

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
2007-2008 Meeting Number 15
January 30, 2008 – 1:30 P.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker:

1. Acknowledgement of Members Present and those Absent
2. Acknowledgement of Guests
3. Review/Approve Minutes of October 31, 2007, November 7, 2007, November 28, 2007, December 5, 2007 and January 23, 2008
4. Old Business
 1. Banner/MyGCC Update
 2. MAC Issue (what are we doing as an institution)
 3. Update on Moodle Upgrade
 4. EA Requirements
 5. List of Workorders and identify power users to assist MIS
 6. List of potential IT Policies
5. New Business
 1. Vista
6. Open Discussions
7. Agenda Items for Next Meeting
8. Adjournment

Minutes
Technology Advisory Committee
January 30, 2008
2007-2008 Meeting Number 15

Members Present: Chair Elaine Fejerang, Co-chair Patrick Clymer, Brian San Nicolas, Terry Kuper, Marlena Montague, Michelle Santos, Josephine Arceo, John Limtiaco

I. Previous Minutes

- a. Review and amend minutes from **10/31/07** – Motion to approve by Marlena with a second from Josephine – motion carried
- b. Review and amend minutes of **11/7/07** – Motion to approve by Michelle with a second from Patrick – motion carried
- c. Review and amend minutes of **11/28/07** – Motion to approve by Patrick with a second from Terry – motion carried
- d. Review and amend minutes of **1/23/08** – Motion to approve by Patrick with a second from Josephine.

II. Old Business

- a. Banner/MyGCC Update
 - i. Pat – registration concluded – worked better than expected. Some latency right now, but not enough to hamper operations.
 - ii. Elaine – MyGCC reconvened to adjust cosmetics and to address functionality. Also there will be new focus on policy or SOPs. The task will be to identify policy needs and training
 - iii. IT side – a lot of traffic inside trying to get out – firewall preventing it and then when overloaded it completely disallows in/out traffic. Terry and Chris are working on new firewall. AR done, HR, payroll and student left – deadline for 1098s and W2s tomorrow. Financial Aid – last module. Challenges from MIS – no installs except for 1098 – state of emergency (infrastructure...) ORION software and hardware – Chris and Maurice at a standstill because they don't talk to switches. Need the routers that were originally presented. Recommend we reconvene the Emergency meeting – Maurice and Chris will be asked to present info on need for routers. **MOTION: Marlena moved to reconvene the emergency meetings on Fridays at 1:30 – seconded by Josephine. Motion Carried.** Note Maurice will be resigning on 2/29. The purpose of the ORION software/hardware should not stop. Frank did say we are going to do our own IP addressing. Monica at GTS did say the fiber line is not done – they need to connect the fiber to the media converter kit – we are not paying GTA for the line. Chris has not updated the map – the GTA shown is actually MCV – Marlena is sure we are not paying for GTA until it is completed. Terry indicated that we need to determine the routing and if it will be static – Marlena we will have private IPs. Frank was going to check on the cost and if there was an education

discount for APNEC. WE are currently paying for IP blocks at MCV – if we cancel a few that would free up money for GTA IPs (?).

*Pat requested to table the rest of old business except the Moodle upgrade. (no motion because we lost a quorum.

b. Moodle

- i. Richard still working on Moodle upgrade – Moodle and Joomla on the same server. Education department will need to move their Moodle site into our server. Pat asked how Banner will assist in on-line or hybrid classes. Elaine explained that Moodle has a larger number of functions. Banner gradebook will need to be implemented at some point.

III. New Business (Tabled)

IV. Open Discussions

- a. Pat asked that we move the meeting time to an earlier time to accommodate a request by Brian – Elaine will send out an email vote request with three time options.
- b. Elaine asked about TAC representation at the MTM – as TAC provides info to MTM – decisions and discussions would come back to TAC
- c. MIS positions are they new or old – there is a need to make people understand various training levels for MIS personnel. There is more work in MIS due to Banner (backend and management of system). There are 13 Banner servers and more coming – with more than one application - TAC should be able to help in making recommendations .
- d. Workorder report provided by Josephine for our review.

V. Meeting Recessed at 2:53

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
2007-2008 Meeting Number 17
February 27, 2008 – 10:30 A.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker:

1. Acknowledgement of Members Present and those Absent
2. Acknowledgement of Guests
3. Review/Approve Minutes of February 13, 2008 and February 20, 2008
4. Old Business
 1. Banner/MyGCC Update
 2. Web Server Breach Update
 3. Update on Moodle Upgrade
 4. EA Requirements
 5. Vista
 6. Email Policy
5. New Business
6. Open Discussions
7. Agenda Items for Next Meeting
8. Adjournment

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
Continuance of January 30, 2008 - Meeting Number 15
February 6, 2008 10:30 A.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker:

1. **Acknowledgement of Members Present and those Absent**
2. **Acknowledgement of Guests**
3. **Meeting of January 30, 2008 reconvened**
4. **Old Business**
 1. **Banner/MyGCC Update**
 2. **MAC Issue (what are we doing as an institution)**
 3. **Update on Moodle Upgrade**
 4. **EA Requirements**
 5. **List of Workorders and identify power users to assist MIS**
 6. **List of potential IT Policies**
5. **New Business**
 1. **Vista**
6. **Open Discussions**
7. **Agenda Items for Next Meeting**
8. **Adjournment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
Continuance of January 30, 2008 - Meeting Number 15
February 13, 2008 10:30 A.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker:

1. **Acknowledgement of Members Present and those Absent**
2. **Acknowledgement of Guests**
3. **Meeting of January 30, 2008 reconvened**
4. **Old Business**
 1. **Banner/MyGCC Update**
 2. **MAC Issue (what are we doing as an institution)**
 3. **Update on Moodle Upgrade**
 4. **EA Requirements**
 5. **List of Workorders and identify power users to assist MIS**
 6. **List of potential IT Policies**
5. **New Business**
 1. **Vista**
6. **Open Discussions**
7. **Agenda Items for Next Meeting**
8. **Adjournment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
2007-2008 Meeting Number 20
April 30, 2008 – 10:30 A.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker:

1. **Acknowledgement of Members Present and those Absent**
2. **Acknowledgement of Guests**
3. **Review/Approve Minutes March 5, 12 & 26, 2008 and April 23, 2008**
4. **Old Business**
 1. **Banner/MyGCC Update**
 - i. **Web Server Update – Moodle/Joomla**
 2. **Email Policy**
 3. **TAC Network Survey**
5. **New Business**
 1. **Exception Requests**
 - i. **P. Clymer**
 - ii. **B. Neff**
 2. **TAC Goals for 2008-2009**
6. **Open Discussions**
7. **Agenda Items for Next Meeting**
8. **Adjournment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
2007-2008 Meeting Number 01
August 29, 2007 – 1:30 P.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker:

- 1. Acknowledgement of Members Present and those Absent**
- 2. Acknowledgement of Guests**
- 3. Overview of TAC Group Homepage**
- 4. Review TAC Bylaws and Charter**
- 5. Banner Issues**
- 6. Message Board Topics**
- 7. Review Strategic Plan**
- 8. Open Discussions**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
2007-2008 Meeting Number 02
September 5, 2007 – 1:30 P.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker:

1. Acknowledgement of Members Present and those Absent
2. Acknowledgement of Guests
3. ITC Computer Request
4. TAC Bylaws and Charter
 1. Add/adjust Voting Members
 2. Meeting times
5. Banner Update/Issues
6. Message Board Topics
7. Review Strategic Plan
8. Open Discussions

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
2007-2008 Meeting Number 03
September 12, 2007 – 1:30 P.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker:

- 1. Acknowledgement of Members Present and those Absent**
- 2. Acknowledgement of Guests**
- 3. Review/Approve Minutes of August 29, 2007 and September 5, 2007**
- 4. Book Orders requiring Vista Platform**
- 5. Banner Update/Issues**
 - 1. Assistance from Terry Kuper Cisco Certified Instructor and Mike Setzer with Comuter Science**
 - 2. Sysix Dialog**
 - 3. SunGard Software/Module Requirements**
- 6. Message Board Topics**
- 7. Review Strategic Plan**
- 8. Open Discussions**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
2007-2008 Meeting Number 06
October 17, 2007 – 1:30 P.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker:

1. Acknowledgement of Members Present and those Absent
2. Acknowledgement of Guests
3. Review/Approve Minutes of September 12, 2007, October 3, 2007 & October 10, 2007
4. Review Approved Bylaws
5. TAC Goals
6. Emergency Meeting Update
7. Strategic Plan/Enterprise Architecture
 1. Retreat (?)
8. Open Discussions
 1. Upgrade of the Library Dynix System
 2. Faculty Senate's request to purchase a PC Workstation outside of the bid

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
2007-2008 Meeting Number 07
October 24, 2007 – 1:30 P.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker:

- 1. Acknowledgement of Members Present and those Absent**
- 2. Acknowledgement of Guests**
- 3. Review/Approve Minutes of October 17, 2007**

TAC Regular Meeting will be pre-empted to address our Registration Deadline

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
2007-2008 Meeting Number 08
October 31, 2007 – 1:30 P.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker: Rose Hormillosa

1. **Acknowledgement of Members Present and those Absent**
2. **Acknowledgement of Guests**
3. **Review/Approve Minutes of October 24, 2007**
4. **GTA Presentation**
5. **Old Business**
 1. **Report/Update on Banner/MyGCC**
 2. **Retreat date to complete ITSP and EA**
 3. **Library Dynix System Requirements**
 4. **CDX Automotive Resource Kit Requirement**
6. **New Business**
 1. **Counselling Request for Computers**
7. **Open Discussions**
8. **Agenda Items for Next Meeting**
9. **Adjournment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
2007-2008 Meeting Number 12
November 28, 2007 – 1:30 P.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker: Rose Hormillosa

1. **Acknowledgement of Members Present and those Absent**
2. **Acknowledgement of Guests**
3. **Review/Approve Minutes of October 31, 2007, November 7, 2007 & November 21, 2007**
4. **Old Business**
 1. **Report/Update on Banner/MyGCC**
 2. **Request for non-standard Equipment/Operating System Form**
 3. **Confirm ITSP & EA Retreat Date (Dec. 13 & 14, 2007)**
 4. **Test Site Status**
5. **New Business**
 1. **Moodle Upgrade**
 2. **Early Childhood Moodle Site**
6. **Open Discussions**
7. **Agenda Items for Next Meeting**
8. **Adjournment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
2007-2008 Meeting Number 09
November 7, 2007 – 1:30 P.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker: Rose Hormillosa

- 1. Acknowledgement of Members Present and those Absent**
- 2. Acknowledgement of Guests**
- 3. Review/Approve Minutes of October 31, 2007**
- 4. Old Business**
 - 1. Report/Update on Banner/MyGCC**
 - 2. Retreat date to complete ITSP and EA**
 - 3. Library Dynix System Requirements**
 - 4. CDX Automotive Resource Kit Requirement**
 - 5. GTA 5Mbps Internet Line Proposal**
 - 6. Counselling Request for Computers**
- 5. New Business**
 - 1. Request for non-standard Equipment/Operating System Form**
 - 2. Blackberry Devices**
- 6. Open Discussions**
- 7. Agenda Items for Next Meeting**
- 8. Adjournment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
2007-2008 Meeting Number 10
November 14, 2007 – 1:30 P.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
GUEST: Paul Carlson, MCV
Minute Taker: Rose Hormillosa

