GCC
GUAM COMMUNITY COLLEGE
Kulehon Kumunidát Guåhan

Guam Community College
College Technology Committee
P. O. Box 23069 ● Barrigada, GU 96921
Tel: (671) 735- 5537 Fax: 734-5238

August 25, 2010

MEETING #01

The meeting for August 25, 2010, was called to order at 10:15am, by Patrick Clymer. Meeting was held in the Tech Center Conference Room 1210.

ROLL CALL
Present: Francisco Camacho, Patrick Clymer, Terry Kuper, John Limtiaco, Brian San Nicolas, Michelle Santos, Anthony Sunga.
Absent: Marlena Montague
Note taker: Ana Mari Atoigue

I. **OLD BUSINESS**
   A. **AUTHENTICATION (requiring login at all labs)**
   ▪ TABLED

   B. **NETBOOK SPECIFICATIONS**
   ▪ TABLED

   C. **LOWER CAMPUS WIRELESS ACCESS**
   ▪ TABLED

II. **NEW BUSINESS**

   A. **ELECTION OF NEW OFFICERS (Chair / Co-Chair)**
   ▪ Patrick nominated Marlena as Chairperson, Michelle seconded. All in favor except Frank. Marlena declined the nomination via email after the meeting. Other nominations were John and Patrick who both declined.
   ▪ Michelle nominated Patrick as Co-Chair. Michelle motioned to close nominations. All in favor. Patrick accepts Co-Chair position.
   ▪ Michelle recommended Pat Lam for the staff position. Michelle's recommendation, should Ms. Lam decline, is that the CTC as a group consider who the alternate would be.

   B. **NEW i5 & i7 PROCESSORS; PC Specifications**
   ▪ TABLED

   C. **LAPTOP INITIATIVE**
   ▪ TABLED

III. **OPEN DISCUSSION**
   ▪ Patrick mentioned that he would like to go to NComputing before the Rotunda area which can't be use for D7. As per Frank, we have about 10 labs that are considered obsolete on the life cycle period. Patrick asked how much do we have? Michelle said it's 12671. Frank mentioned 12 x 24,000 per lab. Michelle mentioned that it included the UPS but not the licenses. Patrick mentioned basically 4 labs out of 10 can be updated. Which ones can we use NComputing for? As per Frank, it's such areas that use word processing. Michelle asked that an open/public forum be held for all Faculty who use these labs to provide feedback in the areas where we would like to put in NComputing.

- Frank mentioned that you cannot do NComputing on the open labs because it's used for all programs.
- Michelle suggested that programs look into applying for the VEA Grants. Programs such as Math, Science, Social Studies, & English cannot apply. It has to be a CTE area that are one of the top five identified in the growth plan recognized in the State Plan. Criminal Justice was one identified and could use such funds to start up a lab with a program agreement to purchase some supplies.
- Michelle mentioned that the Math Department has purchased a new textbook not requiring Plato.
- Michelle suggested putting a goal regarding our standards regarding accepting donations on the agenda.
- John mentioned that DMR and BROCADE are working on a partnership with GCC on setting up another system. Brocade will be donating equipment with having their equipment taught here at GCC. There will be a meeting between DMR, BROCADE, and GCC.
- Terry asked if we could go back to the bid for computer equipments. We are having a very difficult time getting quotes. Frank mentioned everyone's request was consolidated into a bid with limited quantities. Frank mentioned there is a laptop and desktop on bid with LRC. Michelle suggested that the CTC have a meeting with Joleen soon.
- Frank mentioned that the President is pushing forward for GCC to move out of iPlanet. A lot of institutional are having problem with gmail because they have pulled several components and left without any alternative. Patrick asked if we could integrate it into our portal. Frank mentioned there is one University that has done this. Patrick and Michelle asked Frank to bring this information to the next meeting with both the pros and cons for review. Patrick mentioned that alternatives, other than gmail, need to be considered.
- Anthony mentioned students are having email problems (bouncing back, not working, etc.) Frank mentioned that many that are experience this is because they have forwarded their GCC email to their private email.

IV.   **THINGS NOT TO FORGET**
V.   **NEXT MEETING**
   1. Next meeting will be September 08, 2010 (Wed.) at 10:00am.
   2. AGENDA TOPIC
      a. Accepting Donations Standard

ADJOURNED: 11:05am

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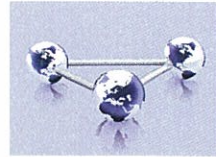
October 20, 2010

MEETING #05

The meeting for October 20, 2010, was called to order at 10:15am, by Patrick Clymer. Meeting was held in the Tech Center Conference Room 1210.

ROLL CALL
Present: Francisco Camacho, Patrick Clymer, Wes Gima, Terry Kuper, John Limtiaco, Michelle Santos, and Anthonyjay Sunga.
Absent: Brian San Nicolas (excused due to miscommunication)
Note taker: Ana Mari Atoigue

I. **Election of Officers**
Nomination for Chair and Co-Chair were Patrick Clymer (Chair) and Anthonyjay Sunga (Co-Chair). Both nominees accepted. Committee members present voted unanimously.
Chair: Patrick Clymer
Co-Chair: Anthonyjay Sunga

II. **Review / Approve Minutes**
a. Meeting #1, #2, #3, & #4 were canceled due to faculty confirmation of appointment to the College Technology Committee by President Mary A.Y. Okada for AY2010-2011. Confirmation letter was date October 06, 2010, and presented to CTC members in meeting #5.

