes & Bob still drafting rules and procedures.

UPS / ERP (UPS some batteries need replacement / ERP system server primary controller for storage)

Upcoming bids: POTS/VOIP Telephone services / Copying Services Fleet

## Technology Working Group (TWG)

### TWG Minutes of March 15, 2019

**March 15, 2019** (rescheduled from 3/14/2019)

**Call to Order:** 2:00 p.m.

**Attendees:**

Francisco Camacho, May Ann Joyce Petilla Aloit, Daphne Balansay.

**Discussions:**

Student Concerns: None to report

Data Breach Response Plan/Procedures – Feedback from CGC received for recommended updates / Updates being done and will report back to TWG for review.

Status Quo - Discussed e-mail directive and reasons for maintaining accounts / still pending feedback from Carmen Santos & Joann Muna

GOREX – Latest response from UOG is that GCC will connect at no cost and MOA/MOU will be drafted

Tech Fee Budget –

- Lab 3114 PC upgrades scheduled for Easter Break / Macs (17 received) for LRC and Student Ctr. Open Lab

Cloud – Tentative GoLive date is sometime June 2109. Mobile App / Degree Works, and MAPS (ARGOS, FormFusion, Intellectcheck) in the cloud and available by August/September.

Status Quo: E-Bldg. (Bldg. 100) – 70% network completed / equipment delivered / expected date of completion now estimated in April 2019.

Digital Resource Policy – VisCom and Wes Gima communicating ideas

- Status Quo - Wes & Bob still drafting rules and procedures.

UPS / ERP (UPS some batteries need replacement / ERP system server primary controller for storage)

Upcoming bids: POTS/VOIP Telephone services / Copying Services Fleet

Past discussions on projects: One-card system for vending for Xerox copiers/printers / free printing

Technology Working Group (TWG)  
TWG Minutes of February 28, 2019

**February 28, 2019** (rescheduled from 3/14/2019)

**Call to Order:** 2:00 p.m.

**Attendees:**

Bob Neff, Francisco Camacho, Wes Gima, Marsha Postrozny

**Discussions:**

Wes Gima: ITSP Goal Updates – Do a SWOT 1 st , then develop goals. Shared Google file.

In the areas of Campus, Classrooms/Programs, Faculty, Students (What are the SWOT?)

S-Campus: Internet Access, 80% WiFi, Digital Resources Policy, 2 General Purpose Labs are available, Ample Labs, Multiple Internet ISP connections, Network is up to date and reasonably secured, everyone's access Cloud-base infrastructure initiatives, employees have professional development.

S-Classrooms/Programs: Smartboard/SmartTV/Multimedia Projector in every Post-secondary classroom that needs it, every postsecondary course has LMS site via Course Studio, moving from print to digital resources, access to Google Suite, have admin support

S-Faculty: Use Presentation software, there's PDRC for technology training

S-Students: Use of smartphone, most students are tech-savvy and Internet-aware

W-Campus: WiFi Signal Strength is weak in certain locations, outdated or old-style technology, no committee/taskforce for researching classroom technology on an annual basis

W-Classrooms/Programs: few programs researching new technology in their area, few use LMS or online grading, some advisory groups focus on present and not future

W-Faculty: training not being taken advantage of, lack of basic computer literacy

W-Students: Lack of Internet access outside of campus

O-Campus: Expansion of WiFi, One-card systems (payment, access)

O-Classrooms/Programs: Expand of online programs, unfettered access to WiFi

O-Provide devices for program

T – YouTube use

Data Breach Response Plan/Procedures – Sent in to CGC

Status Quo - Discussed e-mail directive and reasons for maintaining accounts / still pending feedback from Carmen Santos & Joann Muna

GOREX – waiting for Pres. Meeting



Tech Fee Budget – Additional network equipment, projectors  
Cloud –Still in progress

E-Bldg. (Bldg. 100) – 70%+ network completed / End of April 2019

Digital Resource Policy – VisCom and Wes Gima communicating ideas  
Status Quo - Wes & Bob still drafting rules and procedures.

Status Quo -Upcoming bids: POTS/VOIP Telephone services / Copying Services Fleet

## Technology Working Group (TWG)

### TWG Minutes of February 14, 2019

#### February 14, 2019

##### Attendees:

May Ann Joyce Petilla Aloit, Bob Neff, Francisco Camacho, Wes Gima, Troy Lizama

##### Discussions:

Student Concerns: Connection to WiFi access at Tech Center, LRC & Foundation / Possible immediate resolution - more AP or an AP with greater/stronger range of signal.