- 1. Acknowledgement of Members Present and those Absent**
- 2. Acknowledgement of Guests**
- 3. Review/Approve Minutes of October 31, 2007 and November 7, 2007**
- 4. Old Business**
 - 1. Report/Update on Banner/MyGCC**
 - i. Paul Carlson with MCV will present his thoughts and/or recommendation(s) on F. Camacho's and M. Setzer's design and comments**
 - 2. Update on Library Dynix System Requirements**
 - 3. Update on CDX Automotive Resource Kit Requirement**
 - 4. Request for non-standard Equipment/Operating System Form**
- 5. New Business**
- 6. Open Discussions**
- 7. Agenda Items for Next Meeting**
- 8. Adjournment**

AGENDA
TECHNOLOGY ADVISORY COMMITTEE
2007-2008 Meeting Number 13
December 5, 2007 – 1:30 P.M.
Technology Conference Room 1210

CHAIR: Elaine C. Fejerang
Minute Taker: Rose Hormillosa

- 1. Acknowledgement of Members Present and those Absent**
- 2. Acknowledgement of Guests**
- 3. Review/Approve Minutes of October 31, 2007, November 7, 2007 & November 28, 2007**
- 4. Old Business**
 - 1. Report/Update on Banner/MyGCC**
 - 2. Request for non-standard Equipment/Operating System Form**
 - 3. PearsonVue Test Status**
 - 4. Project Aim Lab Update**
 - 5. Local Moodle Site Upgrade & Early Childhood Moodle Transfer**
- 5. New Business**
 - 1. Consolidated Bid Specs**
 - 2. New Labs/Vista and Office 2007**
- 6. Open Discussions**
- 7. Agenda Items for Next Meeting**
- 8. Adjournment**

**Minutes
Technology Advisory Committee
January 23, 2008
2007-2008 Meeting # 14**

Members Present:

Elaine Fejerang
Patrick Clymer
Terry Kuper
Josephine Arceo
Marlena Montague
Michelle Santos
John Camacho

Review of Minutes:

Minutes of October 31, 2007, November 7, 2008, November 28, 2008 and December 5, 2008 were not approved. The Chair would like the above minutes, aside from 12/5/08, to be scrutinized and amended at the next meeting. Motion by John and second by Patrick Clymer – motion carried.

Note: amendments to previous minutes have not been submitted and at this time we do not know if they were included in approved minutes or not.

Point of Order: All TAC decisions need to be documented and clearly identified in the minutes.

Motion: John Camacho made a motion to include the Dynix discussion under Old Business, second by Patrick Clymer. Motion carried

Old Business:

1. Dynix
 - a. **Motion by John Camacho to reaffirm our approval from early November of the Sirsi Dynix upgrade to Symphony. Second by Marlena Montague.**
 - i. **Motion Carried**
2. EA – Request to move discussion of EA after New Business

New Business:

1. iMac Support at the High Schools
 - a. History – VisCom upgrade of Macs – iMacs were sent to H.S. Marketing program. DC told Marketing faculty to assess environment. MIS was not prepared to support the Macs. Wes had agreed to provide the support until MIS was in a position to do so.
 - b. John recommends the program develop a charter in order to clearly delineate responsibilities
 - c. Michelle was concerned that we're creating a separate "MIS" to support Macs and is it in line with current job

- d. Marlena said Maurice is asking for tools and software to provide support and training would be beneficial
- e. John indicated man power was not planned for
- f. Michelle feels this is a back door to the dual platform
- g. This is a resource issue and there is a need for proper tools – the idea behind the software is to help trouble shoot.
- h. John moves to require marketing to develop a charter – Second by Josephine/Marlena Discussion of other programs that need charters as well - Motion Carries**

Return to Old Business:

- 2. EA – Elaine explained about the EA and changes we’ve been making. Through the EA there will be a lot of different documents and procedures that will need to be created.
 - a. Marlena recommended we finish the EA and create a “To Do” list to be completed after
 - b. Pat feels we could approve the document and then amend it as needed
 - c. John feels the EA is fine but we will need accompanying SOPs - so we need to make a list of those things we need to do and prioritize it – we need to review existing procedures and create procedures for usage and behaviors in order for us to meet the criteria established in the EA
 - d. **NOTE – 2:30** – Terry had to leave for class – we lost our quorum at this point
 - e. EA changes and recommendations continued – we need to compile all Federal and local laws and policies that impact the EA
 - f. Brief discussion on EA Objectives and Strategies
 - g. EA changed will be approved at the next meeting
 - h. Note – the current resources need to be updated and should be similar to that in the assessment by Bill Oakes
 - i. Elaine will email the new EA

Open Discussion

- 1. Elaine received an email from Barry relative to Mike’s concerns about the GTA line
 - a. Terry is working on the router
 - b. MIS is trying to get the router to share the load and provide for seamless transitions between the two lines
 - c. Elaine asks if we can bring the two vendors to the table
 - d. Marlena said we need to move toward the private IPs and continue to bring the campus behind the firewall
 - e. Elaine asked about the T-1 and if it is still active and are we still paying for it.
 - f. John indicated Chris had asked to keep it active and he had said no
 - g. TAC agreed the T-1 was to be eliminated
 - h. Marlena will verify the line’s disconnection

- i. GTA fiber line- Marlana will confirm the completion
 - j. The problem could also be the inermapper map – she'll see if it was updated
 - k. Marlana will try to get a timeline on the fiber lines and the ability for the proper routing to begin happening
- 2. MIS completed Pearson VUE installation – Bri needs to do her side of the configuration in terms of hours of operation and other info
- 3. MIS Challenges
 - a. People in Training
 - b. Overwhelmed by workorders
 - c. Pending conversions
 - d. HRs urgent needs due to live activities in TEST/Production
 - e. Wireless request
- 4. Work Orders
 - a. Elaine informed Marlana that is we can identify WOs that are more user related – they should be referred back to TAC to be pushed to the identified “power users.” These WOs will create evidence of training needs relative to WOs and will show TAC is also involved in reducing some of the burden on MIS

Agenda Items for Next Meeting:

- 1. Elaine collected the list of items

Adjournment: 3:17 PM

Minutes
Technology Advisory Committee
January 30, 2008
2007-2008 Meeting Number 15

Members Present: Chair Elaine Fejerang, Co-chair Patrick Clymer, Brian San Nicolas, Terry Kuper, Marlana Montague, Michelle Santos, Josephine Arceo, John Limtiaco

I. Previous Minutes

- a. Review and amend minutes from **10/31/07** – Motion to approve by Marlana with a second from Josephine – motion carried
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II. Old Business

- a. Banner/MyGCC Update
 - i. Pat – registration concluded – worked better than expected. Some latency right now, but not enough to hamper operations.
 - ii. Elaine – MyGCC reconvened to adjust cosmetics and to address functionality. Also there will be new focus on policy or SOPs. The task will be to identify policy needs and training
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discount for APNEC. WE are currently paying for IP blocks at MCV – if we cancel a few that would free up money for GTA IPs (?).

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b. Moodle

- i. Richard still working on Moodle upgrade – Moodle and Joomla on the same server. Education department will need to move their Moodle site into our server. Pat asked how Banner will assist in on-line or hybrid classes. Elaine explained that Moodle has a larger number of functions. Banner gradebook will need to be implemented at some point.

III. New Business (Tabled)

IV. Open Discussions

- a. Pat asked that we move the meeting time to an earlier time to accommodate a request by Brian – Elaine will send out an email vote request with three time options.
- b. Elaine asked about TAC representation at the MTM – as TAC provides info to MTM – decisions and discussions would come back to TAC
- c. MIS positions are they new or old – there is a need to make people understand various training levels for MIS personnel. There is more work in MIS due to Banner (backend and management of system). There are 13 Banner servers and more coming – with more than one application - TAC should be able to help in making recommendations .
- d. Workorder report provided by Josephine for our review.

V. Meeting Recessed at 2:53

TAC EMERGENCY MEETING FEBRUARY 1, 2008

The Technology Advisory Committee held an emergency meeting on February 1, 2008 to discuss the purchase of routers for the campus network. Pursuant to TAC standing rules, a quorum was present.

Members present included the following:

Patrick Clymer, John Camacho, Michelle Santos, Terry Kuper, Marlena Montague, and Brian San Nicolas

Guest present included:

Maurice Cruz and Christopher Camacho

BACKGROUND:

The original recommendation to TAC regarding the acquisition of hardware and software needed to improve the security, efficiency and reliability of the campus network included the purchase of Cisco routers; namely, Cisco 3835 units (4 each) and 1841 units (10 each). The Cisco 3835 units were to serve as higher level or bigger picture routers and the Cisco 1841 units were to be used at a lower level of the building level. The routers were to be used in conjunction with Orion software to manage and analyze our network activity. This analysis will be crucial in determining how to better secure our network.

Unfortunately, the Orion software was approved and purchased but the routers were not approved for purchase. Furthermore, the Orion software and our current router are not compatible, and, as a result, efforts to analyze our traffic are now at a standstill. Before any major investment or change was to take place TAC recommended, based on recommendations from faculty, staff, and consultant, Paul Carlson, that a full analysis must be completed before any significant investment or change is made to our network.

This investment will allow us monitor, manage and improve security and traffic on a real-time basis. Furthermore, once in place, this investment has the potential of saving the college from \$48,000 up to \$72,000. The savings will come from the ability to own IP addresses as opposed to leasing them from a carrier.

RECOMMENDATION:

TAC approved unanimously the recommendation to purchase of one (1) Cisco 3835 router and three (3) for the purpose of analyzing and managing the campus network. Further, it was approved that the purchase of any modules needed to complete the installation of the routers would be purchased as well. The purchase cost is estimated to be \$48,000 (not including shipping).

**TAC Emergency Meeting
February 8, 2008
1:30 – 3:30 p.m.
Conference Room 1210**

Members present:

Elaine Fejerang
Patrick Clymer,
John Camacho
Michelle Santos

Terry Kuper
Marlena Montague
Brian San Nicolas

Guest:

Christopher Camacho

1. Adjustment of router requisition:

Members discussed the router purchase recommendations made at the February 1, 2008 Emergency Meeting. The objective for the additional hardware purchase is to accommodate Phase 1 “Set up Shop” and Phase 2 “Protect the Servers!!” listed in the Network Emergency Task List. Members agreed that upon successful completion of Phases 1 and 2, additional hardware would still be necessary to complete the stabilization project.

Recommendations:

- Total cost of \$19,240 to cover:
 - \$12,000 for routers including security IOS
 - Purchase 3 each 1841 routers
 - Purchase 1 each 3825
 - \$4,000 for fiber optic media converter
 - \$3,000 express shipping (20% of purchase price)
 - \$240 (3 each) 1841 rack mount kits
- MIS to identify vendor
- Express shipment will be required

2. Project Timeline and Resource:

BU – Banner Upgrade

Ken Bautista – Lead Application

Chris Camacho – Lead Hardware

NE – Network Emergency

Chris Camacho

Date	BU	NE	Description	Resource
Weekly	X		Follow-up with UPS vendor	J. Evangelista
	X	X	Identify IP numbers/network location	C. Camacho
	X	X	Modify firewall configuration to accommodate additional auxiliary systems	T. Kuper
	X	X	Communicate to Campus community: <ul style="list-style-type: none">• Lab closure (D4 and D5)• All Banner servers, Email and MyGCC unavailable• Implement manual processing<ul style="list-style-type: none">○ Student○ Finance	

			<ul style="list-style-type: none"> ○ HR ○ Financial Aid 	
February 13, 2008	X		Confirm Sysix Plan of Action <ul style="list-style-type: none"> • Detail of their scope of work • Confirm Sysix's system installation prerequisites (IP address, hardware, etc.) 	M. Montague
February 29, 2008	X		Server room preparation	Maintenance
March 2, 2008	X		UPS arrives	
March 3, 2008		X	Equipment above arrives no later than March 10, 2008	
March 14, 2008	X		Sysix team arrives (tentative)	
March 14, 2008	X		Full system backup of every blade server	
March 17, 2008		X	Equipment configured and installed	C. Camacho
March 20, 2008	X		Sysix completes SunGard auxiliary systems	Sysix

3. Open Discussion:

Brian San Nicolas expressed his appreciation that the tone of the meeting last Friday was collaborative and productive. Michelle Santos added that the information provided by and the cooperative team effort of Marlena Montague, Chris Camacho and Maurice Cruz was valuable and is the result of our progression forward. Members all agreed.