III. **OLD BUSINESS**

A. **Selection of Staff Representative**
▪ Pat Lam declined nomination as staff representative.
▪ Committee recommended Marlena Montague, however, her current position is not classified as staff but rather that of an administrator. Chris Camacho accepted nomination pending CTC confirmation.
▪ Tabled for next meeting.

B. **Authentication; requiring login at all labs – review & discussion of vendors**
▪ As per Frank, this was initially part of the Redundant Network and Systems Project. His recommendation is that it be address separately since the Redundant Network and Systems Project has been canceled. Frank will resend information to members for review and to be discussed at the next meeting.
▪ Active Directories – Frank mentioned ~~they~~ active directory won't work on campus now because we don't use ~~the main~~ domain controller setup~~,~~ environment.

C. **Computer Specifications**
▪ Patrick recommended the new i5 & i7 processors; PC Specifications, under New Business be included in the computer specifications.
▪ Frank mentioned the President did request for us to update the current bid specs.
▪ Michelle mentioned the reason the President is requesting that we update the bid specs due to the recent loss of money from the ARRA funds (for the Redundant Network and another project) to other Government Agencies. The President's concern is that there appears to be funds currently showing not used. The Government may get to a point that they may not be able to spend it by the needed time and we may be asked to spend that money. In the event this happens, we will be prepared to do so at a moment's notice with advance planning.

D. LOWER CAMPUS WIRELESS ACCESS
- Michelle requested that the WIFI Hot Spots be tested and identified with signage as this was an issue brought up by students at the "Meet the President" forum.
- Patrick mentioned there was a proposal submitted to upgrade the wireless with the ARRA funding and asked if this will be submitted again. Frank said the wireless upgrade was addressed as part of the Redundant Network but will have to be considered separately now.
- Frank mentioned his request to roll over last fiscal year's Tech Fee funds collected and not used was disapproved by Carmen and Mary. It was mentioned that these funds were to be used for upgrades and nothing else. Patrick said he will inquire with Carmen on behalf of the committee.
- Wes requested for a copy of the full report on the amount of money that was lost and what that money was for.
- John asked Frank what type of equipment is being used to identify the hot spots. He suggested there is equipment that can be purchased, that doesn't cost much, to get a true reading.
- Wes asked Frank for clarification if the GCC MIS Solutions is what is being looked at. Michelle mentioned what is being looked at is what is available to the students.
- Campus wide access, not just lower campus, still needs to be addressed.

IV. NEW BUSINESS

A. Proposal to use Bid Specs for the purchase of computer related equipment
- TABLED

B. Standardize the donation of computers, peripherals, & other computer related technology
- TABLED

C. New i5 & i7 processors; PC Specifications
- TABLED

D. Laptop Initiative
- TABLED

E. Distant Education (DE)
- Education currently has 4 Hybrid DE Courses and have requested for external support in these classes.
- Michelle's thought was that CTC's involvement would be that of ensuring our network and infrastructure would be able to handle this, etc., however, was quickly corrected by the GCC President. Dr. Mary said that CTC needs to acknowledge any and all activities related to Distant Education. CTC needs to be informed to what is happening within the classroom and people's needs before we start supporting something that will get out of control.
- Michelle's suggestion is that we put something on our agenda to acknowledge issues with distant education by the CTC. There is a request to support the distant education on campus. The type of support being sought is to manage and maintain the moodle site, set up new courses and remove old courses as requested by the instructors, provide basic trouble shooting, provide training with features and functions, manage accounts, and provide assistance with moodle for instructors and users. Then look at reports that will provide data with history of online courses and documentation of assistance needed.
- Patrick mentioned that he can make a statement from the committee acknowledging distant education but asked if we have the infrastructure for it.
- John mentioned GCC currently does not have the infrastructure to provide support. Frank concurred as well as mentioning that GCC also doesn't have the human resources for it. John recommended putting in a separate line strictly for the distant education. It's going to require more bandwith. Frank mentioned the bandwith is not the only concern. It's more on the support issue. In the past MIS has been asked many times for support.
- Patrick asked what is the infrastructure needed to support it.
- Michelle mentioned that they would like for us to document in the same manner PDRC does. Our job will be to record the DE activities to acknowledge the event. Dr. Ray would like something showing we acknowledge this proposal.
- Michelle mentioned based on an email received it will be CTC's responsibility to record al Distant Education activities, etc.
- Patrick mentioned that we need to see the proposal before we can say we have or do not have the infrastructure to support it.
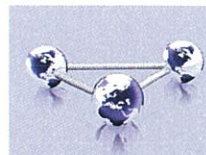
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V.   OPEN DISCUSSION

VI.   THINGS NOT TO FORGET
   a.   PCI Compliance
   b.   Postini-Google Antispam/Antiphising services, and Email Caching Service

VII.   NEXT MEETING
   1.   Next meeting will be November 03, 2010 (Wed.) at 10:00am

ADJOURNED: 10:55am

November 3, 2010

MEETING #06

The meeting for November 03, 2010, was called to order at 10:05am, by Patrick Clymer. Meeting was held in the Tech Center Conference Room 1210.

