

## College Technology Committee Minutes

I. Call to order      **11:00am / Room TC1210**

II. Roll Call              Signed sheet

III. Mission Statement;

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

IV. Approval of minutes

- None

V. Old Business

- None

VI. New Business

- Election of Chairperson-Elect
  - Paul Healy
- Selection of Student representative (COPSA recommendation)
  - Pending submission from COPSA (tabled)
- CTC By-Laws – to be reviewed (tabled and to be e-mailed before next meeting)
- CTC Plan/Goals/etc. (Status Report) – FY16 Budget Plan Done
- Enterprise Architecture – to be reviewed – MIS Updates to be e-mailed
- Information Technology Strategic Plan – to be reviewed – MIS Updates to be e-mailed
- PC / Mac Standards – Tabled, current versions of both platforms on website <http://www.guamcc.edu/Runtime/MIS-Standards.aspx>
  - 1<sup>st</sup> - PC Bid Specifications/Standards updates due for new annual bid
  - 2<sup>nd</sup> –Mac Bid Specifications/Standards updates also due / Bid process needed if plans for Mac lab upgrades gets approval

\*\*\*\* REMAINING AGENDA ITEMS TABLED \*\*\*\*

- Multimedia projector project
- Proposal to set up guidelines for classroom technology
- Cloud Software; Impact and Guidelines
- E-Books
- “Pen” Test in FY2016
- CIP Project - Fiber Optic Cable burial
- Microsoft Office 2013 upgrade

VII. Open Discussion

- 

VIII. Agenda Items for Next Meeting

- TBA

IX. Next regular meeting

- 9/24/2015

X. Adjournment – 12pm

## College Technology Committee

### AGENDA

#### I. Call to order

#### II. Roll Call                      Please sign in. *{see sign-in sheet}*

#### III. Mission Statement;

Guiya i Kulehon Kumunidât Guåhan, i mas takhilo' mamanaguen fina'che'cho' yan i teknikât na kinahulo' i manfáfache'cho' ya u na' guáguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmahananâgui yan i fina'na'guen cho'cho' gi iya Maikronesiha.

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

#### IV. Approval of minutes

- Meeting #1 – 9/10/2015

#### V. Old Business

- Selection of Student representative (COPSA recommendation)
- CTC By-Laws – to be reviewed
- CTC Plan/Goals/etc. (Status Report)
- Enterprise Architecture – to be reviewed
- Information Technology Strategic Plan – to be reviewed
- PC / Mac Standards
- Multimedia projector project
- Proposal to set up guidelines for classroom technology
- Cloud Software; Impact and Guidelines
- E-Books
- “Pen” Test in FY2016
- CIP Project - Fiber Optic Cable burial
- Microsoft Office 2013 upgrade

#### VI. New Business

- Delegation and Accountability of Tasks

#### VII. Open Discussion

- 

#### VIII. Agenda Items for Next Meeting

- TBA

#### IX. Next regular meeting

- 10/8/15

#### X. Adjournment

**Guam Community College  
College Technology Committee Meeting Sign-In Sheet  
September 24, 2015**

<b>No.</b>	<b>Name</b>	<b>CTC Membership</b>	<b>Signature</b>
1.	Frank Camacho	Administrator, Chairperson	
2.	Patrick Clymer	Administrator, Past Chairperson	
3.	Marlena Montague	Administrator	
4.	Wes Gima	Administrator	
5.	Terry Kuper	Faculty	
6.	Mike Setzer	Faculty	
7.	Paul Healy	Faculty, Chairperson-Elect	
8.	Robert Neff	Faculty	
9.	Ana Mari Atoigue	Staff	
10.	Chris Camacho	Staff	
11.	Tamara Hiura	Staff	
12.	Tara Pascua	Staff	
13.		COPSA Student Representative	
14.		Guest	
15.		Guest	
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## College Technology Committee MINUTES

I. Call to order      **11:14**

II. Roll Call              Please sign in: {see sign-in sheet}

III. Mission Statement;

Guiya i Kulehon Kumunidât Guåhan, i mas takhilo' mamanaguen fina'che'cho' yan i teknikât na kinahulo' i manfáfache'cho' ya u na' guáguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmamananâgui yan i fina'na'guen cho'cho' gi iya Maikronesiha.

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IV. Approval of minutes

- Meeting #1 – 9/10/2015  
***Motion to approve (PC),  
2<sup>nd</sup> (TK)  
Motion passes unanimously***

V. Old Business

- Selection of Student representative (COPSA recommendation)  
***MS-Motion to accept student rep from COPSA, Liza Ann San Agustin  
TP-2<sup>nd</sup>  
Motion passes unanimously***
- CTC By-Laws – to be reviewed  
***MS-motion to approve, as amended  
TP-2<sup>nd</sup>  
Motion passes unanimously***
- CTC Plan/Goals/etc. (Status Report)  
***Budget Plan, use of technology fees  
MS – 3 things (1) Antivirus, (2) InterMapper ID, (3) Bandwidth (after  
current contract/bid expires – Symmetrical vs. Asymmetrical / Flexibility  
of Increase w/o added cost  
1 - Discussion re selection of antivirus, MS/TK uses AVG  
MIS uses Enterprise Symantec  
WG recommends study  
FC “for next year budget consideration”  
MS volunteers to perform study of antivirus before end of Spring2016,  
tentatively April 2016  
MS – Symantec is memory intensive, but main issue is it missed viruses  
other products found.  
2 – Intermapper missing, FC will look into restoring MS' user account***

**3 - Discussion of ISP, MS – GCC paying premium for symmetrical bandwidth**

**FC – per the EA/ITSP driving features, future needs**

**FC – before expiration of current bid, take a closer look before re-bid; look at “flexible” options (MS)**

**Discussion re capital outlay – FC ...**

- **Enterprise Architecture – to be reviewed**

**FC-recommend review for next meeting to give all chance to read updates and refresh w/ EA-ITSP doc**

- **Information Technology Strategic Plan – to be reviewed**

**FC-same as EA**

- **PC / Mac Standards**

**FC – procurement requiring new standards**

**... WG recommends each member takes on two (2) tasks (refer to New Business)**

**... FC asking for volunteers (refer to New Business)**

- **Multimedia projector project**

**WG – last AY 3 purchases; 5 units, 15 units, 5 units (waiting for PO), repaired two, Chris Dennis identified chip error for MM projector.**

**C.Dennis to work on finalizing repair.**

**WG – asking department/offices to transfer portable MM projectors to Student Support for loaning to others**

- **Proposal to set up guidelines for classroom technology**

**FC – Request for Technology Fees form created last AY is for new acquisitions not budgeted and for additional information request to CTC**

**WG – procedures vary throughout campus, a standard should be created, and this form is for standardization using the form’s checklist to prevent shortfalls in planning**

**FC – spoke with P&D regarding better floor plans and classroom infrastructure, need for more faculty input and better furniture acquisition (wheeled tables, tables with electrical/power IT conduit)**

**PC – recommend P&D take voice & data cabling class at GCC**

**WG & TK- volunteers**

- **Cloud Software; Impact and Guidelines**

**FC – still researching**

**FC & PC volunteers**

- **E-Books**

**FC – BN brought to the table, student convenience**

**WG – can be more expensive and unwieldy**

**BN & LSN volunteered to look into college-wide analysis and low-cost alternatives**

- **“Pen” Test in FY2016**

***TABLED***

- CIP Project - Fiber Optic Cable burial
- ***TABLED***
- Microsoft Office 2013 upgrade
- ***TABLED***

VI. New Business

- Delegation and Accountability of Tasks (partially discussed and completed under new business assignments)

***TABLED***

VII. Open Discussion

- none

VIII. Agenda Items for Next Meeting

- TBA

IX. Next regular meeting

- 10/8/15

X. Adjournment     ***12:04PM***

**Guam Community College**  
**College Technology Committee Meeting Sign-In Sheet**  
**September 24, 2015**

<b>No.</b>	<b>Name</b>	<b>CTC Membership</b>	<b>Signature</b>
1.	Frank Camacho	Administrator, Chairperson	X
2.	Patrick Clymer	Administrator, Past Chairperson	X
3.	Marlena Montague	Administrator	
4.	Wes Gima	Administrator	X
5.	Terry Kuper	Faculty	X
6.	Mike Setzer	Faculty	X
7.	Paul Healy	Faculty, Chairperson-Elect	
8.	Robert Neff	Faculty	
9.	Ana Mari Atoigue	Staff	X
10.	Chris Camacho	Staff	
11.	Tamara Hiura	Staff	
12.	Tara Pascua	Staff	X
13.	Liza Ann San Agustin	COPSA Student Representative	X
14.		Guest	
15.		Guest	
16.			
17.			
18.			
19.			
20.			



## College Technology Committee AGENDA

- I. Call to order
- II. Roll Call                      Please sign in. *{see sign-in sheet}*
- III. Mission Statement:

Guiya i Kulehon Kumunidat Guahan, i mas takhilo' mamanaguen fina'che'cho' yan i teknikat na kinahulo' i manfáache'cho' ya u na' guaguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmahananâgui yan i fina'na'guen cho'cho' gi iya Maikronesiha.

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.
- IV. Approval of minutes
  - Meeting #2 – 9/24/2015
- V. Old Business
  - “Pen” Test in FY2016
  - CIP Project - Fiber Optic Cable burial
  - Microsoft Office 2013 upgrade
  - CTC Plan/Goals/etc. (Status Report)
    - FC: Budget Plan Revision
    - MS: Antivirus Comparison Study
    - CC: CTC InterMapper ID
    - FC, CC, MS, TK: Internet Services Bid Specification Updates
  - FC/ALL: Enterprise Architecture
  - FC/ALL: Information Technology Strategic Plan
  - PC / Mac Standards
    - FC, CC: PC Standards
    - WG, CC: Mac Standards
  - WG: Multimedia projector project
  - WG, TK: Proposal to set up guidelines for classroom technology
  - FC, PC: Cloud Software; Impact and Guidelines
  - BN, LSA: E-Books
- VI. New Business
  - Student Issues - Printer Jams at Open Lab
  - Upgrade Schedules - Lab TC1221
- VII. Open Discussion
  -
- VIII. Agenda Items for Next Meeting
  - TBA
- IX. Next regular meeting
  - 10/22/15
- X. Adjournment

**Guam Community College**  
**College Technology Committee Meeting Sign-In Sheet**  
**September 24, 2015**

<b>No.</b>	<b>Name</b>	<b>CTC Membership</b>	<b>Signature</b>
1.	Frank Camacho	Administrator, Chairperson	
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8.	Robert Neff	Faculty	
9.	Ana Mari Atoigue	Staff	
10.	Chris Camacho	Staff	
11.	Tamara Hiura	Staff	
12.	Tara Pascua	Staff	
13.		COPSA Student Representative	
14.		Guest	
15.		Guest	
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## College Technology Committee MINUTES

- I. Call to order      **11:15am**
- II. Roll Call              Please sign in. *{see sign-in sheet}*
- ADMIN- F.Camacho, P.Clymer, M.Montague, W.Gima**
- FACULTY- T.Kuper, M.Setzer II, P.Healy**
- STAFF- A.Atoigue**
- Student Representative-L.A.San Agustin**

***Absent-R.Neff, C.Camacho, T.Hiura, T.Pascua***

III. Mission Statement:

Guiya i Kulehon Kumunidât Guåhan, i mas takhilo' mamanan fin'che'cho' yan i teknikât na kinahulo' i manfáache'cho' ya u na' guáguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmahananâgui yan i fin'na'guen cho'cho' gi iya Maikronesia.