Meeting Adjourned at 3:30 p.m.

TAC Emergency Meeting
February 15, 2008
1:30 – 3:30 p.m.
Conference Room 1210

Members Present:

Elaine Fejerang
Patrick Clymer
Michelle Santos

Terry Kuper
Marlena Montague
Brian San Nicolas

Guest:

Chris Camacho

1. Timeline:

- The banner upgrade (BU) and network emergency (NE) timeline was adjusted. Additional tasks, resources, and date changes were made. Members discussed the importance of having lead resources identified in the timeline provide updates of their movements.
- M. Montague expressed concern that she has not received a response from our Sysix contact.

Recommendations:

- Members strongly recommend lead resources identified in the timeline participate in emergency meetings to provide update and feedback of their tasks.
- Sysix Plan of Action date of February 13, 2008 will be moved back to February 20, 2008

Tasks:

- M. Montague to follow up with Sysix via email and phone call regarding their plan of action and arrival by February 16, 2008.
- MIS team to scrutinize the BU/NE timeline to ensure all tasks and scenarios have been identified
- E. Fejerang will submit the timeline to the Faculty Senate and President Okada. Upon approval timeline will be distributed to all lead resources identified.
- C. Camacho will complete the requisition for the routers, converter & rack mount by February 18, 2008

2. GTA Line:

- M. Montague confirmed that the GCC/GTA project is still open. Therefore, no invoices should be paid until the project has been completed.

Tasks:

- C. Camacho to identify the number of nodes that will be allocated to the GTA service. Estimated completion date is February 29, 2008.

Banner Upgrade & Network Emergency Timeline

Date	BU	NE	Description	Resource
Weekly	X		Follow-up with UPS vendor	J. Evangelista
	X	X	Identify IP numbers/network location	C. Camacho
	X	X	Modify firewall configuration to accommodate additional auxiliary systems	T. Kuper
	X	X	Communicate to Campus community: <ul style="list-style-type: none"> • Lab closure (D4 and D5) • All Banner servers, Email and MyGCC unavailable • Implement manual processing <ul style="list-style-type: none"> ○ Student ○ Finance ○ HR ○ Financial Aid 	C. Gogue
February 18, 2008		X	Requisition and P.O. for routers, converter & rack mount approved and submitted.	C. Camacho
February 20, 2008	X		Confirm Sysix Plan of Action <ul style="list-style-type: none"> • Detail of their scope of work • Confirm Sysix's system installation prerequisites (IP address, hardware, etc.) 	M. Montague
February 20, 2008	X	X	Confirm GCC/Sysix Plan of Action <ul style="list-style-type: none"> • Systems footprint (floor plan for hardware) • 	C. Camacho G. Manglona Maintenance
February 29, 2008	X		Server room preparation	Maintenance
March 2, 2008	X		UPS arrives GCC	C. Camacho
March 3, 2008		X	Equipment (routers, converter & rack mount) arrives no later than March 10, 2008	J. Evangelista
March 3 – 7, 2008	X	X	UPS installation and load test by PacAir	C. Camacho Maintenance (electrician) G. Manglona
March 10 - 14, 2008	X		Daily full system backup of every blade server	K. Bautista
March 14, 2008	X		Sysix team arrives (tentative)	F. Camacho
March 14 – 19, 2008	X		Sysix equipment installation/assembly	C. Camacho
March 19 – 21, 2008			Configure Sysix application and data conversion	K. Bautista Sysix
March 20, 2008		X	Equipment (routers, converter & rack mount) configured and installed	C. Camacho
March 21, 2008	X		Sysix completes SunGard auxiliary systems	Sysix

**TAC Emergency Meeting
February 22, 2008
1:30 – 3:30 p.m.
Lecture Room 1201**

Members Present:

Elaine Fejerang
Troy Lizama

Frank Camacho

Guest:

Chris Camacho
Marlena Montague

Ken Bautista

1. Timeline:

The timeline was reviewed and the following adjustments were made:

- C. Camacho is still awaiting price quotes for routers, converter, and rack mount. Therefore, the approved and submitted date for the requisition and P.O. was moved back to February 26, 2008.
- C. Camacho completed the network location for the 4 routers.
- F. Camacho will confirm the conference call with Sysix on Wednesday, February 27, 2008 at 9am. This will confirm their SOW and get answers/confirm the following:
 - How will the two SOWs (Blade Center and DS400) be completed before March 24, 2008?
 - Status of DS400 SOW with an authorized Sysix signature?
 - Confirm that the system will be down during March 17 – 21, 2008.
 - Confirm that March 22 & 23, 2008 will be dedicated to adjustments.
 - Confirm their understanding that the system must be live March 24, 2008

Recommendations:

- J. Camacho should appear with Maintenance under the resource section. This will ensure that a specific resource is identified for maintenance.
- It was reiterated that should the UPS not arrive on campus by March 3, 2008, the Banner Upgrade project would be postponed till Summer 2008.

Tasks:

- F. Camacho to confirm conference call with Sysix.
- E. Fejerang to confirm the use of the conference room and conference phone.

Meeting adjourned 4:15pm.

TECHNOLOGY ADVISORY COMMITTEE

February 20, 2008

10:30 AM

Technology Conference Room 1210

Present: Josephine Arceo (Staff), Voting Member
Patrick Clymer (Administrator), Co-Chair
Elaine C. Fejerang (Faculty), Chair
Terry Kuper (Faculty), Voting Member
Troy Lizama, (Faculty)
John Camacho (Administrator), Voting Member
Frank Camacho (Administrator), Voting Member

Guest: Christopher Camacho
Marlena Montague

REVIEW/APPROVE MINUTES OF FEBRUARY 13, 2008:

Review/Approval of Minutes of February 13, 2008 tabled until next meeting

OLD BUSINESS

Banner/MyGCC Update

Discussion: To identify and resolve problem

Conclusion: Frank Camacho moved to pursue additional contract service for Sungard support system and operating side to address OS and Application side.

Seconded by Troy Lizama

NEW BUSINESS

Patrick Clymer moved to move from Old Business to New Business-Web Server Breach, members present agreed to the motion

Discussion: Web Server Breach

Frank Camacho: Concern with Security, recommended for fresh environment and simulation

Conclusion: Inform users that MIS will be working, staging, and prepping hardware for Joomla and Moodle to be completed by March 2, 2008. Frank Camacho will report back to TAC the outcome on March 05, 2008.

F. Camacho will work with R. Duque to resolve the breach issue.

Discussion: Computer Science Charter Breach

Members discussed the email that was sent from M. Setzer regarding the Kavo virus. Members agreed that inasmuch as M. Setzer assisted in preventing the virus from running in D8, it was in violation of their Charter.

Conclusion: TAC Chair cknowledged that the Computer Science Charter is being breached and will inform the TSS Dean of the Breach.

OLD BUSINESS**MAC Issues****Discussion: What are we doing as an institution**

Conclusion: Moved to keep the same process, use the non-standard form, and give TAC the way to gauge patterns and for MIS to verify the support. ITC will provide workshop for MIS on MAC, to trouble shoot, MIS will contact ITC to schedule date and time for training.

VISTA:**Discussion: Convert to New Vista Environment**

Conclusion: Frank Camacho moved for TAC to relay message: In an effort to convert to new Vista environment we are asking all area of the College to communicate with their respective software vendors to determine the capability with Vista, and to please identify materials, such as books, CD, etc.

Troy Lizama Seconded the motion, members present agreed to the motion.

OPEN DISCUSSION:

Frank Camacho-training for MIS personnel, no funds, Elaine Fejerang recommended that Frank bring to the next meeting the type of training and cost

Elaine Fejerang brought to the floor for TAC members to be thinking about new TAC Committee, come April 2008

AGENDA ITEMS FOR NEXT MEETING:

- EA Requirement
- Email Policy

ADJOURNMENT:

John Camacho moved to adjourn
Troy Lizama Seconded the motion
Meeting adjourn Time 12:20 pm

Minutes
TECHNOLOGY ADVISORY COMMITTEE
2007-2008 Meeting Number 19
April 23, 2008

Members Present: Elaine Fejerang, Chair; Patrick Clymer, Co-Chair; Frank Camacho; John Camacho; Terry Kuper; Michelle Santos

Sysix Conference Call 10:40AM:

Although this was not part of the meeting, several important issues were discussed regarding the need to shut down access to the Banner system. Mike Johnson indicated he would be on island on May 16 and could begin work on the 18th or 19th and that the work could take up to 3 ½ days (i.e. 19th – 22nd)

Elaine indicated a full back-up should be completed. Frank said this is done on Thursday nights but it could be done again on the weekend. Therefore the system would be inaccessible beginning on the 17th.

Elaine was concerned about the perception of GCC falling off the face of the earth and how we would deal with that as Frank had indicated that although we could give MCV our email addresses to set up a separate email operation during the down time that it would be too difficult to collect and authenticate passwords. Because of this difficulty we felt at a minimum we needed an auto-reply to all messages coming into MCV that the GCC system is currently implementing an upgrade and was inaccessible or something like that – Frank to draft the language. Also, Frank was asked to communicate with Cathy about the notice to the campus and to the students of our impending upgrade. A PDN ad was discussed in order to get info out to the students.

The committee agreed to forgo the established agenda due to time constraints and the fact that some decisions needed to be made. No Discussion and all agreed.

Elaine asked that we keep discussion brief and to the point.

New Business:

1. New TAC Chair
 - a. Troy Lizama was voted in as faculty chair – Brian San Nicolas will attend training on 4/25 in Troy's absence) Elaine recommends we have a chair elect.
2. Dr. Ray Somera's exception Request
 - a. Michelle moved to approve, John seconded – motion carried unanimously.
3. Apprenticeship exception Request
 - a. Recommend sending the request back to the department to address questions, concerns, and recommendations.

- b. Questions:
 - i. Location of lab
 - ii. Current equipment
 - iii. What additional hardware is needed, will this be wired or wireless?
- c. Concerns:
 - i. Clarify the purpose – does that necessitate 3 units being replaced?
 - ii. Although you attempt to justify your purchase under Purpose #4 – the cost to upgrade would not be anywhere near your \$9,000.
- d. Recommendations:
 - i. **The committee recommends either upgrade with appropriate windows software or purchase only one MAC.**
- 4. Elvie Exception Request
 - a. Support question needed to be answered – there has been no response. Michelle will follow up.
- 5. Patrick exception request
 - a. Six staff PCs for rotunda – wants all-in-one replacements due to space restrictions. Items not on bid. Examples include the MPC at \$1,755 and the Dell optiplex. CDWG honors their warrantee on Guam.
 - b. Also requesting a MAC and will submit the appropriate forms.
 - c. Discussion ensued on Bid and Standards.
 - i. Frank indicated if MIS can support it then it shouldn't be an issue.
 - ii. Frank has been approving things that have come across his desk that are not standard if they had three quotes.
 - iii. This needs to be a topic for further discussion – to fine tune language to be clear on standards and bid specs.