ROLL CALL
Present: Francisco Camacho, Patrick Clymer, Wes Gima, Terry Kuper, John Limtiaco, Brian San Nicolas, and Anthonyjay Sunga.
Absent: Michelle Santos
Note taker: Ana Mari Atoigue

I. **Review/Approve Minutes**

MOTION
FRANK MOVED TO APPROVE MEETING MINUTES #5 WITH MINOR CORRECTIONS, SECONDED BY ANTHONYJAY, MOTION CARRIED UNANIMOUSLY.

II. **OLD BUSINESS**

A. **Selection of Staff Representative**

MOTION
BRIAN MOVED TO NOMINATE CHRISTOPHER CAMACHO OF M.I.S. AS THE STAFF REPRESENTATIVE FOR THE COLLEGE TECHNOLOGY COMMITTEE, SECONDED BY JOHN, MOTION CARRIED UNANIMOUSLY.

B. **Authentication; requiring login at all labs – review & discussion of vendors**
  ▪ The Enterprise Security Specification that was included in the cancelled Redundant Network & Systems Bid. This document was sent via email to committee members for review by Frank.
  ▪ Tabled for next meeting.

C. **Lower Campus Wireless**
  ▪ The GCC XIRRUS Wireless Network and XIRRUS Access Point Bid Technical Specifications document was sent via email to committee members for review by Frank. This is to address Campus wide access not just lower campus to include VOIP over wireless. It has the capability to add the Emergency broadcast system, surveillance, wireless access points, and other features.
  ▪ The Committee has requested for a presentation. Frank will work with the vendor to schedule a presentation.
  ▪ Wes asked is there a goal set to implement this. Frank mentioned we were supposed to already have this through the redundant network, however, that didn't go through. Currently each of the things addressed in the Redundant Network is now being looked at individually. This solution will reduce the number of devices because of the wide range of coverage.
  ▪ John mentioned that GTA and MCV are currently using two different systems that work fine. He suggested that we identify areas on our backbone that we can connect to if asked. Frank mentioned that when the vendor comes on campus, they will have to conduct the physical assessment. John recommended that MIS identify strategically where they want the nodes located, is there power at that location, and is there connectivity at that location.
  ▪ Copies of the current backbone infrastructure and the planned backbone infrastructure were provided to committee members from a document provided previously to members in a past meeting.
D. **Computer Standards/Specifications (bid specs/minimum specs/LRC bid specs)**

- Frank mentioned that the LRC bid specs is no longer a bid specs but rather it has been awarded to DMR. The types of systems on this award are Lenovo Desktops and Dell Laptop.
- Patrick asked about an email received indicating they don't do Windows XP. Frank mentioned they do provide a Windows XP downgrade from Vista or Win7 but there are some Dell systems that are no longer being shipped with the Windows XP downgrade.
- Wes asked why we staying with Windows XP. Patrick mentioned it's because those using Banner and ODS will not be able to work without it.
- Frank mentioned some are using Win7 but MIS is not able to provide support for it.
- Frank mentioned we are awaiting confirmation from DMR to piggy back on the LRC award for Lenovo Desktops and Dell Laptops.

MOTION
BRIAN MOVED TO RECOMMEND WE USE THE LRC AWARD TO BE REVIEWED EVERY 3 MONTHS PENDING CONFIRMATION, SECONDED BY FRANK, MOTION CARRIED UNANIMOUSLY.

IV. NEW BUSINESS

A. Standardize the donation of computers, peripherals, & other computer related technology
- Frank mentioned MIS's practice has been that if it doesn't meet our current specifications then we do not receive the donation. ***Noted: "Computer donations that do not meet current bid specifications will not be accepted."**
- Patrick will prepare a letter to Carmen as VP of Business and Finance regarding the standards on donations as a business practice.

B. Laptop Initiative
- Patrick mentioned it was a pilot program (recommendation). Committee members were asked if they would like to make it a standard in the event their desktop should breakdown they then purchase a laptop as a replacement.
- Brian mentioned in a previous discussion concerns such as it being more expensive; theft, etc. were brought out. Wasn't it left up to the department to decide?
- Wes suggested the committee coming up with a list of procedures of things to consider when purchasing a laptop, such thing like security. Patrick mentioned we have checklist to address such things like purchasing a lock for the laptop. Frank mentioned currently there are no consequences in place, other than filing a police report, for items being stolen from our campus. The information the system contains is of more concern than the system being stolen. That's why the President was suggesting required log in for all systems to gain access.

C. Distance Education
- TABLED

D. Technology Fee for upgrades (request submission)
- Patrick will talk with Carmen.

V. OPEN DISCUSSION
- Brain wanted to let committee members know that he was here prior but no one was here, he also called. He would like for minutes to reflect that he is excused due to miscommunication.
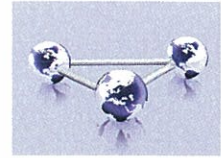

VI. THINGS NOT TO FORGET
a. PCI Compliance
b. Postini-Google Antispam/Antiphising services, and Email Caching Service

VII. NEXT MEETING
1. Next meeting will be November 17, 2010 (Wed.) at 10:00am

ADJOURNED: 11:05am

November 17, 2010

MEETING #07

The meeting for November 17, 2010, was called to order at 10:10am, by Patrick Clymer. Meeting was held in the Tech Center Conference Room 1210.