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IV. Approval of minutes

- Meeting #2 – 9/24/2015
- MS –motion to approve***
- AA-2<sup>nd</sup>***
- Approved-unanimous***

V. Old Business

- “Pen” Test in FY2016
- FC-Part of growth budget, if not approved a request for Tech Fee will be made. Scheduled for FY16.***
- FC-Asking committee for use of \$15K for agreement***
- MM-Nay ... should go to labs, but wait to see budget approval***
- WG-agrees to see if growth budget is approved***
- no other comments***
- TABLED for now***
- CIP Project - Fiber Optic Cable burial
- FC-project to tie all bldgs w/underground cabling & remove aerial cabling.***
- WG-accepted as a CIP project ... but finally approved?***
- FC-To confirm if BOT actually approved (awaiting P&D feedback); quotes are out/pending (approx. \$300K-\$500K).***
- FC-just a status report, and asking for anyone interested to participate***
- TK-wants to see bid specs.***
- Microsoft Office 2013 upgrade
- FC-equipment coming in w/2013, and MIS not downgrading. College standard is still 2010.***

**MS-2016 already out.**

**---Consensus is to move to 2013 NOT 2016---**

**WG-propose CTC look into long term plan for campus as a whole.**

**FC-was attempted in the past, but we have to redistribute departmental budgets to fund a campus-wide effort.**

**WG-should include training.**

**MS-problem could be we have a current version, but equipment may not be able to install (happened in the past)**

**FC-reminded CTC to be on leading edge not bleeding edge (charter states not to be an early adopter).**

**MS-Uses "Libre Office" – eliminates licensing and other issues**

**MM-A.Parker uses Libre**

**AA-who's going to fund such a project (An unfunded mandate)**

**WG-the plan will set the deadlines to move/upgrade**

**FC-how does the group feel about giving up their budget**

**WG-need to come up with option to fund this and training**

**FC-we usually adopt every other version (ex: WinXP to Win7, next, Win10 probably).**

**WG-inefficiency due to lack of training, need to train students, too**

**PC-students have CS151**

**FC-look at EA/ITSP for guidance**

**MS-there are rumors to require renewing licenses on yearly basis**

**FC-handled online (subscription services)**

**FC-ITSP/EA Update Matrix states procurement based on availability / feasibility of funds.**

**WG-Volunteers to take on project for a plan or process**

- CTC Plan/Goals/etc. (Status Report)
  - FC: Budget Plan Revision  
**FC-Updated based on BOT approvals, \$390K was based on estimated enrollment, but adjusted due to lower, actual enrollment (\$376K). Adjustment made to labs and multimedia. Contractual was combined. \$110K lab upgrades, \$30K Multimedia, \$50K network, \$10K on surveillance.**
  - MS: Antivirus Comparison Study  
**MS-Status quo**
  - CC: CTC InterMapper ID  
**FC-Status quo-will e-mail access account today**
  - FC, CC, MS, TK: Internet Services Bid Specification Updates  
**FC-Status quo**
- FC/ALL: Enterprise Architecture  
**Continue to upgrade as needed. Will provide documents as dated for accreditation and institutional adoption.**

- FC/ALL: Information Technology Strategic Plan  
***Continue to upgrade as needed. Will provide documents as dated for accreditation and institutional adoption.***
- PC / Mac Standards  
***WG & FC will continue to meet and draft new standards by 10/22/15. Deadline is EOM October. CTC review/adoption tentatively set for 11/05/15.***
  - FC, CC: PC Standards
  - WG, CC: Mac Standards
- WG ***and Terry Kuper***: Multimedia projector project  
***Spoke with Terry and did a walk through for remaining 5 projectors. P&D purchasing 4 projectors to be sent to classrooms. Some rooms have layout issues to resolve before installation can occur***
- WG, TK: Proposal to set up guidelines for classroom technology  
***TABLED***
- FC, PC: Cloud Software; Impact and Guidelines  
***TABLED***
- BN, LSA: E-Books  
***TABLED***

#### VI. New Business

- Student Issues - Printer Jams at Open Lab  
***TABLED***
- Upgrade Schedules - Lab TC1221  
***Delivery is delayed but will occur November or December***

#### VII. Open Discussion

- ***FC-A person is requesting permission on “probing” our network to take real-time internet measurements for improvement. Request from outside GCC via Pres Office, no fee involved. FC-To submit via President for approval.***  
***Researcher (with UOG, IT&E and GTA) ...***  
***MS-experiencing latency (30 min from campus, 5 min from home)***  
***FC-needing to “proxy out” to get to certain sites. “Does the group have any objections?” No security issues based on what has been reviewed by MIS***  
***MS- none ... {no other comments}***  
***FC-will forward e-mail.***

#### VIII. Agenda Items for Next Meeting

- TBA

#### IX. Next regular meeting

- 10/22/15

#### X. Adjournment **12:10pm**

**Guam Community College**  
**College Technology Committee Meeting Sign-In Sheet**  
**October 8, 2015**

<b>No.</b>	<b>Name</b>	<b>CTC Membership</b>	<b>Signature</b>
1.	Frank Camacho	Administrator, Chairperson	X
2.	Patrick Clymer	Administrator, Past Chairperson	X
3.	Marlena Montague	Administrator	X
4.	Wes Gima	Administrator	X
5.	Terry Kuper	Faculty	X
6.	Mike Setzer II	Faculty	X
7.	Paul Healy	Faculty, Chairperson-Elect	X
8.	Robert Neff	Faculty	
9.	Ana Mari Atoigue	Staff	X
10.	Chris Camacho	Staff	
11.	Tamara Hiura	Staff	
12.	Tara Pascua	Staff	
13.	Liza Ann San Agustin	COPSA Student Representative	X
14.		Guest	
15.		Guest	
16.			
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## College Technology Committee

### AGENDA

I. Call to order \_\_\_\_\_ (TIME)

II. Roll Call Please sign in. *{see sign-in sheet}*

**ADMIN-** ☐ F. Camacho, ☐ P. Clymer, ☐ M. Montague, ☐ W. Gima

**FACULTY-** ☐ T. Kuper, ☐ M. Setzer II, ☐ P. Healy, ☐ B. Neff

**STAFF-** ☐ A. Atoigue, ☐ C. Camacho, ☐ T. Hiura, ☐ T. Pascua

**Student Representative-** ☐ L.A. San Agustin

### III. Mission Statement:

Guiya i Kulehon Kumunidat Guahan, i mas takhilo' mamanaguen fina'che'cho' yan i teknikat na kinahulo' i manfáache'cho' ya u na' guaguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafananâgui yan i fina'na'guen cho'cho' gi iya Maikronesia.

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### IV. Approval of minutes

- Meeting #3 – 10/08/2015

\_\_\_\_\_ ***–motion to approve***

\_\_\_\_\_ ***–2<sup>nd</sup>***

☐ ***Approved-unanimous, Approved-as amended/corrected, Tabled***

### V. Old Business

- WG, TK: Proposal to set up guidelines for classroom technology / “Request for Technology Fees Form” (New Projects & Additional Info.)

\_\_\_\_\_ ***–motion to approve***

\_\_\_\_\_ ***–2<sup>nd</sup>***

☐ ***Approved-unanimous, Tabled***

- FC, PC: Cloud Software; Impact and Guidelines (Infrastructure dependencies-Internet lines, Disaster Recovery, Remote Services)
- BN, LSA: E-Books – Status Report (Plan)
- “Pen” Test in FY2016 – Update: MIS Growth Budget Approved
- CIP Project - Fiber Optic Cable Burial – Update: Pending BOT Approval
- Microsoft Office 2013 upgrade – Considered for Standards Update
- CTC Plan/Goals/etc. (Status Report)
  - FC: Budget Plan Revision \$376,000
 

\_\_\_\_\_ ***–motion to approve***

\_\_\_\_\_ ***–2<sup>nd</sup>***

☐ ***Approved-unanimous, Tabled***
  - MS: Antivirus Comparison Study
  - FC, CC, MS, TK: Internet Services Bid Specification Updates – Expires 8/2018 (Need to contact GTA & PDS about infrastructure)

dependencies)

- FC/ALL: Enterprise Architecture/Information Technology Strategic Plan
- WG/FC/CC: PC / Mac Standards  
FC, CC: PC Standards  
WG, CC: Mac Standards
- WG/TK : Multimedia projector project

VI. New Business

- Student Issues - Printer Jams at Open Lab
- Upgrade Schedules - Lab TC1221 [D2, D3, D10, A27 pending new standards & bid]
- Institutional-wide Process for Upgrading

VII. Open Discussion

VIII. Agenda Items for Next Meeting

- TBA

IX. Next regular meeting

- 11/05/15

X. Adjournment \_\_\_\_\_ (TIME)



**Guam Community College  
College Technology Committee Meeting Sign-In Sheet  
October 22, 2015**

<b>No.</b>	<b>Name</b>	<b>CTC Membership</b>	<b>Signature</b>
1.	Frank Camacho	Administrator, Chairperson	
2.	Patrick Clymer	Administrator, Past Chairperson	
3.	Marlena Montague	Administrator	
4.	Wes Gima	Administrator	
5.	Terry Kuper	Faculty	
6.	Mike Setzer II	Faculty	
7.	Paul Healy	Faculty, Chairperson-Elect	
8.	Robert Neff	Faculty	
9.	Ana Mari Atoigue	Staff	
10.	Chris Camacho	Staff	
11.	Tamara Hiura	Staff	
12.	Tara Pascua	Staff	
13.	Liza Ann San Agustin	COPSA Student Representative	
14.		Guest	
15.		Guest	
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## College Technology Committee MINUTES

- I. Call to order      11:12am (TIME)
- II. Roll Call      Please sign in. *{see sign-in sheet}*  
**ADMIN-**    ☒F.Camacho, ☐P.Clymer, ☐M.Montague, ☒W.Gima  
**FACULTY-**   ☒T.Kuper, ☒M.Setzer II, ☒P.Healy, ☐B. Neff  
**STAFF-**      ☐A.Atoigue, ☒C. Camacho, ☐T.Hiura, ☒T. Pascua  
**Student Representative-** ☒L.A.San Agustin
- III. Mission Statement:  

Guiya i Kulehon Kumunidât Guåhan, i mas takhilo' mamanaguen fina'che'cho' yan i teknikât na kinahulo' i manfáfache'cho' ya u na' guáguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafananâgui yan i fina'na'guen cho'cho' gi iya Maikronesiha.

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.
- IV. Approval of minutes
  - Meeting #3 – 10/08/2015  
**MS–motion to approve**  
**TK–2<sup>nd</sup>**  
☒Approved-unanimous, ☐Approved-as amended/corrected, ☐Tabled
- V. Old Business
  - WG, TK: Proposal to set up guidelines for classroom technology /  
 “Request for Technology Fees Form” (New Projects & Additional Info.)  
**Use of Request for Technology Fees Form need official CTC vote to approve**  
**WG–motion to approve**  
**TP–2<sup>nd</sup>**  
☒Approved-unanimous, ☐Tabled
  - FC, PC: Cloud Software; Impact and Guidelines (Infrastructure dependencies-Internet lines, Disaster Recovery, Remote Services)  
**Gathering information and at least ERP system in the Cloud tentatively included in assessment for FA2015-SP2017 cycle**
  - BN, LSA: E-Books – Status Report (Plan)  
**Discussion: Computer Lab Issues with printing of digitized materials such as PDF files of books, or other online materials causing waste of paper, toners, and overworked lab printers. LSN, CC, PH to look into all other Computer Lab Issues and get students via COPSA to identify and provide recommendations or resolutions.**
  - FC, CC: “Pen” Test in FY2016 – Update: MIS Growth Budget Approved \$15K, but only 25% loaded for 1<sup>st</sup> quarter and will need entire amount if cost exceeds budget in addition to possible Tech Fee request.  
**FC: Note: Probe request for real-time Internet measurements and**

**research approved by President.**

- CC, TK: CIP Project - Fiber Optic Cable Burial – Update: Pending BOT Approval  
**FC reported that as per President's mention on Meet the President night (10/20-21/2015), this is tentatively on the CIP-approved list pending BOT actual approval per item's budgeted amount.**
- Microsoft Office 2013 upgrade – Considered for Standards Update  
**FC reported MS Office 2013 Professional is current standard and MS Office 2016 is out and included in proposed updates of standards, pending CTC approval.**
- CTC Plan/Goals/etc. (Status Report)
  - FC: Budget Plan Revision \$376,000  
**Overall Budget Plan of \$376K as revised needed to be officially approved by the CTC**  
***MS–motion to approve***  
***WG–2<sup>nd</sup>***  
***☒Approved-unanimous, ☐Tabled***
  - MS: Antivirus Comparison Study  
**MS: Status Quo**
  - FC, CC, MS, TK: Internet Services Bid Specification Updates – Expires 8/2018 (Need to contact GTA & PDS about infrastructure dependencies)  
**FC: Date of 8/2018, as confirmed by Materials Management Office**  
**Concern: What happens if Mangilao CO is down for whatever reason? Need GTA and PDS response. DOCOMO is on standby and may need to explore options if GCC's Internet is hampered due to Mangilao CO being down and impacting current GTA and PDS links.**
  - FC/ALL: Enterprise Architecture/Information Technology Strategic Plan  
**FC: Updates ongoing**
  - WG/FC/CC: PC / Mac Standards  
FC, CC: PC Standards  
WG, CC: Mac Standards  
**All proposed changes accepted with the exception of MS Office 2016 Professional to be Licenses ONLY for future upgrades for both PC and Mac, and to be downgraded to MS Office 2013 Professional, which will also remain as the CTC approved standard. WG to submit recommended updates to Mac standards week of Oct. 25, 2015. FC and CC to finalize for official adoption at next CTC meeting, 11/5/2015.**  
***MS–motion to approve***