Old Business

- 1. VISTA/MS Office 2007 and MS Office 2008 Upgrade
 - a. MS Office '07 and '08 (MAC) needs to be the standard for classes and labs.
 - b. **Patrick moved to upgrade to MS'07 for PCs and MS'08 for MACs as the new standard for the campus. Frank Seconded – motion carried unanimously. Tech Fee to purchase for labs all others departments will be responsible for their own upgrades on their budget.**
 - c. VISTA test at 20% - should be 100% by May 27th (1 lab configuration at a time and then hardware tests) Note the default version of Internet Explorer that comes with VISTA is Version 7 – Banner doesn't work with Version 7.
 - d. Frank to create a VISTA review update for campus – what is happening? Where are we going? And what shall we anticipate?
 - e. **Motion by Frank to use the Tech Fee to purchase a VISTA license for areas to test VISTA and complete testing by 5/27 – info from area testers to be appended to MIS report. Second by Terry. Motion carried unanimously.**

2. TAC Bylaws

- a. Change was made to adhere to the GCC/BOT Agreement. Section C.7.1 and C.7.2 of Article XII of the GCC/BOT Agreement was incorporated verbatim.

3. Library DSL

- a. **Request denied.**
- b. Question about what we can do for the library to support their needs
- c. Recommend they change to Static IPs for the 5 or 6 units identified and route traffic through the GTA line

Adjourned at 12:35 PM

draft

**TECHNOLOGY ADVISORY COMMITTEE
MEETING NUMBER ONE**

August 29, 2007

1:30 PM

Technology Conference Room 1210

Present: Josephine Arceo (Staff), Voting Member
Patrick Clymer (Administrator), Co-Chair
Elaine C. Fejerang (Faculty), Chair
Terry Kuper (Faculty), Voting Member
Troy Lizama, (Faculty)
Danilo Lawcock (Faculty), Member
John Camacho (Administrator), Voting Member
Frank Camacho (Administrator), Voting Member

Absent: John Quintanilla (Faculty), Voting Member
Brian San Nicolas (Faculty), Voting Member
Michelle Santos (Administrator), Voting Member

Guest: Rick Skipper
Wes Gima

TAC Group Home Page:

Elaine Fejerang displayed TAC Group Homepage

Frank Camacho suggested to bring in the Archives to Homepage

By-Laws:

Elaine suggested that the TAC Members look over the by laws to see if we need to make adjustments

Concern: Need to establish TAC active roll

Discussion: To adjust By Laws and Charter that active TAC members must be 12 months personnel.

John Camacho suggested that TAC needs to meet once a month for the duration of 12 months. Consideration of any Crises that arises a Special meeting will be arrange.

Frank Camacho move to vote

Clymer second the motion

All members agreed

Elaine: Is TAC following the guidelines

Frank Camacho: Missing guidelines representation

Elaine: Need to revisit to discuss and make changes,

Elaine: Meet next meeting to share the piece of the Tech Audit that represent the partition that is part of TAC. How TAC members was selected.

Message Board Topics:

Wes Gima:

Issues:

- 1) Stability
 - 2) 24-7 backup system
 - 3) off-site storage with backup tape
- Frank Camacho added
- 4) Other training needs that are not Banner related
 - 5) Resources utilize or Personnel expertise

Elaine: Come up with potential ways for solution

Clymer:

Elaine: Next meeting Friday, August 31, 2007 @ 1:30pm to discuss Banner Solution to rectify the problem

Review Message Board Topics

Richard Skipper request TAC place the following on the agenda for the August 29th meeting: Rick Skipper, DC of VisCom, requests \$6,840.00 from the Technology Fund to replace 5 computers in room 1108 of Tech Center

John Camacho move to approve request

All TAC Members present approved request

Wes Gima's request

The President has requested that I forward the ITC's request for two Mac laptops to TAC for approval

Elaine suggested that Wes submit a Lab Request Form for TAC to Review and approve or disapprove through email or vote on next meeting

STRATEGIC PLAN: TAC member to look over the Strategic Plan

OPEN DISCUSSION: Troy, asked what is the procedure to acquire new computers for testing lab (COMPAS)

Elaine responded that he should establish a procedure for Testing Lab

Dan Lawcock: Concerns on Security Pop up...

Frank Camacho responded that it is not a problem

Elaine: Suggested that TAC must be part of the Technology Bid

Elaine: Asked TAC member present to come up with a system wish list for discussion for next meeting.

TAC Emergency Meeting September 14, 2007

Present:

Dan Lawcock
Troy Lizama
Frank Camacho
Terry Kuper
Brian San Nicolas
Elaine Fejerang

Update:

Purchase order being completed. Awaiting another quote for chasis and additional 2 servers. Will quote one trip visit for storge and server. Plans to do backup on servers as well as sans and repartition. Configure sever and install chasis. Ken and Chris will be working with vendor.

Sysix will also provice information regarding security and hardening of system. Conference call will be held on the 20th to go over scope of work. Terry Kuper and Mike Setzer have been invited. Other vendors (MCV, GTA (only 5-10 MB line) STG) solicited for support have not responded. GTA proposed a 5 – 10 MB line. They can also provide managed routers and managed firewalls from end-to-end.

Firewall:

Currently not all ports are secured. Challenge is the redirection of ports that require extended settings for rules to work.

Gerry currently working with Symantec, SunGard's RDBA and MCV in attempt to configure our newly acquired Symantec product.

Terry Kuper currently in communication with Gerry. Elaine will coordinate meeting with Mike Setzer and Gerry.

Areas of Stability:

Internet
Application
Server
Network
Personnel

Potential radical options to secure system:

- Install another firewall product recognizing it may only offer firewall protecton
- Place our environment behind an outsourced vendors firewall

Prepared by: E. Fejerang

TECHNOLOGY ADVISORY COMMITTEE
MINUTES
September 5, 2007

Present: Elaine Fejerang
Patrick Clymer
Terry Kuper
Danilo Lawcock
Frank Camacho
Geri James (Representing Michelle Santos)
Troy Lizama
John Camacho

Absent: Brian San Nicolas

The meeting was convened at 1:35 p.m.

Elaine Fejerang recommended that the committee revisit the voting membership of the TAC for Academic Year 07-08. She mentioned that John Quintanilla no longer wishes to be a member and asked the group for recommendations on expanding the membership to better reflect the constituency of the College. After a brief discussion the following motions were made regarding membership;

Motion: It was moved by Patrick Clymer and seconded by John Camacho to amend the By-Laws to include one student representative as a voting member of the TAC. Motion passed unanimously.

Motion: It was moved by Frank Camacho and seconded by Patrick Clymer to add Faculty representatives Danilo Lawcock and Troy Lizama as voting members of TAC. Motion passed unanimously.

Discussion ensued relative to voting on all matters brought before the TAC. The following motions were presented regarding this matter:

Motion: It was moved by Troy Lizama and seconded by Frank Camacho that the representative of MIS or his designee be present for any vote on matters presented to the TAC. Motion passed unanimously.

Motion: I was moved by Patrick Clymer and seconded by Danilo Lawcock to amend Section Six of the By-Laws to change the determination of a quorum to six (6) members and that a consensus of the quorum present at a legitimately convened meeting is required in order for a measure to pass.. Motion passed unanimously.

Discussion ensued relative to amending the By-Laws of TAC. The following motion was presented:

Motion: It was moved by Patrick Clymer and seconded by Danilo Lawcock to revise "Article V – Amendments" to read: "Annually, the TAC shall have the authority to review and revise the By-Laws as is necessary.". Motion passed unanimously.

Motion: It was moved by Frank Camacho and seconded by Terry Kuper to amend "Section Six Bi-Weekly Meetings" to read: "The TAC shall meet at least Bi-weekly at a regularly scheduled time during the academic year".

Banner Issues; Frank Camacho reported on his progress toward bringing the Firewall on line and the progress made on the disc space issue.

Motion: It was moved by Frank Camacho and seconded by Troy Lizama for TAC to recommend to the President to declare a State of Emergency to purchase the expanded disc space Hardware and the accompanying services.

Elaine reported that the electronic poll on Wes Gima's request to purchase two Mac Book Computers was approved by the TAC.

Meeting was adjourned at 3:30 p.m.

Meeting Minutes

Date: Wednesday, September 12, 2007- 1:30 p.m.

Title of Meeting: WEEKLY TAC MEETING

Location: Technology Conference Room 1210

Present: Elaine Fejerang, Patrick Clymer, Terry Kuper, Frank Camacho, John Camacho, Josephine Arceo, Troy Lizama

Absent: Brian San Nicoals, Danilo Lawcock, Geri James (Representing Michelle Santos),

The meeting was convened at 1:42 p.m.

Discussion to approve the minutes of August 29, 2007 and September 5, 2007.

Motion: It was motioned by Patrick Clymer and seconded by Josephine Arceo to approve the minutes of August 29, 2007 and September 5, 2007 with the addition of a summary of the emergency meetings to be reflected on the Sept. 5th minutes. Motion passed unanimously.

Discussion: Book Orders requiring Vista Platform. The committee discussed solutions to the problem of departments ordering textbooks that require a higher operating system platforms.

Solutions:

- Revisit the textbook ordering Standard Operating Procedures.
- MIS produce a list of GCC's current operating systems/hardware or purchase software to track each system. List for departments to order books that match GCC's technology level.
- Elaine Fejerang will discuss with the Department Chairs the book ordering process.

TECHNOLOGY ADVISORY COMMITTEE

Banner Update/Issues

- Terry Kuper and Mike Setzer will schedule time to look at the system with Gerard Dacanay.
- Sysix Dialog
 - Increased storage
 - New servers
 - Hardening the system
 - Discussion on immediate short term solutions, dialog on long term solutions will be addressed at a later time.
- SunGard Software/Module Requirements
 - Need for better understanding
 - Software specifications
- Message Board Topics
 - Nine
- Open Discussion
 - Frank presented plan for MIS Training.

Motion to Adjourn the meeting by John Camacho and seconded by Frank Camacho.

Meeting Adjourned at 2:44 p.m.

Technology Advisory Committee
Regular Meeting
October 03, 2007

Overview

TAC was able to conduct an official regular meeting. However, the absence of an representative from MIS prevented us from voting on a course of action regarding the current state of emergency. Recognizing that TAC has declared the Campus in a state of technology crisis and that TAC is unable to officially recommend a course of action, the members present decided to forward the information and recommendations provided by Terry Kuper, Michael Setzer II, Patrick Clymer, and Debra Treacy, SungardHE Senior Project Manager, for your review and action.

Information:

Router:

- Terry Kuper worked with Maurice Cruz and Chris Camacho and was able to route network traffic to the Symantec Firewall on the evening of 10/01/07.

Firewall:

- Gerry Dacanay was able to get traffic through the firewall, yesterday afternoon (10/02/07). Outgoing email traffic was not processing not and after some troubleshooting traffic again was shut off via the firewall (10/02/07). There were moments of connectivity earlier today (10/03/07), but traffic again was restricted via the firewall.
- Gerry Dacanay is still working on the problem.

Recommendations:

- Remain "behind" the firewall rather than risk being brought down by virus attacks. However, a formal recommendation needs to be made once feedback from MCV is received.
- All service packs and security patches for our servers be applied as soon as they are available. Some one from MIS must be tasked to be the lead in this effort and coordinate resources needed to effectuate these updates.
- Remove all anti-virus completely from the servers per Symantec website information stating that A.V. and firewalls compete against each other and A.V. does not add a layer of security.
- Use SungardHE consultants to augment MIS's efforts.
- Look into using MCV firewall as an alternative.