Data Breach Response Plan/Procedures – One more week requested for reviews and feedback

Discussed e-mail directive and reasons for maintaining accounts / still pending feedback from Carmen Santos & Joann Muna

GOREX – GOREX reviews and discussion, attended PTC '19 and TPRE meeting in Hawaii, TPRE participation, pending plans and approval to proceed / President interested and supports idea / 1 st strategy with estimated cost air-fiber 1Gbps connection to UOG, then transit to landing cable site for GOREX via 10Gbps

Tech Fee Budget –

Lab 3114 PC upgrades scheduled for Easter Break / Macs (6 of 17 received) for LRC and Student Ctr. Open Lab

Internet bid completed and now have PDS 120 & 90Mbps / GTA 2 x 60Mbps / Docomo 1 x 60Mbps

Cloud –Making progress with migration/movement to Ellucian Cloud / Initial Core built and ongoing testing for connectivity and access with Banner 9, Degree Works, and MAPS (ARGOS, FormFusion, Intellectcheck) in the cloud

E-Bldg. (Bldg. 100) – 70% network completed / equipment delivered / expected date of completion now estimated in April 2019

Digital Resource Policy – VisCom and Wes Gima communicating ideas

Status Quo - Wes & Bob still drafting rules and procedures.

UPS repair completed pending with 2+ hours uptime

ERP system server repair completed

Upcoming bids: POTS/VOIP Telephone services / Copying Services Fleet

Past discussions on projects: One-card system for vending for Xerox copiers/printers / free printing

## Technology Working Group (TWG)

### TWG Minutes of January 31, 2019

#### **January 31, 2019**

##### **Attendees:**

Bob Neff, Daphne Balansay, Wes Gima, Troy Lizama, Jonah Concepcion

##### **Discussions:**

We all looked over the document Frank sent and no one had questions or comments.

We then spent the rest of the hour talking about improving academic technology in the classroom.

It was suggested that we add five academic related goals to the ITSP.

Some ideas to support this were

Students

- Meeting with COPSA
- Meeting with COPSA and Student Org reps
- Selected focus groups within disciplines including DC's

Faculty

- Working with Pete and Faculty Senate
- Focus groups

It's important that, in working with either group, that we provide them material to read beforehand so they come in knowing what to expect and what we are expecting to get from them.

To this point, it was also suggested that the TWG brainstorm a list that can be used as a potential discussion starter.

TWG:

Later, I met with Frank and, serendipitously, he also has been wanting to update the ITSP and EA. So, Frank is also in full support of working towards this.

I'm getting old so I have selective memory. Does anyone want to add anything?

wes

## Technology Working Group (TWG)

### TWG Minutes of January 10, 2019

#### January 10, 2019

##### Attendees:

Daphne Balansay, Bob Neff, Francisco Camacho, Wes Gima, Christine Matson

##### Discussions:

Possible change of time/date for Jonah Concepcion. 2PM, Thursday

Student Concerns: Connection to WiFi access at Tech Center & Foundation / Possible immediate resolution - more AP or an AP with greater/stronger range of signal.

Dynix WiFi – Password for access to LRC

Tech Fee Budget –

- Lab 3114 PCs delivered / Mac ETA delivery date pending (Adobe Creative Cloud procured / licenses received)

- Internet bid completed and now have PDS 120 & 90Mbps / GTA 2 x 60Mbps / Docomo 1 x 60Mbps

- Status Quo: Assistive technology (HW/SW in labs) for NVDA – Nonvisual Desktop Access for the blind

Status Quo - Discussed e-mail directive for updates to a policy and the employee separation form (awaiting feedback from Carmen Santos & Joann Muna)

GOREX – President supporting and interested / More direct connection / Going to Hawaii for fact-finding

Cloud – Timelines more finalized / Making progress with migration/movement to Ellucian Cloud / possible testing by week of 1/13/2019

E-Bldg. (Bldg. 100) – 70% network completed / equipment delivered / expected date of completion January 31<sup>st</sup> or mid-February

ACI Universal Payment – Completed

Digital Resource Policy – VisCom and Wes Gima communicating ideas

- Status Quo - Wes & Bob still drafting rules and procedures.

Website – Prototyped-demo in place / Launch date tentatively in March 2019 / Jayne Flores resigning

UPS repair pending parts / Generator must be on standby or shut down servers completely four hours prior to planned power outage

ERP system servers parts received and repair ongoing

LRC Lab – Recommended floor

One-card system for vending for Xerox copiers/printers / free printing