**TK-2<sup>nd</sup>**

**☒Approved-unanimous, ☐Tabled**

- **WG/TK : Multimedia projector project**  
**WG: \$30K budget approved for upgrades, repairs, and maintenance. Ongoing bid award still active for additional procurement.**

**VI. New Business**

- **Student Issues - Printer Jams at Open Lab**  
**WiFi good in A29 but not A28. WiFi access in area not meant for indoors and A29 is good because AP is nearer unlike distance to A28. WiFi is not accessible with old “obsolete” phones / WiFi Use FAQ need to be added at website and/or MyGCC.**
- **Upgrade Schedules - Lab TC1221 [D2, D3, D10, A27 pending new standards & bid]**  
**FC: D2, D3, D10, A27 are identified in replacement cycle and is part of MIS’ operational prerogative**  
**WG: Proposes for Mac Labs to be upgraded first due to units being 10 years old compared to PC labs that are 5 years old. FC recommended for WG to get pre-approval or support from FAD VP before attempting to submit for the Mac Labs upgrades and to use “Request for Technology Fees Form”.**  
**CC: Proposes for PC labs (D2, D3, D10, A27) to upgrade to VDI (Virtual Desktop Infrastructure) instead of full hardware upgrades.**
- **Institutional-wide Process for Upgrading**  
**WG: Status quo – Floor layout approval by Doris Perez with recommendation from DC/instructors depending on classroom use**

**VII. Open Discussion**

- **Delegation of Tasks: All CTC members should be in at least 2 tasks or projects involving substantial time and effort. All CTC members expected and encouraged to contribute and can be in more than 2 tasks or projects.**
- **FC: Similar to installation plans and upgrades of multimedia projectors, at least have them accompanied with a computer, or install a computer in every classroom with either wired or wireless access.**  
**CC: Impacts network for either type of access and will involve major planning.**

**VIII. Agenda Items for Next Meeting**

- **TBA**

**IX. Next regular meeting**

- **11/05/15**

**X. Adjournment 12:26PM (TIME)**

**Guam Community College  
College Technology Committee Meeting Sign-In Sheet  
October 22, 2015**

<b>No.</b>	<b>Name</b>	<b>CTC Membership</b>	<b>Signature</b>
1.	Frank Camacho	Administrator, Chairperson	X
2.	Patrick Clymer	Administrator, Past Chairperson	
3.	Marlena Montague	Administrator	
4.	Wes Gima	Administrator	X
5.	Terry Kuper	Faculty	X
6.	Mike Setzer II	Faculty	X
7.	Paul Healy	Faculty, Chairperson-Elect	X
8.	Robert Neff	Faculty	
9.	Ana Mari Atoigue	Staff	
10.	Chris Camacho	Staff	X
11.	Tamara Hiura	Staff	
12.	Tara Pascua	Staff	X
13.	Liza Ann San Agustin	COPSA Student Representative	X
14.		Guest	
15.		Guest	
16.			
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## College Technology Committee AGENDA

- I. Call to order \_\_\_\_\_ (TIME)
- II. Roll Call Please sign in. *{see sign-in sheet}*  
**ADMIN-** ☐ *F. Camacho*, ☐ *P. Clymer*, ☐ *M. Montague*, ☐ *W. Gima*  
**FACULTY-** ☐ *T. Kuper*, ☐ *M. Setzer II*, ☐ *P. Healy*, ☐ *B. Neff*  
**STAFF-** ☐ *A. Atoigue*, ☐ *C. Camacho*, ☐ *T. Hiura*, ☐ *T. Pascua*  
**Student Representative-** ☐ *L.A. San Agustin*
- III. Mission Statement:  
*Guiya i Kulehon Kumunidât Guåhan, i mas takhilo' mamananaguen fina'che'cho' yan i teknikât na kinahulo' i manfáfache'cho' ya u na' guáguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafananâgui yan i fina'na'guen cho'cho' gi iya Maikronesiha.*  
 Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.
- IV. Approval of minutes
  - Meeting #4 – 10/22/2015  
 \_\_\_\_-motion to approve / \_\_\_\_-2<sup>nd</sup>  
☐ *Approved-unanimous*, ☐ *Approved-as amended/corrected*, ☐ *Tabled*
- V. Old Business
  - FC, PC: Cloud Software; Impact and Guidelines (Infrastructure dependencies-Internet lines, Disaster Recovery, Remote Services)
  - BN, LSA: E-Books – Status Report (Plan)
  - CC, TK: CIP Project - Fiber Optic Cable Burial
  - CTC Plan/Goals/etc. (Status Report)
    - MS: Antivirus Comparison Study
    - FC/ALL: Enterprise Architecture/Information Technology Strategic Plan
    - WG/FC/CC: PC / Mac Standards  
 \_\_\_\_-motion to approve / \_\_\_\_-2<sup>nd</sup>  
☐ *Approved-unanimous*, ☐ *Tabled*
    - WG/TK : Multimedia projector project
    - FC/WG: Upgrade Schedules - Lab TC1221 [D2, D3, D10, A27]/Mac Labs - Feedback of FAD VP / VDI proposal for candidate labs?
    - Computer Every Classroom: Priority with Multimedia Projectors / Network impact and planning
  - LSN: Student Issues
  - WG/\_\_\_\_/: Institutional-wide Process for Upgrading
- VI. New Business
  - LSN, CC, PH: Computer Lab Issues
  - Review Delegation of Tasks (2 or more per member)
- VII. Open Discussion
- VIII. Agenda Items for Next Meeting
  - **TBA**
- IX. Next regular meeting
  - **11/19/15**
- X. Adjournment \_\_\_\_\_(TIME)

**Guam Community College  
College Technology Committee Meeting Sign-In Sheet  
November 5, 2015**

<b>No.</b>	<b>Name</b>	<b>CTC Membership</b>	<b>Signature</b>
1.	Frank Camacho	Administrator, Chairperson	
2.	Patrick Clymer	Administrator, Past Chairperson	
3.	Marlena Montague	Administrator	
4.	Wes Gima	Administrator	
5.	Terry Kuper	Faculty	
6.	Mike Setzer II	Faculty	
7.	Paul Healy	Faculty, Chairperson-Elect	
8.	Robert Neff	Faculty	
9.	Ana Mari Atoigue	Staff	
10.	Chris Camacho	Staff	
11.	Tamara Hiura	Staff	
12.	Tara Pascua	Staff	
13.	Liza Ann San Agustin	COPSA Student Representative	
14.		Guest	
15.		Guest	
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## College Technology Committee MINUTES

- I. Call to order 11:12AM (TIME)
- II. Roll Call Please sign in. *{see sign-in sheet}*  
**ADMIN-** ☒ *F. Camacho*, ☐ *P. Clymer*, ☐ *M. Montague*, ☒ *W. Gima*  
**FACULTY-** ☒ *T. Kuper*, ☐ *M. Setzer II*, ☐ *P. Healy*, ☒ *B. Neff*  
**STAFF-** ☐ *A. Atoigue*, ☒ *C. Camacho*, ☐ *T. Hiura*, ☐ *T. Pascua*  
**Student Representative-** ☒ *L.A. San Agustin*
- III. Mission Statement:  
*Guiya i Kulehon Kumunidât Guåhan, i mas takhilo' mamanan fin'a'che'cho' yan i teknikât na kinahulo' i manfáfache'cho' ya u na' guáguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmahananâgui yan i fin'a'na'guen cho'cho' gi iya Maikronesiha.*  
 Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.
- IV. Approval of minutes
  - Meeting #4 – 10/22/2015  
BN –motion to approve / TK –2<sup>nd</sup>  
☒ *Approved-unanimous*, ☐ *Approved-as amended/corrected*, ☐ *Tabled*
- V. Old Business
  - FC, PC: Cloud Software; Impact and Guidelines (Infrastructure dependencies-Internet lines, Disaster Recovery, Remote Services)  
**To submit cost as growth budget request for FY17 (Either out of Fund 01 or 11); Included in MIS Assessment Plan 2015-2017 cycle**
  - BN, LSA: E-Books – Status Report (Plan)  
**Create research/report document on E-Books to present (deadline pending); Student access and illegal dissemination (for profit) of digital books as issues to address and resolve;**  
**129K E-Books available and 37 used in 1 month;**  
**Students desire to have options on using E-Textbooks and hardcopy rentals;**  
**Policy awareness campaign recommended on copyrighted materials;**
  - CC, TK: CIP Project - Fiber Optic Cable Burial  
**Pending BOT approval;**  
**E-mail Forward and upload SOW (Scope of Work);**
  - CTC Plan/Goals/etc. (Status Report)
    - MS: Antivirus Comparison Study (**Skipped**)
    - FC/ALL: Enterprise Architecture/Information Technology Strategic Plan  
**Ongoing, CTC members requested to read and provide input**
    - WG/FC/CC: PC / Mac Standards  
TK –motion to approve / CC –2<sup>nd</sup>  
☒ *Approved-unanimous*, ☐ *Tabled*  
**PC Standards Specifications to be submitted to MMO/Procurement for bid packaging;**  
**Both PC/Mac Standards Specifications will be uploaded to website after bid award of either PC or Mac bid**
    - WG/TK : Multimedia projector project  
**5 more projectors planned for 5 additional classrooms, with \$30K budgeted**
    - FC/WG: Upgrade Schedules - Lab TC1221 [D2, D3, D10, A27]/Mac Labs -



Feedback of FAD VP on Mac Lab upgrades / Request for last 5-years of PC Lab Upgrades / Tech Fee Request Form discussion  
/ VDI proposal for candidate labs?

**MIS to provide report on upgrades of labs the past 5 years;**

**Tech Fee Request Form to be used for all lab upgrades;**

**Identified Non-Tech Fee Funded labs (CISCO, PearsonVUE, COMPASS, program agreements/grants);**

**Request to upload updated Technology Inventory to CTC MyGCC site;**

- Computer Every Classroom: Priority with Multimedia Projectors / Network impact and planning

**FC: Status quo**

- LSN: Student Issues

**Complaints from students not having enough Macs at LRC and Open Lab**

- WG/\_\_\_/\_\_\_: Institutional-wide Process for Upgrading (**Status quo**)

VI. New Business

- LSN, CC, PH: Computer Lab Issues (**Issues & Resolutions report pending**)
- Review Delegation of Tasks (2 or more per member) (**Reminder Only**)

VII. Open Discussion

**TK: Requesting to install Packet Tracer software in Open Lab and LRC.**

VIII. Agenda Items for Next Meeting

- **TBA – None provided at this meeting.**

IX. Next regular meeting

- **11/19/15**

X. Adjournment 12:10PM (TIME)

**Guam Community College  
College Technology Committee Meeting Sign-In Sheet  
November 5, 2015**

<b>No.</b>	<b>Name</b>	<b>CTC Membership</b>	<b>Signature</b>
1.	Frank Camacho	Administrator, Chairperson	X
2.	Patrick Clymer	Administrator, Past Chairperson	
3.	Marlena Montague	Administrator	
4.	Wes Gima	Administrator	X
5.	Terry Kuper	Faculty	X
6.	Mike Setzer II	Faculty	
7.	Paul Healy	Faculty, Chairperson-Elect	
8.	Robert Neff	Faculty	X
9.	Ana Mari Atoigue	Staff	
10.	Chris Camacho	Staff	X
11.	Tamara Hiura	Staff	
12.	Tara Pascua	Staff	
13.	Liza Ann San Agustin	COPSA Student Representative	X
14.		Guest	
15.		Guest	
16.			
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## College Technology Committee

### AGENDA

- I. Call to order \_\_\_\_\_ (TIME)
- II. Roll Call \_\_\_\_\_ Please sign in. *{see sign-in sheet}*
  - ADMIN-**     ☐ *F. Camacho*, ☐ *P. Clymer*, ☐ *M. Montague*, ☐ *W. Gima*
  - FACULTY-**   ☐ *T. Kuper*, ☐ *M. Setzer II*, ☐ *P. Healy*, ☐ *B. Neff*
  - STAFF-**       ☐ *A. Atoigue*, ☐ *C. Camacho*, ☐ *T. Hiura*, ☐ *T. Pascua*
  - Student Representative-** ☐ *L.A. San Agustin*
- III. Mission Statement:
 