TAC Members Present:

Patrick Clymer, John Camacho, Terry Kuper, Dan Lawcock, Josephine Arceo, Anna Sablan.

Technology Advisory Meeting Minutes

MINUTES

OCT. 24, 2007

1:35PM

TECHNOLOGY CONFERENCE ROOM 1210

TYPE OF MEETING	TAC
FACILITATOR	Elaine Fejerang (TAC Chair)
NOTE TAKER	Rose U. Hormillosa
TIMEKEEPER	n/a
ATTENDEES	Danilo Lawcock, Frank Camacho, John Camacho, Dr. Michelle Santos, Terry Kuper, AnnaMarie Sablan, Troy Lizama, Patrick Clymer, Rose Hormillosa

dalawquam@hotmail.com, efejerang@gmail.com, frank_c_camacho@yahoo.com, Chamoru@aol.com, jcam_1949@yahoo.com, msantosqcc@gmail.com, patrick.clymer@yahoo.com, kenk90@hotmail.com, beefayuyu@gmail.com, anna96932@lycos.com, roseunpingco@gmail.com,

Agenda topics:

1MIN

ACKNOWLEDGE OF MEMBERS PRESENT & THOSE PRESENT;

ELAINE

NONE PRESENT;		
DISCUSSION	NONE	
CONCLUSIONS	NONE	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

[TIME ALLOTTED]

REVIEW/APPROVE MINUTES OF 10/17/07

ELAINE

DISCUSSION	Review Minutes before Approving;		
Discussion on the minutes:			
<ul style="list-style-type: none">• <u>Emergency Meeting Update</u>: John Camacho stated not to put “in an explosive manner” at least put it in other words such as “heated discussion on the subject and period and not point at any individual member.”• Made adjustment on the sentence “F.Camacho expressed his total disagreement with the October 11, 2007 recommendations.”• Questions and Concerns of the members were made on the table• Move to approve – has amended; all in favor “EVERYONE”			
CONCLUSIONS	Oct 17, 2007 MINUTES		
Motion to approve the minutes on Oct 17, 2007 – first – John Camacho, seconded – Patrick Clymer			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Motion to approve the minutes on Oct 17, 2007 – first – John Camacho, seconded – Patrick Clymer			

[TIME ALLOTTED]		TAC REGULAR WILL BE PRE-EMPTED TO ADDRESS OUR REGISTRATION DEADLINE	ELAINE
DISCUSSION	<ul style="list-style-type: none">• Elaine: discuss the retreat and other issue - preempted due to the important deadline• Discuss issues on registration deadline• As a result of the presentation at the core meeting/also committed by MIS deadline is based on unstable system. In the event, we meet the deadline, TAC will still run into a big challenge when registration day comes when the system has impacted by everyone who is going to register on the system;• As a result we will be preempting the regular meeting so we can brainstorm what's going to take to stabilize the system, what kind of resources do we need, and how are we going to spend the money to make it work to meet the deadline.• Frank: Committee decides what is going to be on the next agenda rather than just the chair person. Explaining to Elaine that she making the decision on what to discuss and what to put on the agenda. Is that how we are going to operate? do we need to vote what to be discuss?• John Camacho: Do your regular agenda. After the meeting, the chair can ask the agenda to be modify on what to be discuss certain issue and people can vote on this motion - Either Patrick or Frank seconded the motion to John Camacho's statement; Suspend the rest of the agenda and go straight to the discussion. Everyone has to agree on this motion.• Emergency meeting crisis to be discuss...		
CONCLUSIONS	John Camacho made a motion to amend the regular agenda to go with this important preempted. To suspend the regular agenda and to put this as a topic of discussion under new business. Seconded is Dr. Michelle Santos		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
John Camacho made a motion. Seconded is Dr. Michelle Santos			
[TIME ALLOTTED]		PATRICK CLYMERS ISSUE ON THE CRISIS	PATRICK
DISCUSSION	<ul style="list-style-type: none">• The point of the constitution of the President about the situation of the network and how it's pushing back the registration;• The President wants to open the registration day on the 19th so from there, we went backwards with MIS. What needs to happen? How are we going to accomplish this till the 19th?• Discuss issues on the networks, system stability, and other concerns & problems with the Firewall, servers;• <u>Plan A</u>• We're online registering on the internet -"normal"• <u>Plan B</u>• Operate on Intranet- register anywhere within the campus's workstations• <u>Plan C</u>• Designated areas or labs• <u>Plan D</u>• Students are only to register from the front counter, students will not be allowed anywhere else to register.• Terry Kuper's CISCO Help or support on the network.• Chris and Maurice are making a plan;• Any document from Australia's representative stating they can help and have had the same problem?• Time is the essence. List of equipment to purchase immediately;• 13 grand for the Symantec not including the licenses;• Agreement on the CISCO discussion:		

	<ul style="list-style-type: none"> • CISCO incomplete testing; • Discussion on the Linux servers/Linux firewall; • Discussion of the military –DMZ; • Making the plan “Goal: Meeting registration deadline with a stable network environment”; • Ken and Marlena created their own intranet on the servers; • Discussion of the plan a, b, c, & d; • Discussion of reconfiguration of the network; • Discussion on the “Goal: Meeting registration deadline with a stable network environment”; • Mike Setzer & Frank Camacho will be working on the Linux Firewall, MCV- Frank Camacho; • Terry, Maurice, & Chris (MIS) will be working on the rest of the network problems; • Procurement – bid out the 2 servers, the battery backup, the upgrade chastity for the servers; • Different set of funds, procurement procedure • 10% of each department • \$140,000 set aside for network stabilization; • Server problems; • Proposal of \$15,000 for server repairs not including the ups; • Cost estimation is due by Friday Oct 26, 2007; • Use alternative email address for communication; • PowerPoint presentation; • Remove servers status page;
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CONCLUSIONS	Patrick Clymer made a motion to recommend to return the Symantec Firewall, get our money back, and purchase CISCO firewall- Patrick Clymer 1 st , 2 nd is John Camacho
	<ul style="list-style-type: none"> • Motion was to return the firewall inclusive of the licenses all in favors- everyone • Frank Camacho -make a motion to remove the servers status link and to add the mail.guamcc.edu link on the home page, seconded - Dr. Michelle Santos;

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Patrick Clymer made a motion, 2 nd is John Camacho		
Frank Camacho -made a motion, 2 nd – Dr. Michelle Santos		

[TIME ALLOTTED] ADJOURN ELAINE

DISCUSSION	Adjourn @ 2:57pm		
	Elaine made a motion to adjourn, 2 nd is either Troy Lizama or John Camacho		
CONCLUSIONS			
ACTION ITEMS:		PERSON RESPONSIBLE	DEADLINE
Elaine made a motion, 2 nd is either Troy Lizama or John Camacho			

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	

Technology Advisory Meeting Minutes

MINUTES

OCT. 17, 2007

1:35PM

TECHNOLOGY CONFERENCE ROOM 1210

TYPE OF MEETING	TAC
FACILITATOR	Elaine Fejerang (TAC Chair)
NOTE TAKER	Rose U. Hormillosa
TIMEKEEPER	n/a
ATTENDEES	Danilo Lawcock, Frank Camacho, John Camacho, Dr. Michelle Santos, Terry Kuper, AnnaMarie Sablan, Troy Lizama, Patrick Clymer,

Agenda topics:

1MIN

ACKNOWLEDGE OF MEMBERS PRESENT &
THOSE PRESENT;

ELAINE

DISCUSSION	Brian will not be able to be present;	
CONCLUSIONS	Greetings to John Camacho, Dr. Michelle Santos, and Frank Camacho	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

[**TIME ALLOTTED**] REVIEW/APPROVE MINUTES OF 9/12/07 &
10/3/07

ELAINE

DISCUSSION	Review Minutes before Approving;	
CONCLUSIONS	Oct 10, 2007 is still in review and not approved yet.	
	Motion to approve the minutes on Sept. 12, 2007 – first – John Camacho, seconded – Dr. Michelle Santos	
	Motion to approve the minutes on Oct. 3, 2007 – first – Dr. Michelle Santos, seconded – John Camacho	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Motion to approve the minutes on Sept. 12, 2007 – first – John Camacho, seconded – Dr. Michelle Santos		
Motion to approve the minutes on Oct. 3, 2007 – first – Dr. Michelle Santos, seconded – John Camacho		

[**TIME ALLOTTED**] REVIEW APPROVED BYLAWS

ELAINE

DISCUSSION	Revise the Bylaws such as taking out the "12 months" (9 month /12 month faculty) in section 4 or 5, Bi weekly meetings in section 6 -
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"However, should events occur that would require TAC decision members may need to be available during scheduled breaks"... Other areas were revise in the Bylaws SOP;

CONCLUSIONS Approved to make changes by TAC

Motion to approve Bylaws 1st – Dr. Michelle Santos, 2nd – John Camacho

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Motion to approve Bylaws 1 st –Dr. Michelle Santos, 2 nd – John Camacho		

[TIME ALLOTTED] TAC GOALS ELAINE

DISCUSSION	Committee evaluation matrix; discuss committee goals related to the college goals; made changes on matrix - "Stabilize current technology infrastructure"; "two full days committed strictly for the completion of the Enterprise architecture & strategic plan" .	
CONCLUSIONS	Motion to approve 1 st – Dr. Michelle Santos 2 nd – John Camacho	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Motion to approve 1 st – Dr. Michelle Santos 2 nd – John Camacho		

[TIME ALLOTTED] EMERGENCY MEETING UPDATE ELAINE

DISCUSSION	Emergency recommendations (Sept. 28, 2007 Oct. 10, 2007 & Oct. 11,2007) ; Frank Camacho approached his side "disagreement" to the memo on Oct 11, 2007 to TAC;	
	<ul style="list-style-type: none"> Who puts out the fire? Who's the lead person in taking out the fire? There's always a person who navigates the fireman? 	
CONCLUSIONS	Motion to amend the memo of Oct 10, 2007 on Friday Oct 19, 2007 – 1 st – Patrick Clymer, 2 nd – Troy Lizama	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Motion to amend the memo of Oct 10, 2007 on Friday Oct 19, 2007 – 1 st – Patrick Clymer, 2 nd – Troy Lizama		

[TIME ALLOTTED] STRATEGIC PLAN/ENTERPRISE ARCHITECTURE ELAINE

DISCUSSION	Patrick Clymer request TAC to bring a Symantec representative from Australia – to help with the Firewall & HOT BACKUP ;	
	Elaine request to get emails on the time & dates from MIS to focus on current problems; Discuss the meeting last Friday with Paul Carlson; Patrick C. has to consolidate his notes with Dr. Michelle Santos	

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED]

OPEN DISCUSSION

ELAINE

DISCUSSION	There are 2 servers that support the library system, as for the update in the library is not ready; Although it was discussed on the Faculty Senate’s request to purchase a PC workstation outside of GCC Bid – TAC has no part on this issue – referred to the procurement – Rena / Joleen Materials & Management department handles this situation; Dan- communicates to the software vendor that was experiencing technical difficulties and we could stay on mailing list; “purchase of the (memo/mailling list he needs to be added on mailing list); technical difficulties!		
CONCLUSIONS	No Motions made!		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
none			

[TIME ALLOTTED]

ADJOURN

ELAINE

DISCUSSION	Meeting ended @ 3:00pm; Next meeting will be on Oct 19, 2007 (Friday) @ 1:30pm		
CONCLUSIONS	Motion to adjourn – 1 st – Patrick Clymer, 2 nd – Troy Lizama		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	