ROLL CALL
Present: Christopher Camacho, Francisco Camacho, Patrick Clymer, Wes Gima, Terry Kuper, Michelle Santos, and Anthonyjay Sunga.
Absent: John Limtiaco and Brian San Nicolas
Note taker: Ana Mari Atoigue

I.   Review / Approve Minutes
   a.   Meeting #6 was sent electronically to all members.

MOTION
MICHELLE MOVED TO APPROVE MEETING MINUTES #6
WITH ANY MINOR CORRECTIONS NEEDED,
SECONDED BY ANTHONYJAY, MOTION CARRIED UNANIMOUSLY.

III.   OLD BUSINESS

A.   Technology Fee (submission of request)
- Pat heard from Carmen, VP of Business and Finance, however, there was no response to his follow up question regarding the funds request. Carmen did not approve the request which monies are reserved for this specific purchase, be expecting the CTC may approve last year's remaining amount and current years amount. Carmen's response was that it is okay as long as it's for the current year's allocation. Patrick's response was that the prior year's money is reserved (via board policy) and cannot be used for any other function other than to technology upgrades for students. Carmen has not responded as of CTC Meeting time.
- Michelle's recommendation is the CTC do a follow up memo to the President for her recognition/approval regards to the trail of conversation. Patrick mentioned he would like to give Carmen a chance to respond and then will send out the follow up memo.

B.   Authentication; requiring login at all labs – review & discussion of vendors
- As per Frank, this was one of those embedded in the Redundant Network and the Systems Project. This is supposed to allow us to authentic into GCC's resources before being able to use whether wireless or wire network. It would be a onetime log in.
- Michelle mentioned there was an Instructor who was able to authenticate or a single sign on without a third party vendor. Why do we need to go with a third party vendor? Frank mentioned back then there was only Novel and not everyone uses Novel network login. It also creates a security risk issue.
- Patrick asked Frank if the two vendors we received quotes were up to PCI Compliance. Frank mentioned he was not sure. Michelle asked how this is affected if we went to NComputing. Frank said it's a virtual desktop presenting each one with a log in. There will be separate log ins not just for labs but rather anything that is GCC resource regardless of wired or wireless network as per Frank. Chris mentioned it's called a captive Porto. Wes asked if this was only for access to the network. Frank mentioned that it would be for access to the network, printer, etc. Chris mentioned that a person's login would determine the type of access they'd have.
- Wes mentioned from a student's point of view, one of the things (in classrooms) has had a situation with storage. Being able to log in to any computer and having the ability to access any storage online because

we have such large files. Will this solution take care of this problem where they can store it on line and move to any computer? Frank mentioned they can use an XDrive which is a virtual drive assigned to you that you own. Wes asked; are we going to be able to (with this particular solution) have the ability for students to store so that they can be able to move around anywhere on campus and have access? Frank mentioned this is not a file/server solution. Patrick mentioned this is an application. Wes asked; why can't we have this as part of the solution? Frank mentioned that what you want is a repository of some sort that's going to be shared. Chris mentioned what the campus is looking for is an Account Management System, where all your accounts are set up and you allocate the user.

- If the CTC adopts the scope of work, we can request for quotes and if the amount is over $15,000 it would have to go on bid as per Frank. The fund source would be out of the Technology fee. Patrick mentioned this will be on the agenda for next meeting and go from there.
- Wes asked if there was a short summary attached to the original submission telling what is the purpose of this and how on how this will affect people in plain language?

C. XIRRUS Presentation

- Frank spoke with Xirrus and would like to know when the Committee would like to schedule the presentation. The Committee agreed to invite them on our next meeting (Dec 1, 2010) for a thirty minute presentation. Wes asked if they will present information that addresses our concerns with solutions as opposed to telling us all the good things about their company. Michelle mentioned what she would like to know is if they can have an idea of what are campus looks like, where we want access for our students, and how we don't want to feed the neighborhood is interested it. Patrick mentioned we would like a focus presentation on GCC.
- Frank mentioned he can also arrange for Motorola to do a presentation as well if the Committee agrees.

IV. NEW BUSINESS

A. Network Reconfiguration Presentation (Chris Camacho, MIS)

- Hand out was given to Committee members displaying partial current and partial what we would like to do.
- Michelle asked where are Phase 1 and Phase 2 on this diagram. Frank mentioned that Phase 1 & Phase 2 has already been completed. This would be Phase 3.
- Chris mentioned Phase 1 brought the campus into a private network. Frank mentioned that we got rid of majority of hubs that were on the backbone of the network because it was causing a lot of broadcast storms. Chris mentioned the network is already included in most of the new building, whereas, the old building needs to be retrofitted and work around the building.
- Chris mentioned in the old Phase 1, we had a lot of cascading. Users would plug into the network and the hubs don't have any management to stop it and prevent it from having loops and a broadcast storm bringing down the entire network. The hubs were replaced with switches in Phase 1. Patrick asked if this is part of the private network (same concept). Signing on would give access as opposed to just plugging in to the network. Frank mentioned it would work better allow every port to be managed. We will be able to turn it on or off or have something to monitor access.
- Patrick mentioned PCI is always in the back of our mind. Authentication will help with security and it being truly private helping us to reach PCI compliance. Do we have the equipment necessary (the four routers)? Chris said yes we do. The Allied Health router would be relocated to the WESCOM. The only one we don't have is the SOCOM, which would be depending on the construction of the new buildings 100 to 3000. There is no equipment list because there is no plan that we've seen what it's going to look like or what it's going to need as per Michelle.
- Patrick asked what is involved in Phase 3 not talking about authentication. The router, IP address, plus APNIC. What does the budget look like? Frank mentioned it was about $138,000.00. Michelle mentioned that we need to go back and look at the big picture. Patrick mentioned that we may need a Phase 4. Michelle mentioned at the November 5th DC meeting, Administrators were to announce to the Department Chairs that they were to come up with various non-constructions, non-refurbishment projects that could be ready to implement as soon as possible in the event there was money is reprogrammed to Guam Community College. Recommendation is to take the Redundant Network and repackaged in to smaller projects to get us forward.