*Guiya i Kulehon Kumunidât Guåhan, i mas takhilo' mamanan fin'a'che'cho' yan i teknikât na kinahulo' i manfâfache'cho' ya u na' guâguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmahananâgui yan i fin'a'na'guen cho'cho' gi iya Maikronesia.*

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.
- IV. Approval of minutes
  - Meeting #5 – 11/05/2015
  - \_\_\_-motion to approve / \_\_\_-2<sup>nd</sup>
  - ☐ *Approved-unanimous*, ☐ *Approved-as amended/corrected*, ☐ *Tabled*
- V. Old Business
  - FC, PC: Cloud Software; Impact and Guidelines (Infrastructure dependencies-Internet lines, Disaster Recovery, Remote Services) - Deadline? \_\_\_\_\_
  - BN, LSA: E-Books – Status Report (Plan) - Deadline? \_\_\_\_\_
  - CC, TK: CIP Project - Fiber Optic Cable Burial - Deadline? \_\_\_\_\_
  - CTC Plan/Goals/etc. (Status Report)
    - MS: Antivirus Comparison Study - Deadline? \_\_\_\_\_
    - FC/ALL: EA/ITSP Institutional Adoption - Deadline? \_\_\_\_\_
    - WG/TK: Multimedia projector project - Deadline? \_\_\_\_\_
    - FC/WG: Upgrade Schedules - Lab TC1221 [D2, D3, D10, A27]/Mac Labs
    - Computer Every Classroom: Priority with Multimedia Projectors / Network impact and planning – Next Steps? - Deadline? \_\_\_\_\_
  - LSN: Student Issues
  - WG/\_\_\_/\_\_\_: Institutional-wide Process for Upgrading - Deadline? \_\_\_\_\_
- VI. New Business
  - WG/FC/CC: PC Bid Status - Deadline? \_\_\_\_\_
  - MAC Lab Upgrades – Pending 5-Year Past Upgrades Report - Deadline? \_\_\_\_\_
  - Tech Fee Request Form Status – GCC Adoption / CGC Approval – Letter to CGC
  - VDI proposal for candidate labs? Specifications Needed – Volunteers? \_\_\_\_\_
- VII. Open Discussion
- VIII. Agenda Items for Next Meeting
- IX. Next regular meeting
  - **12/03/15**
- X. Adjournment \_\_\_\_\_ (TIME)

**Guam Community College  
College Technology Committee Meeting Sign-In Sheet  
November 19, 2015**

<b>No.</b>	<b>Name</b>	<b>CTC Membership</b>	<b>Signature</b>
1.	Frank Camacho	Administrator, Chairperson	
2.	Patrick Clymer	Administrator, Past Chairperson	
3.	Marlena Montague	Administrator	
4.	Wes Gima	Administrator	
5.	Terry Kuper	Faculty	
6.	Mike Setzer II	Faculty	
7.	Paul Healy	Faculty, Chairperson-Elect	
8.	Robert Neff	Faculty	
9.	Ana Mari Atoigue	Staff	
10.	Chris Camacho	Staff	
11.	Tamara Hiura	Staff	
12.	Tara Pascua	Staff	
13.	Liza Ann San Agustin	COPSA Student Representative	
14.		Guest	
15.		Guest	
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## College Technology Committee MINUTES

- I. Call to order 11:07AM (TIME)
- II. Roll Call Please sign in. *{see sign-in sheet}*  
**ADMIN-** ☒ *F. Camacho*, ☒ *P. Clymer*, ☒ *M. Montague*, ☒ *W. Gima*  
**FACULTY-** ☒ *T. Kuper*, ☒ *M. Setzer II*, ☐ *P. Healy*, ☒ *B. Neff*  
**STAFF-** ☒ *A. Atoigue*, ☐ *C. Camacho*, ☒ *T. Hiura*, ☐ *T. Pascua*  
**Student Representative-** ☒ *L.A. San Agustin*
- III. Mission Statement:  
*Guiya i Kulehon Kumunidât Guåhan, i mas takhilo' mamanan fin'a'che'cho' yan i teknikât na kinahulo' i manfâfache'cho' ya u na' guâguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafananâgui yan i fin'a'na'guen cho'cho' gi iya Maikronesiha.*  
 Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.
- IV. Approval of minutes
  - Meeting #5 – 11/05/2015  
BN –motion to approve / AA –2<sup>nd</sup>  
☒ *Approved-unanimous*, ☐ *Approved-as amended/corrected*, ☐ *Tabled*
- V. Old Business
  - FC, PC: Cloud Software; Impact and Guidelines (Infrastructure dependencies-Internet lines, Disaster Recovery, Remote Services) - Deadline? None  
**FC-UPDATE: Adding MyGCC to DR site 1<sup>st</sup> then MyGCC Cloud 2<sup>nd</sup> with plan to point to BANNER DR if needed. Impact Report in progress.**
  - BN, LSA: E-Books – Status Report (Plan) - Deadline? \_\_\_\_\_  
**PRINTING PRACTICES AND LABS---**  
**BN –\$ 385K budgeted (\$73/student) approx.. \$4500 budgeted for printing.**  
**FC – Can move money around to get toner or printer kits... approx. \$4500-\$5500**  
**BN – equates to 8.5 or 9 copies per student per year. Not all students print.**  
**WG – Are all labs covered?**  
**FC – Only labs where tech fee purchased equipment based on established business practices.**  
**WG – There are no written procedures.**  
**FC – Covered after years of directives via e-mail and other communication to MIS.**  
**WG – Should formalize these rules (to be discussed later).**  
**BN – History of printing in instruction labs?**  
**FC – These are multi-use labs.**  
**BN – Need a printing policy.**  
**FC – Depts using labs are not required to purchase paper for labs; must budget for paper to print and cannot use labs for departmental printing. MIS cannot supply depts with paper for printing in the labs.**  
**MM – use LDAP to monitor printing.**  
**MS – everyone logged in as “USER”.Can use other means to manage printing.**  
**FC – looking at requiring login at each PC**  
**MM – need to weigh pros and cons of restrictions versus usage.**  
**BN – LRC is the only copy resource for student copying, and hours are limited. LRC doesn't provide other instructional support so why do we allow copying or printing?**

**BN - e-Books study comes from seeing printing activity of students... printing 10 pages at a time of a book. With e-books students will be printing e-books as opposed to copying. This is what the research has produced. We need a policy. FC – adding a fee for copying will have to be part of the Fleet Services contract, but it is difficult to add to an existing contract. Until then, we need to budget copying costs.**

**LSN – can instructional lab be closed or restricted?**

**FC – MIS does not control classrooms.**

**WG – Can this be controlled?**

**BN – Open labs – yes. Instructional labs – No.**

**MS – Card enabled copying or printing.**

**FC – this was looked into previously.**

**MS – use PDF documents for document submission.**

**WG – Should include a policy to reduce paper printing institution-wide**

**FC – reduce Tech Fee by \$1 and all copying and printing will be paid for**

**--- suggestion to increase fees or simply make students pay for printing ---**

**LSA – remove free printing and have students pay for printing. Can we re-prioritize budget?**

**FC – Yes, we can reprioritize.**

**TH – how much printing is occurring?**

**FC – some instructors are requesting for paper more than others.**

**MOTION: WG-Recommend replacing open lab printers with vending printing/copying machines (similar to LRC). Recommend that revenue will be dedicated to supporting printing/copying in the open labs.**

**Discussion: Need minimum 30 day marketing campaign (Signage, MyGCC, COPSA communication)**

**1<sup>st</sup> – WG 2<sup>nd</sup> - BN**

**MOTION CARRIES - UNANIMOUS**

**MS – provide means for feedback in announcements.**

**FC – E-mail gcc.ctc@guamcc.edu**

#### **REMAINING AGENDA ITEMS TABLED**

- CC, TK: CIP Project - Fiber Optic Cable Burial - Deadline? \_\_\_\_\_
  - CTC Plan/Goals/etc. (Status Report)
    - MS: Antivirus Comparison Study - Deadline? \_\_\_\_\_
    - FC/ALL: EA/ITSP Institutional Adoption - Deadline? \_\_\_\_\_
    - WG/TK: Multimedia projector project - Deadline? \_\_\_\_\_

**WG/TK - D9, D10, TC1220, C4, AND C25 are will be the newest addition to the college.**

    - FC/WG: Upgrade Schedules - Lab TC1221 [D2, D3, D10, A27]/Mac Labs
    - Computer Every Classroom: Priority with Multimedia Projectors / Network impact and planning – Next Steps? - Deadline? \_\_\_\_\_
  - LSN: Student Issues
  - WG/\_\_\_\_/\_\_\_\_: Institutional-wide Process for Upgrading - Deadline? \_\_\_\_\_
- VI. New Business
- WG/FC/CC: PC Bid Status - Deadline? \_\_\_\_\_

***See Open Discussion***

- MAC Lab Upgrades – Pending 5-Year Past Upgrades Report - Deadline? \_\_\_\_\_
- Tech Fee Request Form Status – GCC Adoption / CGC Approval – Letter to CGC

***See Open Discussion***

- VDI proposal for candidate labs? Specifications Needed – Volunteers? \_\_\_\_\_

VII. Open Discussion

***FC – PC Bid Specifications submitted to MMO***

***FC – No changes requested from CTC members on Tech Fee Request Form Status.***

***Document will be sent to CGC for institutional adoption via Carmen Santos.***

***Minimum Classroom Standards***

***WG – need to be looked at.***

***MM – some legal ramifications***

***WG – let's formalize and adopt ... what instructors can expect. For discussion and voting at next meeting.***

VIII. Agenda Items for Next Meeting

- ***Minimum Classroom Standards***
- ***Written Rules for lab maintenance (paper, toner supplies to Tech Fee labs vs. others, use of Tech Fee to maintain Tech Fee labs vs. others, etc.)***

IX. Next regular meeting

- ***12/03/15***

X. Adjournment \_\_\_\_\_(TIME)

**Guam Community College  
College Technology Committee Meeting Sign-In Sheet  
November 19, 2015**

<b>No.</b>	<b>Name</b>	<b>CTC Membership</b>	<b>Signature</b>
1.	Frank Camacho	Administrator, Chairperson	X
2.	Patrick Clymer	Administrator, Past Chairperson	X
3.	Marlena Montague	Administrator	X
4.	Wes Gima	Administrator	X
5.	Terry Kuper	Faculty	X
6.	Mike Setzer II	Faculty	X
7.	Paul Healy	Faculty, Chairperson-Elect	
8.	Robert Neff	Faculty	X
9.	Ana Mari Atoigue	Staff	X
10.	Chris Camacho	Staff	
11.	Tamara Hiura	Staff	X
12.	Tara Pascua	Staff	
13.	Liza Ann San Agustin	COPSA Student Representative	X
14.		Guest	
15.		Guest	
16.			
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## College Technology Committee

### AGENDA

- I. Call to order \_\_\_\_\_ (TIME)
- II. Roll Call Please sign in. *{see sign-in sheet}*  
**ADMIN-** ☐ *F. Camacho*, ☐ *P. Clymer*, ☐ *M. Montague*, ☐ *W. Gima*  
**FACULTY-** ☐ *T. Kuper*, ☐ *M. Setzer II*, ☐ *P. Healy*, ☐ *B. Neff*  
**STAFF-** ☐ *A. Atoigue*, ☐ *C. Camacho*, ☐ *T. Hiura*, ☐ *T. Pascua*  
**Student Representative-** ☐ *L.A. San Agustin*
- III. Mission Statement:  
*Guiya i Kulehon Kumunidât Guåhan, i mas takhilo' mamanan fin'che'cho' yan i teknikât na kinahulo' i manfáfache'cho' ya u na' guáguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmahananâgui yan i fina'na'guen cho'cho' gi iya Maikronesia.*  
 Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.
- IV. Approval of minutes
  - Meeting #6 – 11/19/2015  
 \_\_\_\_-motion to approve / \_\_\_\_-2<sup>nd</sup>  
☐ *Approved-unanimous*, ☐ *Approved-as amended/corrected*, ☐ *Tabled*
- V. Old Business
  - CC, TK: CIP Project - Fiber Optic Cable Burial - Deadline? \_\_\_\_\_
  - CTC Plan/Goals/etc. (Status Report)
    - i. MS: Antivirus Comparison Study - Deadline? \_\_\_\_\_
    - ii. FC/ALL: EA/ITSP Institutional Adoption - Deadline? \_\_\_\_\_
    - iii. WG/TK: Multimedia projector project - Deadline? \_\_\_\_\_
    - iv. FC/WG: Upgrade Schedules - Lab TC1221 [D2, D3, D10, A27]/Mac Labs
    - v. Computer Every Classroom: Priority with Multimedia Projectors / Network impact and planning – Next Steps? - Deadline? \_\_\_\_\_
  - WG/FC/CC: PC Bid Status - Deadline? \_\_\_\_\_
  - MAC Lab Upgrades – Pending 5-Year Past Upgrades Report - Deadline? \_\_\_\_\_
  - Tech Fee Request Form Status – GCC Adoption / CGC Approval – Letter to CGC
  - VDI proposal for candidate labs? Specifications Needed – Volunteers? \_\_\_\_\_
  - LSN: Student Issues
  - WG/\_\_\_\_/\_\_\_\_: Institutional-wide Process for Upgrading - Deadline? \_\_\_\_\_
  - FC, PC: Cloud Software; Impact and Guidelines (Infrastructure dependencies-Internet lines, Disaster Recovery, Remote Services) - Deadline? \_\_\_\_\_
  - BN, LSA: E-Books – Status Report (Plan) - Deadline? \_\_\_\_\_
- VI. New Business
  - Vending Printer/Copier at Open Lab
  - Printer Configuration to duplex/front-back printing
  - IPV6 Research & Implementation
  - QuickBooks Upgrade
- VII. Open Discussion
- VIII. Agenda Items for Next Meeting
- IX. Next regular meeting
  - **TBD/TBA**
- X. Adjournment \_\_\_\_\_ (TIME)