Technology Advisory Meeting Minutes

MINUTES

OCT. 31, 2007

1:35PM

TECHNOLOGY CONFERENCE ROOM 1210

TYPE OF MEETING	TAC
FACILITATOR	Elaine Fejerang (TAC Chair)
NOTE TAKER	Rose U. Hormillosa
TIMEKEEPER	n/a
ATTENDEES	Danilo Lawcock, Frank Camacho, Dr. Michelle Santos, Terry Kuper, Troy Lizama, Patrick Clymer, Rose Hormillosa

dalawquam@hotmail.com, efejerang@gmail.com, frank_c_camacho@yahoo.com, Chamoru@aol.com, icam_1949@yahoo.com, msantosqcc@gmail.com, patrick.clymer@yahoo.com, kenk90@hotmail.com, beefayuyu@gmail.com, anna96932@lycos.com, roseunpingco@gmail.com,

Agenda topics:

1MIN

ACKNOWLEDGE OF MEMBERS PRESENT & THOSE PRESENT;

ELAINE

DISCUSSION	<ul style="list-style-type: none">John Camacho is absent due to Doctor's appointment, Anna has jury duty; GTA employee's Monica Rivera, David Torre and Jennifer S.;	
CONCLUSIONS	NONE	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

[TIME ALLOTTED]

REVIEW/APPROVE MINUTES OF 10/24/07

ELAINE

DISCUSSION	<ul style="list-style-type: none">Elaine discussed the issue on the note taker that will be transcribing the minutes verbatim;The committee reviewed the October 24, 2007 minutes;	
CONCLUSIONS	Dr. Michelle Santos: <ul style="list-style-type: none">Made a motion to approve the 10/24/2007 minutes; seconded by Frank Camacho;	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none">Dr. Michelle Santos makes a motion to approve the minutes; seconded by Frank Camacho;	Dr. Michelle Santos	10/31/2007

[TIME ALLOTTED]

GTA PRESENTATION

DAVID TORRE & JENNIFER S.

DISCUSSION	<ul style="list-style-type: none"> GTA's presentation was on the 10mbps line, topology, and their infrastructure; After GTA's presentation, each committee member discussed the comparison with MCV and other issues such as redundancy; 	
CONCLUSIONS	None	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

[TIME ALLOTTED]

**OLD BUSINESS - REPORT/UPDATE ON
BANNER/MYGCC**

ELAINE

DISCUSSION	<ul style="list-style-type: none"> Patrick discussed the problems regarding the Banner & MyGCC <ul style="list-style-type: none"> Workload commencing in December (training is still ongoing); ODS Production server has been completed. Waiting on ORACLE Discoverer to be installed; November 12 - ODS reporting; Registration is on November 19, 2007; Academic conversion should be completed by November 12, 2007; Elaine shared her concerns on MIS installation/training situation that still leads to the instability of the system; She made a recommendation to the project director to stop any activity other than banner activity until the system is in a stable environment and to minimize any additional loss; Elaine wanted to get a consensus (to stop all activities and to make a recommendations); She asked the committee to recommend to adjust the timeline; Frank discussed the PCI compliance that is holding back on the java payment client <ul style="list-style-type: none"> Richard has been trying to get support/professional services on the installation from SunGard, but was unsuccessful; Frank made a motion to make changes on the timeline. Elaine recommends after the motion was made that the timeline be altered and not occurred until things are stable. Dr. Michelle Santos discussed the requisition; Discussed the issue on registration and parallel proxy Discussed about following thru the motion with the dialog and plans; Frank discussed the \$35K of service hardware issue, as well as proposing to buy a new UPS (\$20 KVA) to support and replace the KVA which will also support the Chassis, (2) servers, and the new CISCO firewall and additional SAN; Discussed the pricing issue on the new products for the network; Discussed the issue on the Mac's (two laptops) – one use for the intermapper (server) and the other use for Administrative System (Manager); Discussed the anti-viruses such as NOD32 use for the servers and other anti-viruses used on campus; Discussed small issues on Intermapper and direct topology. 	
CONCLUSIONS	<ul style="list-style-type: none"> Frank Camacho made a motion to make a decision to adjust the time line, seconded by Patrick Clymer; Dr. Michelle Santos made a motion that the Banner project timeline be adjusted until the network 	

environment has been stabilized. Should the decision be made not to adjust the timeline, then information/processes must run parallel and duplicated into the legacy systems (i.e., NIAS and Dynalogic), seconded by Troy Lizama.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED] OLD BUSINESS - RETREAT DATE TO COMPLETE ITSP AND EA ELAINE

DISCUSSION	None	
CONCLUSIONS		
<ul style="list-style-type: none">None		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

[TIME ALLOTTED] OLD BUSINESS – LIBRARY DYNIX SYSTEM REQUIREMENTS ELAINE

DISCUSSION	None	
CONCLUSIONS		
<ul style="list-style-type: none">None		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

[TIME ALLOTTED] OLD BUSINESS – CDX AUTOMOTIVE RESOURCE KIT REQUIREMENT ELAINE

DISCUSSION	None

CONCLUSIONS		
<ul style="list-style-type: none"> None 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

[TIME ALLOTTED] **NEW BUSINESS – COUNSELING REQUEST FOR COMPUTERS** ELAINE

DISCUSSION	<ul style="list-style-type: none"> None 	
CONCLUSIONS		
<ul style="list-style-type: none"> None 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

[TIME ALLOTTED] **OPEN DISCUSSION** ELAINE

DISCUSSION	None	
CONCLUSIONS		
<ul style="list-style-type: none"> None 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

[TIME ALLOTTED]

AGENDA FOR NEXT MEEDTING/ADJOURN

ELAINE

DISCUSSION	Meeting ended at 4:05pm	
CONCLUSIONS		
ACTION ITEMS:	PERSON RESPONSIBLE	DEADLINE

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	

Technology Advisory Meeting Minutes

MINUTES

NOV. 9, 2007

1:35PM

TECHNOLOGY CONFERENCE ROOM 1210

TYPE OF MEETING	TAC
FACILITATOR	Elaine Fejerang (TAC Chair)
NOTE TAKER	Rose U. Hormillosa
TIMEKEEPER	n/a
ATTENDEES	Frank Camacho, Dr. Michelle Santos, Terry Kuper, Troy Lizama, Patrick Clymer, Anna Sablan, John Camacho, Brian San Nicolas dalawquam@hotmail.com , efejerang@gmail.com , frank_c_camacho@yahoo.com , Chamoru@aol.com , jcam_1949@yahoo.com , msantosgcc@gmail.com , patrick.clymer@yahoo.com , kenk90@hotmail.com , beefayuyu@gmail.com , anna96932@lycos.com , roseunpingco@gmail.com ,

Agenda topics:

1 MIN	ACKNOWLEDGE OF MEMBERS PRESENT & THOSE PRESENT;	ELAINE
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DISCUSSION	<ul style="list-style-type: none"> Acknowledging of the members presents;
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CONCLUSIONS	NONE
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

[TIME ALLOTTED]	OPEN DISCUSSION	ELAINE
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DISCUSSION	<p>Discuss the issue on the update of the price – 10gig module, \$100,809 to \$103,059;</p> <p>Discuss the issue on Mike's comment and issues of network design;</p> <p>Discuss issue of GCC's past networks, hardware, software, and problems (5 servers?), the tools that are needed on the campus; the traffic without out physically going to the server room; Paul Carson advisement on the network; the discussion of Mike's layout of campus network, diagram; purchase routers/switches; Frank has hard time understanding what Mike is trying to do or say; 4 zone; public ip addresses/firewall; the Graph (INTERMAPPER); the fiber lines; sole source justification; the curriculum; Making recommendations; the (2) major changes (firewall/Internal DNS);</p> <p>Discuss issue on AOL? Elaine cannot communicate with Brian (Chamoru@aol.com); TAC should report to the Faculty Senate weekly; the recommendation – original recommendation was approved by the President; Need to approve the second recommendation to replace the original; Come up with a format? the recommendation of daily communication of MIS to Chairs; the firewall;</p> <p>Discuss issue of President Mary to sign off purchase orders – she is procurement officer, she makes a decision emergency on the sole source justification; and then she gives orders to Joleen whether it is approved or not;</p>
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CONCLUSIONS	<ul style="list-style-type: none"> Frank makes a motion to go ahead and proceed with the GTA proposal (5mb). Seconded by Dr. Michelle Santos; Dr. Michelle Santos make a motion to move the use the spec provided by Chris Camacho to put be out on bid. Seconded by Troy Lizama Dr. Michelle Santos: I would just go straight with moving to approve the sole source justification for statistics; it's a procurement process. All we're really saying is move forward and we support the sole source justification; Recommendation?
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	<ul style="list-style-type: none">• Troy makes a motion to approve the support of the sole source justification for blank? No one seconded?• Frank makes a motion to use technology blank, Seconded by Troy Lizama;

[TIME ALLOTTED]

AGENDA FOR NEXT MEEDTING/ADJOURN

ELAINE

DISCUSSION	No agenda was made for the next meeting; Meeting ended @ 3:40pm;

CONCLUSIONS	
	Troy motioned to adjourned, seconded by Dr. Michelle Santos;

ACTION ITEMS:	PERSON RESPONSIBLE	DEADLINE
Troy motioned to adjourned, seconded by Dr. Michelle Santos;		

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	

Technology Advisory Meeting Minutes

MINUTES

NOV. 21, 2007

1:30PM

TECHNOLOGY CONFERENCE ROOM 1210

TYPE OF MEETING	TAC
FACILITATOR	Elaine Fejerang (TAC Chair)
NOTE TAKER	Rose U. Hormillosa
TIMEKEEPER	n/a
ATTENDEES	Frank Camacho, Dr. Michelle Santos, Terry Kuper, Patrick Clymer, and John Camacho; dalawguam@hotmail.com , efejerang@gmail.com , frank_c_camacho@yahoo.com , Chamoru@aol.com , jcam_1949@yahoo.com , msantosgcc@gmail.com , patrick.clymer@yahoo.com , kenk90@hotmail.com , beefayuyu@gmail.com , anna96932@lycos.com , roseunpingco@gmail.com ,

Agenda topics:

1MIN

ACKNOWLEDGE OF MEMBERS PRESENT &
THOSE PRESENT;

ELAINE

DISCUSSION	<ul style="list-style-type: none">Anna is on jury duty; Troy on leave, Dan/Brian can't make it due to their schedule;
CONCLUSIONS	NONE

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

[TIME ALLOTTED] **ACKNOWLEDGMENT OF GUESTS** ELAINE

DISCUSSION	None	
CONCLUSIONS	None	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

suspicious activities
spyware
trojans
Memory/RAMS/Disk storage
Server reliability/ accessibility
Firewall capacity

- Discuss the faculty workstation scanning and registration infrastructure using SunGard; SunGard still not stable;
- Frank discuss the GTA issue [experimenting to share loads in terms of the traffic in & out of the campus; no purchase order with GTA, Paul's response to having GTA is to acquire addresses; he'll help in configuring the router;]
- Paul said that there is a mechanism that we can install on the server to manipulate your own domain;
- Discuss the issue on caching server, primary host/secondary host server, DNS server;

CONCLUSIONS**ACTION ITEMS**

First document problem in order to resolve the issue.

PERSON RESPONSIBLE

MIS/TAC

DEADLINE

?