B. Web Page (Scope of Work – Outsourcing)

- Patrick mentioned he sent an email on November 12, asking for a review and electronic vote regarding the RFI/RFP for website. On November 12, 2010 at 4:15pm, The College Technology Committee sent out another email stating; "via electronic voting the committee has reviewed and recommends approval of the

scope of work with the remaining members' votes pending." Total votes (5) are in favor of the scope of work for the RFI/RFP for website.

- Michelle asked if there was a technical person sitting in on the discussion on the webpage. Wes mentioned Richard was part of the discussion. Frank mentioned he asked Richard to review the scope and part of the comments submitted came from him. Wes mentioned that he did not bring up any concerns in our discussions. Frank wanted clarification on the request, was it a quote you were asking for and what is the budget? Patrick mentioned that after careful review he realized that this is outsourcing (services) does this committee need to discuss this?

- Wes mentioned a little background on this. This was based on something Kathleen Moore-Lyn had given out. We took what she had and added what we felt was more relevant to GCC which has been discussed at length in the web group. He will work with Frank on it. The only reason it went through this committee is because the President requested it. Michelle mentioned that anything related to Technology, the President has requested that it go through the College Technology Committee.

V.   OPEN DISCUSSION

- **Allocation and Replacement of computers:** Michelle mentioned Juanita has been communicating with Frank about replacement of computers. Frank mentioned anything funded out of the Technology fee that is being replaced by another funding source is not a problem for MIS. When systems go down MIS do not have spare units to use to replace those units that go down in the labs which use the same.

- **Lab upgrades:** Pat asked if are we considering the NComputing. Frank mentioned we were looking at the word processing class to test. Math does not need this as much anymore as per Michelle.

- **Authentication:** Chris asked if Authenticate is being looked at and you've already at Active Directory or some kind of online authentication system, why are you looking at Authentication only? Terry mentioned Frank said it wouldn't work. Frank said we don't have the main control yet. Chris mentioned if you look at from the domain or active directory side then it can provide authentication, etc. It seems you're trying to buy the shoe laces when it comes with the shoe. It doesn't seem logical for me to buy something for authentication only when you can do other things. Patrick mentioned that we have a healthy discussion.
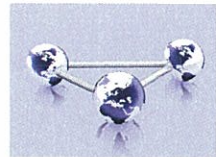
VI.   THINGS NOT TO FORGET
   a. PCI Compliance
   b. Postini-Google Antispam/Antiphising services, and Email Caching Service (on hold pending Banner 8 implementation)

VII.   NEXT MEETING
   1. Next meeting will be December 01, 2010 (Wed.) at 10:00am
   2. Items on Agenda: Tech Fees, Authentication (Scope of Work), Web Page, & Storage for Students.

ADJOURNED: 11:05am

January 26, 2011

MEETING #09

The meeting for January 26, 2011, was called to order at 10:15am, by Patrick Clymer. Meeting was held in the Tech Center Conference Room 1210.

ROLL CALL
Present: Francisco Camacho, Patrick Clymer, Wes Gima, Terry Kuper, John Limtiaco, Michelle Santos, and Anthonyjay Sunga.
Absent: Christopher Camacho and Brian San Nicolas
Note taker: Ana Mari Atoigue

I.   **Review / Approve Minutes**
    a. Meeting #8 was a presentation from Xirrus on December 1, 2010 held in the Tech Center Conference Room 1210.

III.   **OLD BUSINESS**
    A. **Technology Fee**
        ▪ Patrick sent an email to Carmen, VP of Business and Finance requesting to use the Technology Fee monies that were reserved from the previous Academic Year; however, she has not received a response.
        ▪ According to Frank, there is no money, as per Carmen.

    B. **Authentication; requiring login at all labs – review & discussion of vendors**
        ▪ TABLED

    C. **Network Re-configuration Project**
        ▪ TABLED

IV.   **NEW BUSINESS**
    A. **Server storage**
        ▪ Wes mentioned to his understanding; there is no storage based on another meeting held yesterday. Hard drives were just bought and we are already out of storage space. Michelle mentioned she didn't feel we should be in the business of providing storage space for students. She asked why we wouldn't make students responsible for that. Why wouldn't we make it as part of the course requirement to provide their own storage device such as a USB? Wes clarified that it was actually for faculty and being able to work with students to store course work. A lot of this is done with course studio which is currently down.
        ▪ Frank mentioned when you allocate it to data base, although not currently being used, it's reserved for the growth of that data base. Michelle asked about using the old TracDat Server, Frank said it wasn't sufficient for what Wes is expecting to have. Patrick mentioned we would have to improve on the SAN (Storage Area Network). There's only so much space available and once it's gone, it's gone.
        ▪ Frank asked Wes how much space he wanted to be allocated to every instructor. This is not an easy task. Every teacher is different in terms of the amount of storage requirements. Michelle mentioned, we may be allocating and they don't actually use it. This was talked about two years ago particularly with Course studio, and essentially when the space is gone, it's gone. It's a problem with the system not having an infinite amount of storage capacity.
        ▪ Frank mentioned every update we've done, on the servers as far as storage is concern, has been patch work rather than a long term solution that we want which requires money.