**Guam Community College  
College Technology Committee Meeting Sign-In Sheet  
December 10, 2015**

<b>No.</b>	<b>Name</b>	<b>CTC Membership</b>	<b>Signature</b>
1.	Frank Camacho	Administrator, Chairperson	
2.	Patrick Clymer	Administrator, Past Chairperson	
3.	Marlena Montague	Administrator	
4.	Wes Gima	Administrator	
5.	Terry Kuper	Faculty	
6.	Mike Setzer II	Faculty	
7.	Paul Healy	Faculty, Chairperson-Elect	
8.	Robert Neff	Faculty	
9.	Ana Mari Atoigue	Staff	
10.	Chris Camacho	Staff	
11.	Tamara Hiura	Staff	
12.	Tara Pascua	Staff	
13.	Liza Ann San Agustin	COPSA Student Representative	
14.		Guest	
15.		Guest	
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## College Technology Committee MINUTES

- I. Call to order 11:11AM (TIME)
- II. Roll Call Please sign in. *{see sign-in sheet}*  
**ADMIN-** ☒ *F. Camacho*, ☒ *P. Clymer*, ☐ *M. Montague*, ☒ *W. Gima*  
**FACULTY-** ☒ *T. Kuper*, ☒ *M. Setzer II*, ☐ *P. Healy (Sick Leave)*, ☒ *B. Neff*  
**STAFF-** ☐ *A. Atoigue*, ☐ *C. Camacho*, ☐ *T. Hiura*, ☒ *T. Pascua*  
**Student Representative-** ☒ *L.A. San Agustin*
- III. Mission Statement:  
*Guiya i Kulehon Kumunidât Guåhan, i mas takhilo' mamanan fin'a'che'cho' yan i teknikât na kinahulo' i manfáfache'cho' ya u na' guáguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafananâgui yan i fina'na'guen cho'cho' gi iya Maikronesiha.*  
 Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.
- IV. Approval of minutes
  - Meeting #6 – 11/19/2015  
BN –motion to approve / TP –2<sup>nd</sup>  
☒ *Approved-unanimous*, ☐ *Approved-as amended/corrected*, ☐ *Tabled*
- V. Old Business
  - CC, TK: CIP Project - Fiber Optic Cable Burial – Deadline? PENDING  
**FC: Update: Only on BOT listing as an alternate CIP project and not yet confirmed**
  - CTC Plan/Goals/etc. (Status Report) *(Create Sub-Committees Summary Table on next agenda)*
    - i. MS: Antivirus Comparison Study - Deadline? PENDING  
**MS: Update: Still conducting reviews and research**
    - ii. FC/ALL: EA/ITSP Institutional Adoption - Deadline? PENDING  
**FC: Update: Updates continue / Still no feedback from members on prior updates or for new additions**
    - iii. WG/TK: Multimedia projector project - Deadline? ONGOING  
**WG:**  
**5 units installed in C3, D8, 502, 3110, & 3211 via TechFee**  
**3 units installed in 501, 504, & 901 via grant (Chris Dennis, Automotive)**  
**1 unit installed in 6202-Adult Ed conference room via Doris Perez**  
**1 unit installed in Tiyan Marketing**  
**1 unit installed in GWHS Electronics**  
**FC: Work Order was submitted for D8 lab reconfiguration due to new location of multimedia projector and white board (routed to Doris Perez for consideration and approval) / Issue similar to other labs. Next D8 (FY2017 or FY2018) upgrade replacement should include re-wiring and furniture re-design.**  
**WG: There will be a new bid, working with T. Kuper on targeted rooms / GW facilities are under renovation and in disarray**
    - iv. FC/WG: Upgrade Schedules - Lab TC1221 [D2, D3, D10, A27]/Mac Labs  
**TC1221 Upgrade completed over Christmas Break**  
**New PC Bid for FY16 awarded pending 14-day protest period, with effective date tentatively scheduled for 2/1/2016. Approximately 88 computers (minimum) for the 4 labs (D2, D3, D10, A27) to be procured, pending**

*effective date of announcement and Presidential requisition approval.*

*BN: LRC included?*

*FC: Will be in future replacement cycles; FY2017 TechFee priority for Mac Labs Upgrades granted support / approval received from higher up.*

- v. Computer Every Classroom: Priority with Multimedia Projectors / Network impact and planning – Next Steps? - Deadline? **PENDING**

*WG: Should be Classroom Technology Standard. Read and post comments or provide input on document provided to committee members.*

- WG/FC/CC: PC Bid Status - Deadline? **DONE**

*FC: Done. Awarded. Pending effective date, requisitions, and approval.*

- MAC Lab Upgrades – Pending 5-Year Past Upgrades Report - Deadline? **PENDING**

*FC: Report done and forwarded to Carmen Santos – follow-up with e-mail*

- Tech Fee Request Form Status – GCC Adoption / CGC Approval – Letter to CGC

*FC: Forwarded to Carmen Santos but no feedback yet and no CGC updates on MyGCC CGC site published agenda or minutes on this – follow-up with e-mail*

- VDI proposal for candidate labs? Specifications Needed – Volunteers? \_\_\_\_\_

*FC: VDI will be revisited; was demonstrated for CTC in the past.*

*WG: A committee s/b created.*

*Mike Setzer and Terry Kuper will work with DMR to get more info and possible 2nd demo.*

*FC: Need a volunteer from the CTC*

*FC: MS Chair/TK Co-Chair*

- Liza SA: Student Issues

*WiFi can be slow, coverage problems*

*FC: Not designed for in-classroom. Classrooms are supposed to have their own access.*

*WG: Internet in general is slow*

*FC: Note time and day and activity and forward to MIS or CTC*

*FC: Connections for WiFi usage is throttled.*

*PC: How will this affect Cloud Computing?*

*FC: Monitoring and studying bandwidth traffic / if utilization is above 75% threshold, then time to upgrade Internet bandwidth*

- WG/TP: Institutional-wide Process for Upgrading - Deadline? \_\_\_\_\_

*Related to Classroom Technology Standards. For new software and hardware, training should be incorporated*

*Tabled. Also discussed previously.*

- FC, PC: Cloud Software; Impact and Guidelines (Infrastructure dependencies-Internet lines, Disaster Recovery, Remote Services) - Deadline? **ONGOING**

*FC: Initial study looks good, budget support is being received from VP and President pending final budget approval. Cost of ERP system migration to Cloud estimates were determined and was submitted for FY2017 budget. Aggressive schedule for FY2017 implementation is about 4 months plus 2 months for troubleshooting and fine-tuning prior to launch.*

- BN, LSA: E-Books – Status Report (Plan) - Deadline? **ONGOING**

*LSA: More expensive than the bookstore or actual textbooks. Students not receptive.*

*WG: The CTC expects a formal report. There are free E-Books for instructors.*

*FC: The report can be used to document efforts and provide evidence from student*

***perspective to others contemplating use of E-Books.***

VI. New Business

- Vending Printer/Copier at Open Lab  
***FC: FY2017 or sooner depending on availability of TechFee funds***
- Printer Configuration to duplex/front-back printing  
***FC: Done in D8 (was requested via work order system by Zhaopei Teng)***
- IPV6 Research & Implementation  
***FC: FC attended PacNOG/APNIC conference/training with MIS Teleprocessing Network Coordinators. APNIC already allocated IPV6 addresses for GCC, but equipment not able route that level/version of protocol and will require upgrades.***
- QuickBooks Upgrade  
***FC: Open Lab with very limited licenses, and if still necessary, R.Roberson has to include in his budget since it is program specific.***

VII. Open Discussion

***FC: Network Penetration Test. President signed engagement document for Ernst & Young to begin as per specification and contract. Needed to keep college compliant per banking standards.***

***MS: D7 LINUX Fedora upgraded from version 20 to 23 / Remote AS/400 IP address changed due to relocation***

VIII. Agenda Items for Next Meeting

***NONE provided at this time.***

IX. Next regular meeting

- **11AM, February 4, 2016**

X. Adjournment: 12:11PM (TIME)

**Guam Community College  
College Technology Committee Meeting Sign-In Sheet  
January 21, 2016**

<b>No.</b>	<b>Name</b>	<b>CTC Membership</b>	<b>Signature</b>
1.	Frank Camacho	Administrator, Chairperson	<b>X</b>
2.	Patrick Clymer	Administrator, Past Chairperson	<b>X</b>
3.	Marlena Montague	Administrator	
4.	Wes Gima	Administrator	<b>X</b>
5.	Terry Kuper	Faculty	<b>X</b>
6.	Mike Setzer II	Faculty	<b>X</b>
7.	Paul Healy	Faculty, Chairperson-Elect	
8.	Robert Neff	Faculty	<b>X</b>
9.	Ana Mari Atoigue	Staff	
10.	Chris Camacho	Staff	
11.	Tamara Hiura	Staff	
12.	Tara Pascua	Staff	<b>X</b>
13.	Liza Ann San Agustin	COPSA Student Representative	<b>X</b>
14.		Guest	
15.		Guest	
16.			
17.			
18.			
19.			
20.			

## College Technology Committee AGENDA

- I. Call to order \_\_\_\_\_ (TIME)
- II. Roll Call                      Please sign in. *{see sign-in sheet}*  
**ADMIN-**     ☐ *F. Camacho*, ☐ *P. Clymer*, ☐ *M. Montague*, ☐ *W. Gima*  
**FACULTY-**   ☐ *T. Kuper*, ☐ *M. Setzer II*, ☐ *P. Healy (Sick Leave)* ☐ *B. Neff*  
**STAFF-**       ☐ *A. Atoigue*, ☐ *C. Camacho*, ☐ *T. Hiura*, ☐ *T. Pascua*  
**Student Representative-** ☐ *L.A. San Agustin*
- III. Mission Statement:  
*Guiya i Kulehon Kumunidât Guåhan, i mas takhilo' mamanan fin'a'che'cho' yan i teknikât na kinahulo' i manfáfache'cho' ya u na' guáguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmahananâgui yan i fin'a'na'guen cho'cho' gi iya Maikronesia.*  
 Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.
- IV. Approval of minutes
  - Meeting #7– 1/21/2016  
       \_\_\_-*motioned to approve* / \_\_\_-2<sup>nd</sup>  
       ☐ *Approved-unanimous*, ☐ *Approved-as amended/corrected*, ☐ *Tabled*
- V. Old Business
  - CTC Projects / Plans / Goals /etc. (SEE TABLE)
  - Tech Fee Request Form Status
  - MAC Lab Upgrades Support status from Upper Management
  - LSA: Student Issues
- VI. New Business
- VII. Open Discussion
- VIII. Agenda Items for Next Meeting
- IX. Next regular meeting
  - **TBD/TBA**
- X. Adjournment \_\_\_\_\_ (TIME)