[TIME ALLOTTED]

AGENDA FOR NEXT MEEDTING/ADJOURN

ELAINE

DISCUSSION

Troy/John motion to adjourn the rest of the agenda to the next meeting "recess" till Friday;

Did not hear who seconded due to many talking at once;

CONCLUSIONS

Adjourn at 3:30pm

ACTION ITEMS**PERSON RESPONSIBLE****DEADLINE****OBSERVERS****RESOURCE PERSONS****SPECIAL NOTES**

[TIME ALLOTTED]

**REVIEW/APPROVE MINUTES FOR OCT 31,
2007, NOVEMBER 7, 2007 & NOVEMBER 14,
2007**

ELAINE

DISCUSSION	
	<ul style="list-style-type: none"> Elaine: Table October 31 & November 7, 2007 minutes until it is being revised by Rose; Approved the November 14, 2007 minutes; Frank made a motion to approve 11/14/2007 minutes- John seconded; Made minor changes/corrections on November 14, 2007 minutes; The intent of the minutes is to reflect back or anyone that can reflect back to see our dialog, our decisions, and how we came up with those decisions based on the discussion; Dr. Somera's desire for clarity and standardized our process until an official policy is put in place;

CONCLUSIONS	
	<ul style="list-style-type: none"> Frank Camacho made a motion to change the approved minutes with the changes that we did thru the reviewing of the minutes. Dr. Michelle Santos seconded;

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Frank made a motion, seconded by Dr. Michelle Santos	Elaine	

[TIME ALLOTTED]

**OLD BUSINESS – REVIEW/UPDATE ON
BANNER/MYGCC**

ELAINE

DISCUSSION	
	<ul style="list-style-type: none"> Elaine redid the spreadsheet (handout); Chassis will be purchase by a free grant; Firewall/ ____? Orion software will be purchased by the emergency funds; Elaine/Frank made changes on the matrix goals spreadsheet; Discuss the issue with a credit card (MIS budget) Frank discuss the issue on IP addresses (Paul Carlson) - \$1,500 a year; he did not receive any IP addresses from MCV; not paying for 71, 72, 73 & 79 block that is the original MOA; MCV owes GCC 256 public IP address (reserved); reduce cost; IP blocks from EC COM will be given back to MCV; Frank discusses the issue on Paul's traffic routing, software/hardware- specs for the UPS – Joleen is bidding out; questioned: if we go and just ask for price quotes and nobody else respond but one vendor, is that enough justification to sole source just for that one vendor? Depends on the effort made, if you show that you have gone to several vendors to request for a product with a timeline and one vendor gets a hold of you; Frank discusses sole comm. Frank will Ken or Maurice to ask for quotes on APC Frank discusses Elaine & Core function leaders, the ____? will take place on Saturday. there going take test
	<ul style="list-style-type: none"> Patrick discusses that registration/banner/prerequisite works, the Internet usage is at its peak

CONCLUSIONS	None
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Elaine will update the spreadsheet	Elaine	

[TIME ALLOTTED]

**OLD BUSINESS – UPDATE ON CDX
AUTOMOTIVE RESOURCE KIT
REQUIREMENT**

ELAINE

DISCUSSION	<ul style="list-style-type: none"> Frank discuss the update on CDX stating that it looks durable, its going to be a PC installation rather than a online or network installation; the reason due to the Internet access will add additional load to the network/bandwidth; Install all the content of the CD onto the PC, they will also get a license; DEA will pay for the individual license for each PC; Frank will need to get a hold of Chris Dennis to tell him what is his plans/ schedule a date; Frank just needs to submit the requisition to purchase; Frank discusses briefly on Dynx;
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CONCLUSIONS	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Frank and MIS will install the CDX on the PC	Frank/MIS	

[TIME ALLOTTED]

**OLD BUSINESS – REQUEST FOR NON-
STANDARD EQUIPMENT/O.S. FORM**

ELAINE

DISCUSSION	<ul style="list-style-type: none"> Elaine discusses the TAC Forms that people filled out; other forms that other colleges renew things; Adjusted the form for the offices and/or single users in general; Elaine asked two questions: Why is it in the best interest of GCC, to grant the exception? Explain why the exception is needed in the consequences of the exception is not on the list;
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CONCLUSIONS	None
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

[TIME ALLOTTED]

NEW BUSINESS – GUAMCC.EDU EMAIL

ELAINE

DISCUSSION	<ul style="list-style-type: none"> Elaine discusses that some people have problems with receiving emails;
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CONCLUSIONS	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
[TIME ALLOTTED] NEW BUSINESS – TOUCHNET & PAYMENT CARD INDUSTRY DATA SECURITY STANDARD (PCI DSS) ELAINE		

DISCUSSION	

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED]	OPEN DISCUSSION	ELAINE
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DISCUSSION	<ul style="list-style-type: none"> • Oracle Discoverer is not supported by Vista (O.S.) Patrick will do a research on this issue; • Dr. Michelle Santos will be off island, wants to know whether the TAC retreat will be on Dec 3. /Dec 4. • VUE TEST SITE? - test site for CISCO exams are no longer PROMETRIC? • No meeting on Friday November 23, 2007

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
No motions made		

[TIME ALLOTTED]	AGENDA ITEMS FOR NEXT MEETING	ELAINE
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DISCUSSION	None

CONCLUSIONS		None	
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
None			

[TIME ALLOTTED]

AGENDA FOR NEXT MEEDTING/ADJOURN

ELAINE

DISCUSSION	Patrick Clymer made a motion to adjourn, seconded by John Camacho;
Meeting ended at 3:10pm	

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Patrick made a motion, seconded by John Camacho		

OBSERVERS			
RESOURCE PERSONS			
SPECIAL NOTES			

Technology Advisory Meeting Minutes

MINUTES

NOV. 7, 2007

1:35PM

TECHNOLOGY CONFERENCE ROOM 1210

TYPE OF MEETING	TAC
FACILITATOR	Elaine Fejerang (TAC Chair)
NOTE TAKER	Rose U. Hormillosa
TIMEKEEPER	n/a
ATTENDEES	Danilo Lawcock, Frank Camacho, Dr. Michelle Santos, Terry Kuper, Troy Lizama, Patrick Clymer, Anna Sablan, John Camacho, Rose Hormillosa

dalawquam@hotmail.com, efejerang@gmail.com, frank_c_camacho@yahoo.com, Chamoru@aol.com, jcam_1949@yahoo.com, msantosqcc@gmail.com, patrick.clymer@yahoo.com, kenk90@hotmail.com, beefayuyu@gmail.com, anna96932@lycos.com, roseunpingco@gmail.com,

Agenda topics:

1MIN

ACKNOWLEDGE OF MEMBERS PRESENT &
THOSE PRESENT;

ELAINE

DISCUSSION	• Acknowledging of the members presents;	
CONCLUSIONS	NONE	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

[TIME ALLOTTED]

REVIEW/APPROVE MINUTES OF 10/24/07

ELAINE

DISCUSSION	Review Minutes before Approving;		
- made copies of the minutes (verbatim). First half of the meeting was not recorded. Tape was not inserted correctly.			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Members were asked to recap the first half of the meeting to the best of their ability.			

[TIME ALLOTTED]

NEW BUSINESS

ELAINE

DISCUSSION	Discussion on the network layout (conceptual/physical);	
	Discussion on the counselors request for computers;	
	Discussion on the blackberry phones;	
	Discussion on voting electronically;	
CONCLUSIONS		
	<ul style="list-style-type: none"> Members agreed to submit their vote via email to the TAC Chair. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
TAC Chair will tabulate the votes and email the results to all members.		

[TIME ALLOTTED] OPEN DISCUSSION

DISCUSSION	Discussion about the President's approval on the initial recommendation regarding the state of technology crisis;	
	Discussion on the Technology status report to the Faculty Senate;	
	Discussion about the topology;	
	Discussion on the connectivity, provider, for the secondary schools – SHS;	
CONCLUSIONS		
	Amendments were made to the initial recommendation.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
John made a motion, seconded by Dr. Michelle Santos to approve and forward the amended recommendations to the Faculty Senate and President		

[TIME ALLOTTED] AGENDA FOR NEXT MEETING/ADJOURN ELAINE

DISCUSSION	Agenda for next meeting was not discussed;	
	meeting ended by 3:00pm;	
CONCLUSIONS		
	None	
ACTION ITEMS:	PERSON RESPONSIBLE	DEADLINE

None		

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	

Technology Advisory Meeting Minutes

MINUTES

NOV. 14, 2007

1:30PM

TECHNOLOGY CONFERENCE ROOM 1210

TYPE OF MEETING	TAC
FACILITATOR	Elaine Fejerang (TAC Chair)
NOTE TAKER	Rose U. Hormillosa
TIMEKEEPER	n/a
ATTENDEES	Frank Camacho, Dr. Michelle Santos, Terry Kuper, Troy Lizama, Patrick Clymer, and John Camacho;

dalawquam@hotmail.com, efejerang@gmail.com, frank_c_camacho@yahoo.com, Chamoru@aol.com, jcam_1949@yahoo.com, msantosqcc@gmail.com, patrick.clymer@yahoo.com, kenk90@hotmail.com, beefayuyu@gmail.com, anna96932@lycos.com, roseunpingco@gmail.com,

Agenda topics:

1MIN

ACKNOWLEDGE OF MEMBERS PRESENT &
THOSE PRESENT;

ELAINE

DISCUSSION	<ul style="list-style-type: none">Anna is on jury duty	
CONCLUSIONS	NONE	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	None	None

[TIME ALLOTTED]

ACKNOWLEDGMENT OF GUESTS

ELAINE

DISCUSSION	Dr. Somera and Paul Carson	
CONCLUSIONS	None	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
none		

[TIME ALLOTTED]

**REVIEW/APPROVE MINUTES FOR OCT 31,
2007 & NOVEMBER 7, 2007**

ELAINE

2007 & NOVEMBER 7, 2007

DISCUSSION		
Elaine: Table the discussion of the minutes and save it for open discussion. Troy seconded it.		
CONCLUSIONS		
Troy made a motion to table the review of the minutes until read thoroughly at the next meeting, seconded by Dr. Michelle Santos		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Troy made a motion, seconded by Dr. Michelle Santos	Elaine	

[TIME ALLOTTED]

**NEW BUSINESS – DR. SOMERA’S INCREASE
IN MAC REQUESTS**

ELAINE

IN MAC REQUESTS		
DISCUSSION	Dr. Somera increase MAC request by the counseling department; discuss that there is no written guidelines (documentation) or policy in purchasing MAC products; He wants clarification from the committee if there is a need to make a policy that can comply evenly;	
	<ul style="list-style-type: none">Justification for MAC- to be used to support counseling activities for presentations and daily office operation (its an outside instructional justification)The document that I have here as justification is a notification; the Marianas Electronic sole authorize the apple distributor for the whole of Guam that they will provide apple products with service support and warranties;	
CONCLUSIONS	Dr. Somera’s concern was a need for guidelines from the committee; approval has occurred without the guidelines. He requests if the development/creation of a form or template for MAC requestor to be attached to the requisition;	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Dr. Somera needs a written document for the MAC request to be attached to the requisition;	The TAC committee	?