B. Junk mail/E-Mail Filtering
- Frank mentioned we've attempted to have a more aggressive filter in terms of anti-spam systems. We've gone through Postini, Barracuda, and Spam Assassin. What we will be getting is a standard that comes with a new mail server which is not as aggressive as he would like it to be. It is a built in spam filter but not 100% effective for all users. Carmen mentioned in our department meeting was the President wanted to know what our maintenance plan to make it more effective. Patrick pointed out on our agendas under things not to forget; we have the **Postini-Google Antispam/Antiphising services, and Email Caching Service (on hold pending Banner 8 implementation).** Frank mentioned there are services out there but they all require money. Frank mentioned they want to know what our plan is and what are we going to do differently to filter/block spam.
- Michelle mentioned that at one point we talked about gathering some data, with other organization in mind, that do not have the same problems we have with spam. The idea was to talk with various agencies, such as Airport/GPA/Court, and see what they were using. I don't recall it coming back to us in terms of what's different. Michelle suggested talking with Airport or Ed Cruz who was recently appointed the Chief Information Officer, Bureau of Information Technology for the government of Guam and seeing what's being done government wide. It kind of relates to the whole hotmail/Google mail issue.
- Wes mentioned we should be able to compare ourselves with other Government Agencies, as previously mentioned by Michelle. Perhaps MIS can come up with a plan and seeing what the other government agencies have and come up with a solution for us. Wes suggested an outline be prepares for the CTC in terms of what others are doing, like moving to Google mail, if it will cost us a lot of money to do so. Put it in a package of what we are doing now, this is what other agencies are doing, this is what Sun Guard recommends, this is what's going to happen with the new system, tell us your opinion/recommendation on it and then we can go from there. Michelle asked Frank to have this feedback for us on the next meeting.
- Terry asked if New Business (b. Junk mail/E-Mail filtering) negates and Things not to forget (b. Postini-Google Antispam/Antiphising services, and Email Caching Service (on hold pending Banner 8 implementation). Frank mentioned this has always been there and we did Postini in the past and it didn't' make a lot of people happy because it was too much work to do. Frank suggested leaving it on the agenda because we still have to get something out of the Banner implementation because we won't know what will work with the new mail server that we're getting. Terry asked if it was going to make a difference checking with various agencies because you're still going to wait for Banner implementation. Michelle asked how we would not know ahead of time what to expect with Banner implementation only three weeks away. Frank said in terms of the current version, we know how effective (which is not very effective) but when we move in to Banner 8 we can only know based on actual activity. Terry mentioned; you're going to do all this work now and find out later that Banner 8 isn't going to accept it. Frank mentioned we're just trying to get options. He also mentioned our mail currently is routed to MCV which also has a spam service. If MCV routes the mail traffic through their system first, regardless of what Banner has in place, they can still filter out.

C. Computer Standards/Desktop specifications.
- Patrick mentioned our current specifications have expired. Michelle mentioned the DMR bid standards were for the Library that had certain requirement such as the energy usage, etc. We need to have a bid in place in the event we receive the extra ARRA money. With the bid in place, we can move forward to replace all the labs that are outdated without delay.
- The committee reviewed the specification provided DMR on bid GCC-FB-10-018 and made modifications as shown below.
  - 3 PC Desktop: LENOVOTHINKCENTRE M5Be Tower Minimum Specifications:
    Intel Core 2 Duo processor, .3GHz Chip Set i5, 3GHz
    4 2GB RAM
    250GB hard drive
    DVD+/-R/RW dual layer drive
    10/100Mbps Ethernet Connection
    Mouse
    Keyboard
    Windows XP Professional with latest service pack installed OS Windows 07
    Novell YES Tested & Approved / Microsoft Windows XP Professional
    Monitor 19" LCD
    Warranty — 3 - year parts and labor
    Three years begins on date of delivery and vendor agrees to resolve problems under six (6) business days, starting from time of GCC service request and must provide

equal or better replacement or equal or better loaner system if unable to meet six day response and resolution timeframe.

600VA

Software: Microsoft Office 2010 version

vendor is a Manufacturer-Authorized reseller of the computer equipment.

Computer Equipment Manufacturer possesses current ISO Certification (Attach certification statement or provide website links to the computer equipment manufacturer's website that indicates this certification on the item.)

*Must be Energy Star or EPEAT

o   4 19" LCD or LED SVGA Monitor, or equal specification
   * Must be an Energy Star and EPEAT (Electronic Product Environmental Assessment Tool) registered product.