**CTC Projects / Plans / Goals**

<b><u>Project / Plan / Goal Description</u></b>	<b><u>Chair &amp; Co-Chair</u></b>	<b><u>Update Notes</u></b>	<b><u>Deadline</u></b>
Antivirus Comparison Study	Mike Setzer II	<i>MS: Still conducting reviews and research</i>	<b><u>PENDING</u></b>
CIP Project - Fiber Optic Cable Burial	Chris Camacho & Terry Kuper	<i>FC: Only on BOT listing as an alternate CIP project and not yet confirmed</i>	<b><u>PENDING</u></b>
<i>Classroom Technology Standard</i>	Wes Gima	Computer in every classroom /Multimedia projectors / Network impact and planning  <i>WG: Read and post comments or provide input on document provided to committee members.</i>	<b><u>PENDING</u></b>
Cloud Software Impact and Guidelines (Infrastructure dependencies - Internet lines, Disaster Recovery, Remote Services)	Frank Camacho & Patrick Clymer	<i>FC: Initial study looks good, budget support is being received from VP and President pending final budget approval. Cost of ERP system migration to Cloud estimates were determined and was submitted for FY2017 budget. Aggressive schedule for FY2017 implementation is about 4 months plus 2 months for troubleshooting and fine-tuning prior to launch.</i>	<b><u>ONGOING</u></b>
EA/ITSP Institutional Adoption	Frank Camacho / ALL	<i>FC: Updates continue / Still no feedback from members on prior updates or for new additions</i>	<b><u>PENDING</u></b>
E-Books	Bob Neff & Liza Ann San Agustin	<i>LSA: More expensive than the bookstore or actual textbooks. Students not receptive.</i>  <i>WG: The CTC expects a formal report. There are free E-Books for instructors.</i>  <i>FC: The report can be used to document efforts and provide evidence from student perspective to others contemplating use of E-Books</i>	<b><u>ONGOING</u></b>
Institutional-wide Process for Upgrading	Wes Gima & Tara Pascua	<i>WG: Related to Classroom Technology Standards. For new software and hardware, training should be incorporated.</i>	<b><u>PENDING</u></b>
IPv6 Research & Implementation	Frank Camacho & Chris Camacho	<i>FC: FC attended PacNOG/APNIC conference/training with MIS Teleprocessing Network Coordinators. APNIC already allocated IPv6 addresses for GCC, but equipment not able to route that level/version of protocol and will require upgrades</i>	<b><u>PENDING</u></b>



Multimedia projector project	Wes Gima & Terry Kuper	<p><b>WG:</b>  5 units installed in C3, D8, 502, 3110, &amp; 3211 via TechFee  3 units installed in 501, 504, &amp; 901 via grant (Chris Dennis, Automotive)  1 unit installed in 6202-Adult Ed conference room via Doris Perez 1 unit installed in Tiyan Marketing  1 unit installed in GWHS Electronics  <b>FC:</b> Work Order was submitted for D8 lab reconfiguration due to new location of multimedia projector and white board (routed to Doris Perez for consideration and approval) / Issue similar to other labs. Next D8 (FY2017 or FY2018) upgrade replacement should include re-wiring and furniture re-design.  <b>WG:</b> There will be a new bid, working with T. Kuper on targeted rooms / GW facilities are under renovation and in disarray</p>	<u>ONGOING</u>
PC Bid	Wes Gima, Frank Camacho, & Chris Camacho	<p><b>FC:</b> Awarded.</p> <p><b>FC:</b> Pending effective date, approvals, announcement, publication, and requisitions approval. Wait for 14-day protest period to be over.</p>	<u>DONE</u>  <u>PENDING</u>
Upgrade Schedules – Lab TC1221 [D2, D3, D10, A27] / Mac Labs	Frank Camacho & Wes Gima	<p><b>TC1221 Upgrade completed over Christmas Break</b></p> <p><b>New PC Bid for FY16 awarded pending 14-day protest period, with effective date tentatively scheduled for 2/1/2016. Approximately 88 computers (minimum) for the 4 labs (D2, D3, D10, A27) to be procured, pending effective date of announcement and Presidential requisition approval.</b></p> <p><b>BN:</b> LRC included?  <b>FC:</b> Will be in future replacement cycles;</p> <p><b>FY2017 TechFee priority for Mac Labs Upgrades granted support &amp; approval received from higher up.</b></p>	<u>DONE</u>  <u>Summer 2016</u>   <u>PENDING</u>   <u>FY2017</u>
VDI – Virtual Desktop Infrastructure - Candidate Labs	Mike Setzer II & Terry Kuper	<p><b>FC:</b> VDI will be revisited; was demonstrated for CTC in the past.  <b>WG:</b> A committee should be created.  Mike Setzer and Terry Kuper will work with DMR to get more information and possible 2nd demo.</p>	<u>PENDING</u>
Vending Printer / Copier at Open Lab	Frank Camacho	<b>FC:</b> FY2017 or sooner depending on availability of Tech Fee funds	<u>PENDING</u>



**Guam Community College**  
**College Technology Committee Meeting Sign-In Sheet**  
**February 4, 2016**

No.	Name	CTC Membership	Signature
1.	Frank Camacho	Administrator, Chairperson	
2.	Patrick Clymer	Administrator, Past Chairperson	
3.	Marlena Montague	Administrator	
4.	Wes Gima	Administrator	
5.	Terry Kuper	Faculty	
6.	Mike Setzer II	Faculty	
7.	Paul Healy	Faculty, Chairperson-Elect	
8.	Robert Neff	Faculty	
9.	Ana Mari Atoigue	Staff	
10.	Chris Camacho	Staff	
11.	Tamara Hiura	Staff	
12.	Tara Pascua	Staff	
13.	Liza Ann San Agustin	COPSA Student Representative	
14.		Guest	
15.		Guest	
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## College Technology Committee MINUTES

- I. Call to order **11:08AM** (TIME)
- II. Roll Call                      Please sign in. *{see sign-in sheet}*  
**ADMIN-**     ☒ **F. Camacho**, ☐ **P. Clymer**, ☒ **M. Montague**, ☒ **W. Gima**  
**FACULTY-**   ☒ **T. Kuper**, ☒ **M. Setzer II**, ☐ **P. Healy (Sick Leave)** ☒ **B. Neff**  
**STAFF-**       ☐ **A. Atoigue**, ☐ **C. Camacho**, ☐ **T. Hiura**, ☒ **T. Pascua**  
**Student Representative-** ☐ **L.A. San Agustin**
- III. Mission Statement:  
*Guiya i Kulehon Kumunidât Guåhan, i mas takhilo' mamanan finna'che'cho' yan i teknikât na kinahulo' i manfáfache'cho' ya u na' guáguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafananâgui yan i fina'na'guen cho'cho' gi iya Maikronesiha.*  
 Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.
- IV. Approval of minutes
  - Meeting #7– 1/21/2016  
**BN** –*motioned to approve* / **MS** –*2<sup>nd</sup>*  
☒ **Approved-unanimous**, ☐ **Approved-as amended/corrected**, ☐ **Tabled**
- V. Old Business
  - CTC Projects / Plans / Goals /etc. (**SEE UPDATED TABLE, 2/4/16**)
  - Tech Fee Request Form Status  
**2/4/16: Still pending feedback from VP FAD**
  - MAC Lab Upgrades Support status from Upper Management  
**2/4/16: Still pending feedback from VP FAD**
  - LSA: Student Issues
- VI. New Business
  - **2/4/16 - Paul Healy – Replacement request sent to Faculty Senate Chair, Sarah Leon Guerrero; awaiting feedback.**
  - **Sandy Balbin needs to inform MIS which MS Office version to use in her classroom – 2013 or 2016.**
  - **WG: Institutional decision is MS Office 2013, and Student decision will be 2016.**
- VII. Open Discussion
  - **TK: Thanks to Benny De Leon for installing Packet Tracer at LRC and Student Ctr. Open Lab**
  - **MS: Windows 10 Bootable partition successfully installed but failed at 1<sup>st</sup> attempt in D7 lab. Now D7 is multi-boot with Windows 10 and Fedora.**
- VIII. Agenda Items for Next Meeting
- IX. Next regular meeting
  - **2/18/2016**
- X. Adjournment **12:03PM** (TIME)

**CTC Projects / Plans / Goals**

<b><u>Project / Plan / Goal Description</u></b>	<b><u>Chair &amp; Co-Chair</u></b>	<b><u>Update Notes</u></b>	<b><u>Deadline</u></b>
Antivirus Comparison Study	Mike Setzer II	<i>MS: Still conducting reviews and research. 2/4/16: Symantec vs. AVG. MS to provide deadline next meeting.</i>	<b><u>PENDING</u></b>
CIP Project - Fiber Optic Cable Burial	Chris Camacho & Terry Kuper	<i>FC: Only on BOT listing as an alternate CIP project and not yet confirmed. 2/4/16: MS &amp; TK: Discussed 802.11 ad that can provide 7Gb Wireless connections</i>	<b><u>PENDING</u></b>
<i>Classroom Technology Standard</i>	Wes Gima	<i>Computer in every classroom /Multimedia projectors / Network impact and planning WG: Read and post comments or provide input on document provided to committee members. 2/4/16: COMMITTEE DECISION: APPROVED. BN 1<sup>ST</sup> Motion / WG 2<sup>nd</sup>. To forward to CGC for official adoption.</i>	<b><u>PENDING</u></b>
Cloud Software Impact and Guidelines (Infrastructure dependencies - Internet lines, Disaster Recovery, Remote Services)	Frank Camacho & Patrick Clymer	<i>FC: Initial study looks good, budget support is being received from VP and President pending final budget approval. Cost of ERP system migration to Cloud estimates were determined and was submitted for FY2017 budget. Aggressive schedule for FY2017 implementation is about 4 months plus 2 months for troubleshooting and fine-tuning prior to launch.</i>	<b><u>ONGOING</u></b>
EA/ITSP Institutional Adoption	Frank Camacho / ALL	<i>FC: Updates continue / Still no feedback from members on prior updates or for new additions 2/4/16: Updates to be e-mailed.</i>	<b><u>4/1/16</u></b>
E-Books	Bob Neff & Liza Ann San Agustin	<i>LSA: More expensive than the bookstore or actual textbooks. Students not receptive. WG: The CTC expects a formal report. There are free E-Books for instructors. FC: The report can be used to document efforts and provide evidence from student perspective to others contemplating use of E-Books. 2/4/16: Questions forwarded to Daniel Okada, but Joleen spoke with him and she'll be answering most questions. Forward LSA's e-mailed questions to CTC. As per Daniel Okada, departments should be the ones to answer questions. BN: Need to forward preliminary report to CTC. Main concern is with GCC E-Textbooks (see report for details). WG: iBooks Store with E-Books, free and also by subscription. Include Kiko Palacios in discussions, hold sessions, attend department chair meetings in order to get feedback. BN: GCC needs to start somewhere and with tangible facts, start from scratch. MS: Use online resources. PROPOSED MOTION: The Computer Technology Committee recommends that Guam Community College encourage the use and purchase of E-Books and E-Textbooks for all College Programs and Departments.</i>	<b><u>ONGOING</u></b>
Institutional-wide Process for Upgrading	Wes Gima & Tara Pascua	<i>WG: Related to Classroom Technology Standards. For new software and hardware, training should be incorporated.</i>	<b><u>PENDING</u></b>
IPv6 Research & Implementation	Frank Camacho & Chris Camacho	<i>FC: FC attended PacNOG/APNIC conference/training with MIS Teleprocessing Network Coordinators. APNIC already allocated IPv6 addresses for GCC, but equipment not able to route that level/version of protocol and will require upgrades 2/4/16: TK – Send equipment models to him to determine IPv6 compatibility.</i>	<b><u>PENDING</u></b>