[TIME ALLOTTED]

OLD BUSINESS

ELAINE

DISCUSSION	Report/Update on Banner/ MyGCC: Paul Carlson with MCV will present his thoughts and/or recommendation(s) on F. Camacho’s and M. Setzer’s design and comments;
	<ul style="list-style-type: none">• Paul’s recommendation with this issue is to <i>stratify</i> - what are the problems? And what are the surfaces that we have on the network? And who needs to use them?• Need skilled pool of people who can help with the network issue such as CISCO, Computer Science, ITC; amazing resources @ GCC – it would help in the future;• Paul does not have a plan, but has technical suggestion to give;• Discuss the “technical suggestion” issues - network equipment purchase, cost, use (how to), management, testing (reading logs, etc...), services, and problems;
	<ul style="list-style-type: none">• Need the right size firewall to stabilize the server platform and current traffic; afford to get the device that can withstand the traffic needs between 3 – 5 years;• The problems are<ul style="list-style-type: none">Network reliabilityViruses

suspicious activities spyware trojans Memory/RAMS/Disk storage Server reliability/ accessibility Firewall capacity		
<ul style="list-style-type: none">• Discuss the faculty workstation scanning and registration infrastructure using SunGard; SunGard still not stable;• Frank discuss the GTA issue [experimenting to share loads in terms of the traffic in & out of the campus; no purchase order with GTA, Paul’s response to having GTA is to acquire addresses; he’ll help in configuring the router;]• Paul said that there is a mechanism that we can install on the server to manipulate your own domain;• Discuss the issue on caching server, primary host/secondary host server, DNS server;		
CONCLUSIONS		
ACTION ITEMS		
First document problem in order to resolve the issue.	PERSON RESPONSIBLE	DEADLINE
	MIS/TAC	?

[TIME ALLOTTED]

AGENDA FOR NEXT MEEDTING/ADJOURN

ELAINE

DISCUSSION	Troy/John motion to adjourn the rest of the agenda to the next meeting "recess" till Friday;		
Did not hear who seconded due to many talking at once;			
CONCLUSIONS			
Adjourn at 3:30pm			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	

MINUTES
TECHNOLOGY ADVISORY COMMITTEE
2007-2008 Meeting #12
November 28, 2007

Members Present:

- Elaine Fejerang
- Frank Camacho
- Patrick Clymer
- Michelle Santos
- Terry Kuper
- Troy Lizama
- Anna Sablan
- John Camacho

Review of Minutes:

Minutes of October 31, 2007 and November 21, 2007 were approved. Minutes for November 21, 2007 were tabled to allow for editing.

Old Business:

1. Banner Update:

- a. Patrick reported that Banner response time is slow and some users are reporting latency problems. Frank responded that MIS is working on the problem and suggested that users experiencing latency problems change the DNS to 202.128.71.6 as a possible fix.
- b. Frank reported that the Firewall had to be rebooted and that the Test E-mail Server will be reinstalled on December 3-8. Marlana is working on the Student AR. ODS encountered errors and had to be re-synchronized. Espiha ODS Server performing well. Purchase of Blade Servers out of Title III has been approved and the Services Purchase Order for Sysix is with the President for approval. Confusion o the source of revenue for Emergency Funds is delaying the purchase of Solarwinds software. The Bid Announcement for the UPS has been advertised.

Motion: It was moved by Frank and seconded by Anna that discussion on Intermapper be added to New Business. Motion passed unanimously.

2. Request for Non-Standard Equipment/Operating System Form

- a. Elaine initiated discussion the need to make changes to the Information Technology Purchase Exception Request Form.

- b. As discussion progressed Elaine was editing the document on the screen (document attached).

Motion: It was moved by Patrick and seconded by Michelle to approve the amendments to the Technology Purchase Exception Request Form. Motion passed unanimously.

3. Confirm ITSP & EA Retreat Date:

- a. Elaine polled the group to ascertain the dates for the retreat. And suggested that December 13 & 14 as possibilities.
- b. Terry Kuper stated that he is still teaching on those days and will probably be in and out of the sessions.

Motion: It was moved by Michelle and seconded by Frank to hold the retreat on December 13 & 14 from 8:00am to 5:00pm. Motion passed unanimously.

Motion: It was moved by Patrick and seconded by John that the TAC suspend the Friday Emergency Meetings and incorporate emergency issues on the Agenda of the regular meetings on Wednesdays. Motion passed unanimously.

4. Test Site Status:

- a. Elaine asked Frank to report on the status of Pearson Vue. Frank did not have the latest information and requested that he report on this matter at the next meeting.

Action Item: Frank will report on Pearson Vue at the next meeting.

New Business:

1. Moodle Upgrade and Early Childhood Moodle Site:

- a. Elaine asked Frank when Moodle will be upgraded and what version will be used.
- b. Elaine reported that the Early Childhood Program wants to move their on-line course materials from a Moodle site outside of the College into the GCC Moodle environment..

Action Item: Frank will work with Early Childhood to determine what version of Moodle they are using and discuss the transition. He advises that Early Childhood continue to utilize the off-site source until we are ready to update our Moodle. He estimates that that may happen in the Spring Semester.

2. Intermapper

- a. Frank presented a quotation from Sysix detailing the costs for the hardware to run Intermapper. He further stated that the Intermapper software and hardware are essential items if we want to accurately diagnose problems with the network which Paul Carlson recommended before we do any upgrades to the network.

Motion: It was moved by Troy and seconded by Anna to purchase only one Mac Book Pro and one server to support Intermapper and that Emergency Funds be used for the purchase.

Open Discussion:

1. Michelle reported that the Project Aim Computer Lab is still not totally functional.

Action Item: John will check on the installation of the electrical requirements of the Lab and Frank will check with MIS if there are issues with the network connection.

2. Michelle reported that the delay of delivery of computers from Computerland is negatively impacting grant programs, specifically TRIO and the Gannet Grant. Discussion ensued as to what actions the College can take to remedy the situation of late deliveries. A suggestion was made to strictly enforce the Liquidated Damages clause contained in the Contracts of the successful bidders. It was also discussed that we inform vendors of our delivery requirements and if they cannot commit to the delivery schedule then we go to the next lowest bidder. In the event that none of the vendors can accommodate the delivery schedule, then perhaps we can order direct from the manufacturer or off-Island Retailers. No Action Item was presented.

Agenda Items For Next Meeting:

Old Business:

- Pearson Vue
- Moodle
- Project Aim Lab

New Business:

- Consolidated Bid Specifications
- Vista
- Office 2007

The Meeting adjourned at 3:30pm.

TAC Meeting Minutes

MINUTES

DECEMBER 11, 2006

TIME: 3:00

TECH CONFERENCE ROOM 1210

FACILITATOR	Elaine Fejerang
NOTE TAKER	Elaine Fejerang
ATTENDEES	P. Clymer, M. Santos, D. Lawcock, J. Camacho, J. Arceo, B. San Nicolas, E. Fejerang
GUESTS	J. Quan

1. Mobile Lab Request

E. FEJERANG

DISCUSSION	<ul style="list-style-type: none">Concerns discussed regarding system impact & support.If approved CJ must create an IT Charter with clear definition of support expectations from MISClarity between open platform vs. modular pluginPossibly introduce as a test case demonstrating the ability to support the systemNeed to be clear that requests will be on a case-by-case basisHow will TAC address future requestsImpact with Banner and SungardConsiderations such as; security, institutional and department impact		
CONCLUSIONS	<ul style="list-style-type: none">All departments with computer labs will be required to submit an IT charterFuture requests will be considered only if requesting departments are able to provide supportAll members present approved the Mobile Lab Request		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Electronic poll will be requested from T. Kuper, F. Camacho & J. Quintinilla		E. Fejerang	12/12/2006
12/12/2006 Update: Electronic poll resulted in a consensus. TAC officially approves Criminal Justice's request for a Mobile Lab.			

2. Information Technology Strategic Plan Brainstorm

E. FEJERANG

DISCUSSION	Tabled
ADJOURNED TIME:	5:00 P.M.

Meeting Minutes

MINUTES

DEC. 5, 2007

1:30 PM

TECHNOLOGY CONFERENCE ROOM 1210

MEETING CALLED BY	Elaine Fejerang
TYPE OF MEETING	Technology Advisory Committee 2007-2008 Meeting Number 13
FACILITATOR	Elaine Fejerang (TAC Chair)
NOTE TAKER	Troy Lizama
TIMEKEEPER	n/a
ATTENDEES	Jonh Camacho, Brian San Nicolas, Patrick Clymer, Terry Kuper, Dr. Michelle Santos, Elaine Fejerang, Troy Lizama, Frank Camacho

Agenda topics

1MIN

REVIEW/APPROVAL OF MINUTES

ELAINE

DISCUSSION	Approval of Minutes.	
	<ul style="list-style-type: none">No minutes to reviewJohn Camacho will have minutes type and delivered to Elaine for next TAC meeting	
CONCLUSIONS	Previous minutes approval tabled until next TAC meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Completion of Minutes	John Camacho	Next TAC Mtg

OLD BUSINESS-REVIEW/UPDATE ON
BANNER/MYGCC

ELAINE

DISCUSSION	Updates on old business
	<ul style="list-style-type: none">Frank forwarded the latest on Orion server softwareNot \$9800 now \$11,271 based on Sysix evaluationSolarWinds never gave hardware specifics directed to websiteSysix made adjustments on Orion software requirements (Frank preferred Sysix's recommendations)Discussion on what Orion software will do (monitoring, deeper forensic look at the network)Discussion on how routers rather than switches will work better with SolarwindsAdjustments made to the funding requirement grid Elaine created to increase the funding for the purchase of Solarwinds product by \$2000Michelle Santos moved to approve the increase of the Solarwinds purchase, Seconded by John Camacho, All in favor.Frank will submit requisitionFrank received a call from GTA and asked them to submit a status report on the progress of the 5Mbps line.Discussion of APNIC numbers, Frank looking into the process, Terry concerned with why we need the APNIC he will follow up with Paul Carlson further clarification needed on IP address issue.Tech Center sluggish internetElaine will make corrections to Technology Advisory Committee Update and post.

CONCLUSIONS	None	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Submission of requisition.	Frank Camacho	
Corrections to TAC update for faculty senate	Elaine Fejerang	

REQUEST FOR NON-STANDARD
EQUIPMENT/OPERATING SYSTEM FORM

ELAINE

EQUIPMENT/OPERATING SYSTEMS		
DISCUSSION	Pearson Vue Test Status (discussed early because Terry leaving)	
	<ul style="list-style-type: none">75% completion, following installation steps.Needs to pass the dummy test to be validatedPearson Vue needs a yearly testing schedule when system is not available.10 people affected in Terry's class.Waiting on Pearson Vue for further status.Troy Lizama moves to not have meetings over Christmas break. Michelle Santos second. All In favor. Amendment by Elaine Fejerang if meeting needed the chair will call a meeting. Michelle Santos second.	
CONCLUSIONS	None	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Pearson Vue yearly testing schedule	Continuing Education	

NEW BUSINESS/OLD BUSINESS MIXED

ELAINE

DISCUSSION	Test environment for windows vista		
<ul style="list-style-type: none">MIS has beta needs Actual license to test actual product.MIS will test how it works with the rest of GCC products.Michelle Santos moves to delay the Sysix SOW until spring break. Second by Troy Lizama, All in Favor.Request for non-standard Equipment/Operating System Form tabled until next TAC meeting.Project AIM Lab Update- completedLocal Moodle Site Upgrade & Early Childhood Moddle Transfer-<ul style="list-style-type: none">MIS will get Red Hat upgradesMoodle upgrades spring or sooner hopefullyConsolidated Bid SpecsFrank Camacho moves to extend bid three months with the conditions that vendors guarantee delivery and GCC assess for liquidated damages. Second by Michelle Santos, All in Favor.			
CONCLUSIONS	None		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Purchase of Vista license			

Moodle and Red Hat upgrades	MIS Frank Camacho	Spring or Sooner
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OPEN DISCUSSIONS

ELAINE

DISCUSSION		
	<ul style="list-style-type: none"> Secondary Sluggish MYGCC Wireless access lower campus Brian will contact Maurice Next meeting Dec. 13 and 14 2007 Meeting adjourned 2:57pm Dec. 5 2007 	
CONCLUSIONS	None	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	