  PC Laptop
  Minimum Specifications:
  Chip Set i5, 3GHz
  4 GB RAM
  250GB hard drive
  DVD-11-R/RW dual layer drive
  G6 Ethernet Connection
  OS Windows 07
  Carrying case
  Docking Station
  Extra Laptop Battery
  Novell YES Tested & Approved / Microsoft Windows XP Professional and Windows
  Warranty — 3 - year parts, labor and battery replacement
      Three years begins on date of delivery and vendor agrees to resolve problems under six (6) business days, starting from time of GCC service request and must provide equal or better replacement or equal or better loaner system if unable to meet six day response and resolution timeframe.
  Software: Microsoft Office 2010 version
  Vendor is a Manufacturer-Authorized reseller of the computer equipment. Computer Equipment Manufacturer possesses current ISO Certification (Attach certification statement or provide website links to the computer equipment manufacturer's website that indicates this certification on the item.)
  Vendor is partnered with or currently staffed with, A+ Certified technicians, or computer equipment manufacturer-certified technicians. Vendor also agrees to pay or cover for all shipping and handling fees or costs related to servicing computers still under warranty.
  * Must be an Energy Star and EPEAT (Electronic Product Environmental Assessment Tool) registered product.

D. Technology Audit Update
  ▪ Frank was asked by Carmen to put this on the agenda. Frank mentioned we can come up with a scope of work. Patrick recommended taking the old scope of work and having them update it.

MOTION
MICHELLE MOVED TO USE THE 2009-2010 TECHNOLOGY FEES TO PAY FOR THE TECHNOLOGY AUDIT, SECONDED BY WESLEY, MOTION DID NOT CARRY.

  ▪ Discussion on the motion: As per Michelle, she believes it may tie in with the master plan, ISMP. It may also tie in with the redundant network that was planned but had been under protest, request for distance learning but we don't have the infrastructure to support it, and the VOIP which will impose on our current infrastructure. All these things are happening and we don't have a current picture of what are system is capable of.
  ▪ The Committee didn't feel that the Technology Fee should or could be used for Technology Audit purposes.

V.   OPEN DISCUSSION
  ▪ **Testing Wireless:** Patrick suggested conducting a test by temporarily using the wireless system he purchased for Express Registration around campus to help address the issues of the wireless around campus with access points for our faculty and students. Michelle suggested putting one access point in Education. Frank suggested speaking with Chris and Joel as they are currently working on the wireless plan.
  ▪ **Social Networks:** Michelle mentioned a concern has come up of social networks while on duty, which is an HR issue. We did come up with an internet use policy which was agreed by the board. Do we as CTC want to enforce the user's agreement? Patrick mentioned he's always been in support of it.

Frank asked if a person is on break using their own computer, connecting to the wireless, does that constitute. . . Michelle said if they're on break; No. The reality is that people still use the computer. All the HR stuff say people are using their work computer for social networking at some point during their workday. The problem becomes when their post are linking back to work, during working hours with inappropriate post about work. Patrick mentioned we should already have a policy in place which says resources are suppose to be used for work which should cover that. So if we have a Technology User's Agreement for students and employees, how would we add it with the board policy in mind? Ana Mari mentioned there was a user's agreement already written by Michelle last term. Michelle mentioned the policy was in conjunction to the user's agreement.

- **Distance Learning:** Michelle mentioned distant learning is another issue for the CTC to consider. On the Academics side it was mentioned that we are falling farther behind from other Institutions, however, we can't push forward with this issue because we don't have the infrastructure or the personnel.
    - ➢ Wes mentioned there was an article in the paper this past week by UOG President, Robert Underwood, mentioning that distance learning was one of two objectives he felt the University of Guam should pursue. Wes said online learning doesn't necessarily mean a course completely online but also in composing the hybrid courses we offer. These courses are opportunity for those not able to meet our class times and still be able to take our classes. With our course studio currently being down, some teachers have said they are moving away which discourages me. Wes felt this all rolls back to the Enterprise Architect Plan to follow. If we had a plan we all agreed to follow that the College could be developing. these issues would be a part of the plan. The plan would say; we can't do it now but we plan to do it this time and this is how we plan to do it. We want this to be done first, etc.
    - ➢ Terry mentioned we do have a plan but no money to implement. Wes suggested referring back to the plan saying we can't do this now but we need to move this forward. Wes mentioned since the time he's been on CTC, he and Anthonyjay have not seen a plan to see where it fits in with other plans but it's understood since it was mentioned earlier that the Enterprise Architectural is not completely done.
    - ➢ Michelle mentioned distant learning was part of Dr. Ray's convocation address. It may be fine for University lecture type course atmosphere but when we have trades you need the hands on.
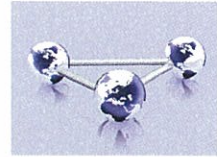
VI.   THINGS NOT TO FORGET
a. **PCI Compliance**
b. **Postini-Google Antispam/Antiphising services, and Email Caching Service (on hold pending Banner 8 implementation)**

VII.   NEXT MEETING
1. Next meeting will be **February 09, 2011 (Wed.)** at 10:00am
2. **Items on Agenda:** Distant Learning

ADJOURNED: 11:27am

February 23, 2011

MEETING #10

The meeting for February 23, 2011, was called to order at 10:15am, by Patrick Clymer. Meeting was held in the Tech Center Conference Room 1210.

ROLL CALL
Present: Christopher Camacho, Patrick Clymer, Elaine Fejerang (Guest), Wes Gima, Terry Kuper, John Limtiaco, Michelle Santos, and Anthonyjay Sunga.
Absent: Frank Camacho and Brian San Nicolas
Note taker: Ana Mari Atoigue

I.   **Review / Approve Minutes**
    a. Meeting #9 was approved with minor grammatical changes.

MOTION
MICHELLE MOVED TO APPROVE MEETING MINUTES #9 WITH MINOR GRAMMATICAL CORRECTIONS, SECOND BY ANTHONYJAY, MOTION CARRIED UNANIMOUSLY.