Multimedia projector project	Wes Gima & Terry Kuper	<p>WG:</p> <p>5 units installed in C3, D8, 502, 3110, &amp; 3211 via TechFee</p> <p>3 units installed in 501, 504, &amp; 901 via grant (Chris Dennis, Automotive)</p> <p>1 unit installed in 6202-Adult Ed conference room via Doris Perez 1 unit installed in Tiyan Marketing</p> <p>2/4/16 Correction: 1 unit NOT installed in GWHS Electronics</p> <p>FC: Work Order was submitted for D8 lab reconfiguration due to new location of multimedia projector and white board (routed to Doris Perez for consideration and approval) / Issue similar to other labs. Next D8 (FY2017 or FY2018) upgrade replacement should include re-wiring and furniture re-design.</p> <p>WG: There will be a new bid, working with T. Kuper on targeted rooms / GW facilities are under renovation and in disarray</p> <p>2/4/16: WG : New bid in 2/2016, WG will meet with Joleen Evangelista. Bldg. 3000 issues resolved, units retested, pending other tasks with previous installs.</p>	<u>ONGOING</u>
PC Bid	Wes Gima, Frank Camacho, & Chris Camacho	<p>FC: Awarded.</p> <p>FC: Pending effective date, approvals, announcement, publication, and requisitions approval. Wait for 14-day protest period to be over.</p> <p>2/4/2016: FC: Summer upgrades scheduled. WG: Note: WSP only 1 Year Warranty. It should be 3 or simply remove requirement of this on other specifications / standards. No Authorized Service Center for WSP.</p>	<p><u>DONE</u></p> <p><u>PENDING</u></p>
Upgrade Schedules – Lab TC1221 [D2, D3, D10, A27] / Mac Labs	Frank Camacho & Wes Gima	<p>TC1221 Upgrade completed over Christmas Break</p> <p>New PC Bid for FY16 awarded pending 14-day protest period, with effective date tentatively scheduled for 2/1/2016. Approximately 88 computers (minimum) for the 4 labs (D2, D3, D10, A27) to be procured, pending effective date of announcement and Presidential requisition approval.</p> <p>BN: LRC included? FC: Will be in future replacement cycles; FY2017 TechFee priority for Mac Labs Upgrades granted support &amp; approval received from higher up.</p> <p>2/4/16: BN: LRC Lab 4111 is room identified to be in replacement cycle. TK: TC1218 Room to also include in replacement cycle.</p> <p>WS: Wes to e-mail Marianas Electronics Invoice for requisition processing.</p>	<p><u>DONE</u></p> <p><u>Summer 2016</u></p> <p><u>PENDING</u></p> <p><u>FY2017</u></p>
VDI – Virtual Desktop Infrastructure - Candidate Labs	Mike Setzer II & Terry Kuper	<p>FC: VDI will be revisited; was demonstrated for CTC in the past.</p> <p>WG: A committee should be created.</p> <p>Mike Setzer and Terry Kuper will work with DMR to get more information and possible 2nd demo.</p> <p>MS / TK: To schedule meeting with DM by next meeting.</p>	<u>PENDING</u>
Vending Printer / Copier at Open Lab	Frank Camacho	FC: FY2017 or sooner depending on availability of Tech Fee funds	<u>PENDING</u>

**Guam Community College**  
**College Technology Committee Meeting Sign-In Sheet**  
**February 4, 2016**

No.	Name	CTC Membership	Signature
1.	Frank Camacho	Administrator, Chairperson	X
2.	Patrick Clymer	Administrator, Past Chairperson	
3.	Marlena Montague	Administrator	X
4.	Wes Gima	Administrator	X
5.	Terry Kuper	Faculty	X
6.	Mike Setzer II	Faculty	X
7.	Paul Healy	Faculty, Chairperson-Elect	
8.	Robert Neff	Faculty	X
9.	Ana Mari Atoigue	Staff	
10.	Chris Camacho	Staff	
11.	Tamara Hiura	Staff	
12.	Tara Pascua	Staff	X
13.	Liza Ann San Agustin	COPSA Student Representative	
14.		Guest	
15.		Guest	
16.			
17.			
18.			
19.			
20.			

## College Technology Committee AGENDA

- I. Call to order \_\_\_\_\_ (TIME)
- II. Roll Call                      Please sign in. *{see sign-in sheet}*  
**ADMIN-**     ☐ *F. Camacho*, ☐ *P. Clymer*, ☐ *M. Montague*, ☐ *W. Gima*  
**FACULTY-**   ☐ *T. Kuper*, ☐ *M. Setzer II*, ☐ *P. Healy (Sick Leave)* ☐ *B. Neff*  
**STAFF-**       ☐ *A. Atoigue*, ☐ *C. Camacho*, ☐ *T. Hiura*, ☐ *T. Pascua*  
**Student Representative-** ☐ *L.A. San Agustin*
- III. Mission Statement:  
*Guiya i Kulehon Kumunidât Guåhan, i mas takhilo' mamanan fin'che'cho' yan i teknikât na kinahulo' i manfâfache'cho' ya u na' guâguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafananâgui yan i fina'na'guen cho'cho' gi iya Maikronesiha.*  
 Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.
- IV. Approval of minutes
  - Meeting #8– 2/04/2016  
       \_\_\_\_\_*–motioned to approve* / \_\_\_\_\_*–2<sup>nd</sup>*  
       ☐ *Approved-unanimous*, ☐ *Approved-as amended/corrected*, ☐ *Tabled*
- V. Old Business
  - CTC Projects / Plans / Goals /etc. (**SEE UPDATED TABLE**)
  - Tech Fee Request Form Status
  - MAC Lab Upgrades Support status from Upper Management
  - LSA: Student Issues
  - Paul Healy – Replacement Status
  - Sandy Balbin's Classroom - MS Office version 2013 or 2016 (Operational matter)
- VI. New Business
- VII. Open Discussion
- VIII. Agenda Items for Next Meeting
- IX. Next regular meeting
  - **3/3/2016**
- X. Adjournment \_\_\_\_\_ (TIME)



**CTC Projects / Plans / Goals**

<b><u>Project / Plan / Goal Description</u></b>	<b><u>Chair &amp; Co-Chair</u></b>	<b><u>Update Notes</u></b>	<b><u>Deadline</u></b>
Antivirus Comparison Study	Mike Setzer II	<i>MS: Still conducting reviews and research. 2/4/16: Symantec vs. AVG. MS to provide deadline next meeting.</i>	<b><u>PENDING</u></b>
CIP Project - Fiber Optic Cable Burial	Chris Camacho & Terry Kuper	<i>FC: Only on BOT listing as an alternate CIP project and not yet confirmed. 2/4/16: MS &amp; TK: Discussed 802.11 ad that can provide 7Gb Wireless connections</i>	<b><u>PENDING</u></b>
<i>Classroom Technology Standard</i>	Wes Gima	<i>Computer in every classroom /Multimedia projectors / Network impact and planning WG: Read and post comments or provide input on document provided to committee members. 2/4/16: COMMITTEE DECISION: APPROVED. BN 1<sup>ST</sup> Motion / WG 2<sup>nd</sup> . To forward to CGC for official adoption.</i>	<b><u>PENDING</u></b>
Cloud Software Impact and Guidelines (Infrastructure dependencies - Internet lines, Disaster Recovery, Remote Services)	Frank Camacho & Patrick Clymer	<i>FC: Initial study looks good, budget support is being received from VP and President pending final budget approval. Cost of ERP system migration to Cloud estimates were determined and was submitted for FY2017 budget. Aggressive schedule for FY2017 implementation is about 4 months plus 2 months for troubleshooting and fine-tuning prior to launch.</i>	<b><u>ONGOING</u></b>
EA/ITSP Institutional Adoption	Frank Camacho / ALL	<i>FC: Updates continue / Still no feedback from members on prior updates or for new additions 2/4/16: Updates to be e-mailed.</i>	<b><u>4/1/16</u></b>
E-Books	Bob Neff & Liza Ann San Agustin	<i>LSA: More expensive than the bookstore or actual textbooks. Students not receptive. WG: The CTC expects a formal report. There are free E-Books for instructors. FC: The report can be used to document efforts and provide evidence from student perspective to others contemplating use of E-Books. 2/4/16: Questions forwarded to Daniel Okada, but Joleen spoke with him and she'll be answering most questions. Forward LSA's e-mailed questions to CTC. As per Daniel Okada, departments should be the ones to answer questions. BN: Need to forward preliminary report to CTC. Main concern is with GCC E-Textbooks (see report for details). WG: iBooks Store with E-Bookss, free and also by subscription. Include Kiko Palacios in discussions, hold sessions, attend department chair meetings in order to get feedback. BN: GCC needs to start somewhere and with tangible facts, start from scratch. MS: Use online resources. PROPOSED MOTION: The Computer Technology Committee recommends that Guam Community College encourage the use and development of E---Textbooks in all programs.</i>	<b><u>ONGOING</u></b>
Institutional-wide Process for Upgrading	Wes Gima & Tara Pascua	<i>WG: Related to Classroom Technology Standards. For new software and hardware, training should be incorporated.</i>	<b><u>PENDING</u></b>
IPV6 Research & Implementation	Frank Camacho & Chris Camacho	<i>FC: FC attended PacNOG/APNIC conference/training with MIS Teleprocessing Network Coordinators. APNIC already allocated IPV6 addresses for GCC, but equipment not able to route that level/version of protocol and will require upgrades 2/4/16: TK – Send equipment models to him to determine IPV6 compatibility.</i>	<b><u>PENDING</u></b>



**Guam Community College**  
**College Technology Committee Meeting Sign-In Sheet**  
**February 18, 2016**

No.	Name	CTC Membership	Signature
1.	Frank Camacho	Administrator, Chairperson	
2.	Patrick Clymer	Administrator, Past Chairperson	
3.	Marlena Montague	Administrator	
4.	Wes Gima	Administrator	
5.	Terry Kuper	Faculty	
6.	Mike Setzer II	Faculty	
7.	Paul Healy	Faculty, Chairperson-Elect	
8.	Robert Neff	Faculty	
9.	Ana Mari Atoigue	Staff	
10.	Chris Camacho	Staff	
11.	Tamara Hiura	Staff	
12.	Tara Pascua	Staff	
13.	Liza Ann San Agustin	COPSA Student Representative	
14.		Guest	
15.		Guest	
16.			
17.			
18.			
19.			
20.			

## College Technology Committee MINUTES

- I. Call to order **11:10AM** (TIME)
- II. Roll Call Please sign in. *{see sign-in sheet}*  
**ADMIN-** ☒ **F. Camacho**, ☐ **P. Clymer**, ☐ **M. Montague**, ☒ **W. Gima**  
**FACULTY-** ☒ **T. Kuper**, ☒ **M. Setzer II**, ☐ **P. Healy (Sick Leave)** ☒ **B. Neff**  
**STAFF-** ☒ **A. Atoigue**, ☒ **C. Camacho**, ☐ **T. Hiura**, ☒ **T. Pascua**  
**Student Representative-** ☒ **L.A. San Agustin**
- III. Mission Statement:  
*Guiya i Kulehon Kumunidât Guåhan, i mas takhilo' mamanan finache'cho' yan i teknikât na kinahulo' i manfâfache'cho' ya u na' guâguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafananâgui yan i fina'na'guen cho'cho' **para** Maikronesiha.*  
 Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.  
**2/18/16: Need Transformation Vision/Mission statement.**
- IV. Approval of minutes
  - Meeting #8– 2/04/2016  
**BN** –**motioned to approve** / **WG** –**2<sup>nd</sup>**  
☐ **Approved-unanimous**, ☒ **Approved-as amended/corrected**, ☐ **Tabled**
- V. Old Business
  - CTC Projects / Plans / Goals /etc. (**SEE UPDATED TABLE, 2/18/16**)
  - Tech Fee Request Form Status  
**2/18/16: WG & FC met with CGC Chairperson, FAD VP, to discuss. Changes were recommended. WG to provide recommended changes for Meeting #10.**
  - MAC Lab Upgrades Support status from Upper Management  
**2/18/16: WG & FC met with CGC Chairperson, FAD VP, to discuss. 1) Replacement Labs Schedule Requested; 2) Funding Sources of Upgrades Report; Not related: Study of Lab Fees Uses related to Technology; Changes were recommended. Time needed to compile reports. No deadline stated.**
  - LSA: Student Issues  
**2/18/16: Status Quo**
  - Paul Healy – Replacement Status  
**2/18/16: No replacement as per Faculty Senate Chairperson Sarah Leon Guerrero (as informed)**
  - Sandy Balbin's Classroom – MS Office version – 2013 or 2016 (Operational matter)  
**2/18/16: For MS Office Pro Plus 2016 in D2, D3, D10, A27 upcoming upgrades**
- VI. New Business **2/18/16: None**
- VII. Open Discussion **2/18/16: None**
- VIII. Agenda Items for Next Meeting **2/18/16: None mentioned at the time**
- IX. Next regular meeting
  - **3/03/2016**
- X. Adjournment **11:59PM** (TIME)

**CTC Projects / Plans / Goals**

<b><u>Project / Plan / Goal Description</u></b>	<b><u>Chair &amp; Co-Chair</u></b>	<b><u>Update Notes</u></b>	<b><u>Deadline</u></b>
Antivirus Comparison Study	Mike Setzer II	MS: Still conducting reviews and research. 2/4/16: Symantec vs. AVG. MS to provide deadline next meeting. 2/18/16: Status Quo	<b><u>PENDING</u></b>
CIP Project - Fiber Optic Cable Burial	Chris Camacho & Terry Kuper	FC: Only on BOT listing as an alternate CIP project and not yet confirmed. 2/4/16: MS & TK: Discussed 802.11 ad that can provide 7Gb Wireless connections 2/18/16: Status Quo	<b><u>PENDING</u></b>
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Cloud Software Impact and Guidelines (Infrastructure dependencies - Internet lines, Disaster Recovery, Remote Services)	Frank Camacho & Patrick Clymer	FC: Initial study looks good, budget support is being received from VP and President pending final budget approval. Cost of ERP system migration to Cloud estimates were determined and was submitted for FY2017 budget. Aggressive schedule for FY2017 implementation is about 4 months plus 2 months for troubleshooting and fine-tuning prior to launch. 2/18/16: BOT Approved FY2017 Budget for Cloud migration of ERP, pending Legislative/Governor budget approval.	<b><u>ONGOING</u></b>
EA/ITSP Institutional Adoption	Frank Camacho / ALL	FC: Updates continue / Still no feedback from members on prior updates or for new additions 2/4/16: Updates to be e-mailed. 2/18/16: FC to compile new updates matrix for Meeting #10	<b><u>4/1/16</u></b>
E-Books	Bob Neff & Liza Ann San Agustin	LSA: More expensive than the bookstore or actual textbooks. Students not receptive. WG: The CTC expects a formal report. There are free E-Books for instructors. FC: The report can be used to document efforts and provide evidence from student perspective to others contemplating use of E-Books. 2/4/16: Questions forwarded to Daniel Okada, but Joleen spoke with him and she'll be answering most questions. Forward LSA's e-mailed questions to CTC. As per Daniel Okada, departments should be the ones to answer questions. BN: Need to forward preliminary report to CTC. Main concern is with GCC E-Textbooks (see report for details). WG: iBooks Store with E-Books, free and also by subscription. Include Kiko Palacios in discussions, hold sessions, attend department chair meetings in order to get feedback. BN: GCC needs to start somewhere and with tangible facts, start from scratch. MS: Use online resources. 2/18/16: LSA: Can survey students. FC: Follow-up first and wait for Joleen's response. MS & TK: Encourage web resources by instructors. LSA: What if students have no devices or can't afford it. WG: Encourage low-cost e-Books/e-Textbooks alternatives. <b>PROPOSED MOTION:</b> The Computer Technology Committee recommends that Guam Community College encourage the use and development of Digital Resources (E-Books, E-Textbooks, and Web-based alternatives) for all programs and courses. We also encourage that they consider low or no cost resources to lessen the burden on our students.	<b><u>ONGOING</u></b>

Institutional-wide Process for Upgrading	Wes Gima, Tara Pascua, Terry Kuper & Ana Mari Atoigue	WG: Related to Classroom Technology Standards. For new software and hardware, training should be incorporated. 2/18/16: Met & discussed with subcommittee members. None to report at this time.	<u>November 2016</u>
IPV6 Research & Implementation	Frank Camacho & Chris Camacho	FC: FC attended PacNOG/APNIC conference/training with MIS Teleprocessing Network Coordinators. APNIC already allocated IPV6 addresses for GCC, but equipment not able to route that level/version of protocol and will require upgrades 2/4/16: TK – Send equipment models to him to determine IPV6 compatibility. 2/18/16: CC, FC: Met with vendor of “Pentest”-Network Vulnerability Tests for preliminary discussions and clarifications, but indicated need to upgrade CISCO ASA Firewall Equipment. Both MIS and non-MIS servers clarification needed, even those under MS. There are security holes that need to be plugged, mostly minor, but with potential to become major if not addressed due to discovered OS, database engine, and HTTP deployment software such as Apache versions. No DOS attacks or Exploits conducted. Upgrade of ASA appliance will also more readily address IPV6 requirements.	<u>PENDING</u>
Multimedia projector project	Wes Gima & Terry Kuper	WG: 5 units installed in C3, D8, 502, 3110, & 3211 via TechFee 3 units installed in 501, 504, & 901 via grant (Chris Dennis, Automotive) 1 unit installed in 6202-Adult Ed conference room via Doris Perez 1 unit installed in Tiyan Marketing 2/4/16 Correction: 1 unit NOT installed in GWHS Electronics FC: Work Order was submitted for D8 lab reconfiguration due to new location of multimedia projector and white board (routed to Doris Perez for consideration and approval) / Issue similar to other labs. Next D8 (FY2017 or FY2018) upgrade replacement should include re-wiring and furniture re-design. WG: There will be a new bid, working with T. Kuper on targeted rooms / GW facilities are under renovation and in disarray 2/4/16: WG : New bid in 2/2016, WG will meet with Joleen Evangelista. Bldg. 3000 issues resolved, units retested, pending other tasks with previous installs. 2/18/16: Status quo.	<u>ONGOING</u>
PC Bid	Wes Gima, Frank Camacho, & Chris Camacho	FC: Awarded. FC: Pending effective date, approvals, announcement, publication, and requisitions approval. Wait for 14-day protest period to be over. 2/4/2016: FC: Summer upgrades scheduled. WG: Note: WSP only 1 Year Warranty. It should be 3 or simply remove requirement of this on other specifications / standards. No Authorized Service Center for WSP. 2/18/16: Requisition submitted for upgrades of D2, D3, D10, A27 labs inclusive of 1 spare for every 10 units; however, it is on HOLD due to cash flow issues. GCC operating with previous fiscal year and NAF monies. Still time to meet summer deadline.	<u>DONE</u>  <u>PENDING</u>

Upgrade Schedules – Lab TC1221 [D2, D3, D10, A27] / Mac Labs	Frank Camacho & Wes Gima	<p><i>TC1221 Upgrade completed over Christmas Break</i></p> <p><i>New PC Bid for FY16 awarded pending 14-day protest period, with effective date tentatively scheduled for 2/1/2016.</i></p> <p><i>Approximately 88 computers (minimum) for the 4 labs (D2, D3, D10, A27) to be procured, pending effective date of announcement and Presidential requisition approval.</i></p> <p><i>BN: LRC included? FC: Will be in future replacement cycles; FY2017 TechFee priority for Mac Labs Upgrades granted support &amp; approval received from higher up.</i></p> <p><i>2/4/16: BN: LRC Lab 4111 is room identified to be in replacement cycle. TK: TC1218 Room to also include in replacement cycle.</i></p> <p><i>WS: Wes to e-mail Marianas Electronics Invoice for requisition processing.</i></p> <p><i>2/18/16: Replacement schedule and funding sources reports requested as a result of discussions with CGC Chairperson related to Mac Labs upgrades.</i></p>	<p><u>DONE</u></p> <p><u>Summer 2016</u></p> <p><u>PENDING</u></p> <p><u>FY2017</u></p>
VDI – Virtual Desktop Infrastructure - Candidate Labs	Mike Setzer II & Terry Kuper	<p><i>FC: VDI will be revisited; was demonstrated for CTC in the past.</i></p> <p><i>WG: A committee should be created.</i></p> <p><i>Mike Setzer and Terry Kuper will work with DMR to get more information and possible 2nd demo.</i></p> <p><i>MS / TK: To schedule meeting with DMR by next meeting.</i></p> <p><i>2/18/16: TK: Will know by next meeting (#10) regarding schedule with DMR.</i></p>	<u>PENDING</u>
Vending Printer / Copier at Open Lab	Frank Camacho	<p><i>FC: FY2017 or sooner depending on availability of Tech Fee funds</i></p> <p><i>2/18/16: Status quo.</i></p>	<u>PENDING</u>

**Guam Community College**  
**College Technology Committee Meeting Sign-In Sheet**  
**February 4, 2016**

No.	Name	CTC Membership	Signature
1.	Frank Camacho	Administrator, Chairperson	X
2.	Patrick Clymer	Administrator, Past Chairperson	
3.	Marlena Montague	Administrator	
4.	Wes Gima	Administrator	X
5.	Terry Kuper	Faculty	X
6.	Mike Setzer II	Faculty	X
7.	Paul Healy	Faculty, Chairperson-Elect	
8.	Robert Neff	Faculty	X
9.	Ana Mari Atoigue	Staff	X
10.	Chris Camacho	Staff	X
11.	Tamara Hiura	Staff	
12.	Tara Pascua	Staff	X
13.	Liza Ann San Agustin	COPSA Student Representative	X
14.		Guest	
15.		Guest	
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19.			
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## College Technology Committee AGENDA

- I. Call to order \_\_\_\_\_ (TIME)
- II. Roll Call                      Please sign in. *{see sign-in sheet}*  
**ADMIN-**     ☐ *F. Camacho*, ☐ *P. Clymer*, ☐ *M. Montague*, ☐ *W. Gima*  
**FACULTY-**   ☐ *T. Kuper*, ☐ *M. Setzer II*, ☐ *P. Healy (Sick Leave)* ☒ *B. Neff*  
**STAFF-**       ☐ *A. Atoigue*, ☐ *C. Camacho*, ☐ *T. Hiura*, ☐ *T. Pascua*  
**Student Representative-** ☐ *L.A. San Agustin*
- III. Mission Statement:  
*Guiya i Kulehon Kumunidât Guåhan, i mas takhilo' mamanan fin'a'che'cho' yan i teknikât na kinahulo' i manfâfache'cho' ya u na' guâguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafananâgui yan i fin'a'na'guen cho'cho' **para** Maikronesiha.*  
 Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.  
 Transformation Vision Statement:  
 Guam Community College is engaged in transformation to ensure 100% student-centered success.
- IV. Approval of minutes
  - Meeting #9– 2/18/2016  
       \_\_\_\_–***motioned to approve*** / \_\_\_\_–***2<sup>nd</sup>***  
       ☐ ***Approved-unanimous***, ☐ ***Approved-as amended/corrected***, ☐ ***Tabled***
- V. Old Business
  - CTC Projects / Plans / Goals /etc. (***SEE UPDATED TABLE***)
  - Tech Fee Request Form Status
  - Lab Upgrades Support status from Upper Management
  - SA: Student Issues
- VI. New Business
- VII. Open Discussion
- VIII. Agenda Items for Next Meeting
- IX. Next regular meeting
  - ***3/17/2016***
- X. Adjournment \_\_\_\_\_ (TIME)

**CTC Projects / Plans / Goals**

<b><u>Project / Plan / Goal Description</u></b>	<b><u>Chair &amp; Co-Chair</u></b>	<b><u>Update Notes</u></b>	<b><u>Deadline</u></b>
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E-Books	Bob Neff & Liza Ann San Agustin	<i>LSA: More expensive than the bookstore or actual textbooks. Students not receptive. WG: The CTC expects a formal report. There are free E-Books for instructors. FC: The report can be used to document efforts and provide evidence from student perspective to others contemplating use of E-Books. 2/4/16: Questions forwarded to Daniel Okada, but Joleen spoke with him and she'll be answering most questions. Forward LSA's e-mailed questions to CTC. As per Daniel Okada, departments should be the ones to answer questions. BN: Need to forward preliminary report to CTC. Main concern is with GCC E-Textbooks (see report for details). WG: iBooks Store with E-Books, free and also by subscription. Include Kiko Palacios in discussions, hold sessions, attend department chair meetings in order to get feedback. BN: GCC needs to start somewhere and with tangible facts, start from scratch. MS: Use online resources. 2/18/16: LSA: Can survey students. FC: Follow-up first and wait for Joleen's response. MS &amp; TK: Encourage web resources by instructors. LSA: What if students have no devices or can't afford it. WG: Encourage low-cost e-Books/e-Textbooks alternatives. PROPOSED MOTION: The Computer Technology Committee recommends that Guam Community College encourage the use and development of Digital Resources (E-Books, E-Textbooks, and Web-based alternatives) for all programs and courses. We also encourage that they consider low or no cost resources to lessen the burden on our students.</i>	<b><u>ONGOING</u></b>

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Vending Printer / Copier at Open Lab	Frank Camacho	<p><i>FC: FY2017 or sooner depending on availability of Tech Fee funds</i></p> <p><i>2/18/16: Status quo.</i></p>	<u>PENDING</u>

**Guam Community College**  
**College Technology Committee Meeting Sign-In Sheet**  
**March 3, 2016**

No.	Name	CTC Membership	Signature
1.	Frank Camacho	Administrator, Chairperson	
2.	Patrick Clymer	Administrator, Past Chairperson	
3.	Marlena Montague	Administrator	
4.	Wes Gima	Administrator	
5.	Terry Kuper	Faculty	
6.	Mike Setzer II	Faculty	
7.	Paul Healy	Faculty, Chairperson-Elect	
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