II.   **OLD BUSINESS**
  A. Technology Fee for upgrades
    ▪ Committee would like to see an updated Technology Fee plan at the next meeting so that we can determine what the Technology fees will be applied to.

  B. Authentication; requiring login at all labs – review & discussion of vendors
    ▪ Chris suggested using a main controller or some kind of directory service for authentication. Terry mentioned Frank said it wouldn't work. Chris mentioned he thought Frank wanted only the Authentication part, but you can't have it if you don't have the user management part and the resource management to put it all together. We may want to provide limited accounts or temporary access for guests and/or technical vendors. Chris mentioned we already have a database of all our students with a password/pin.
    ▪ Michelle mentioned there was an article indicating that an Institutional can be held liable if students are using/downloading copyrighted materials and would like to move on some kind of active directory as soon as possible.
    ▪ Patrick also mentioned the guidelines of FERPA. Chirs mentioned this kind of ties in to the PCI Compliance.
    ▪ Wes mentioned he would like to see a plan to determine when it will be done and how much it will cost. Chris said the committee first has to discuss which form of active directory would we like to use and which one will tie in with our systems. Wes suggested that MIS provide a plan with the pros and the cons then the CTC can discuss it. Patrick mentioned the committee has been discussing this for some time. It is also part of the server, we don't have to buy an active directory and install it. The committee is looking at available existing resources and all we would have to do is implement it. Chris mentioned there are free options but not sure if this will address our size. The wireless access is currently being worked on by Chris and Joel. Patrick mentioned what CTC wants is a signal sign on for everyone.
    ▪ Chris was asked to prepare several scenarios with the pros and cons for the College Technology Committee to review and discuss at the next meeting along with the updated proposed wireless plan.

  C. Network Re-configuration Project

- Chris mentioned right now our network is stable. We are in Phase three. We do need to fix up the gateway and the second firewall. Terry mentioned the way we initially set it up was by vendor IP. If we use autonomous systems you could load down between the two. Chris mentioned currently all the users go through one of the ASA and come down, they are not on the internal servers that the servers can see. Right now we're taking the long route to the servers.
- Michelle felt that the CTC should be informed with regards to some operational issue so that we can responds and make intelligent decisions should it come up. We also need an update from the Banner committee so that we can be aware of such issues as the system being down for a certain number of days. Patrick mentioned the CORE Team is responsible for making those announcements. Elaine referenced CTC'c charge which is broad. But from the Institutional standpoint, it's a wholelistic view technology wise. Michelle suggested that a standing item on the agenda that has Banner Updates to keep us abreast.

<div align="center">

MOTION
MICHELLE MOVED TO THAT THERE BE A STANDING ITEM CALLED "BANNER" ON THE COLLEGE TECHNOLOGY COMMITTEE AGENDA TO RECEIVE APPROPRIATE UPDATES, SECOND BY WESLEY, MOTION CARRIED UNANIMOUSLY.

</div>

- Michelle suggested there be a sub-committee to address/recommend specifics to the CTC so that it's not discussed for 20 or so minutes. Michelle recommended Terry and Chris to be on this sub-committee.

III. **NEW BUSINESS**
   A. **Junk mail/E-Mail Filtering**
      - Tabled
   B. **Computer Standards/Desktop specifications.**
      - Michelle mentioned that the Committee discussed the bid specs for going out on bid; we did not approve all the computer specification that would be standard computer specifications.
      - The committee reviewed the specification provided by DMR on bid GCC-FB-10-018 and made modifications as shown below in meeting minutes #9.
         - **3 PC Desktop: LENOVOTHINKCENTRE M5Be Tower Minimum Specifications:**
            Intel Core 2 Duo processor, .3GHz Chip Set i5, 3GHz

            4 2GB RAM

            250GB hard drive

            DVD+/-R/RW dual layer drive

            10/100Mbps Ethernet Connection

            Mouse

            Keyboard

            Windows XP Professional with latest service pack installed OS Windows 07

            Novell YES Tested & Approved / Microsoft Windows XP Professional and Windows VISTA Premium Ready PC

            Monitor 19" LCD or LED SVGA

            Warranty — 3 - year parts and labor

               Three years begins on date of delivery and vendor agrees to resolve problems under
               six (6) business days, starting from time of GCC service request and must provide
               equal or better replacement or equal or better loaner system if unable to meet six day response and
               resolution timeframe.

            600VA or 900VA UPS

            Software: Microsoft Office 2007 (License Only) Microsoft Office 2010 version

            vendor is a Manufacturer-Authorized reseller of the computer equipment.

            Computer Equipment Manufacturer possesses current ISO Certification (Attach certification statement or provide website links to the computer equipment manufacturer's website that indicates this certification on the item.)

            *Must be Energy Star or EPEAT
         - **4 19" LCD or LED SVGA Monitor, or equal specification**
            * Must be an Energy Star and EPEAT (Electronic Product Environmental Assessment Tool) registered product.

            PC Laptop
            Minimum Specifications:
            Intel Core 2 Duo processor, 2GHz Chip Set i5, 3GHz

            4 2GB RAM

            250GB hard drive

            DVD-11-R/RW dual layer drive

            G6 10/100Mbps Ethernet Connection

            Windows XP Professional with latest service pack installed OS Windows 07

            Carrying case

Docking Station
Extra Laptop Battery
Novell YES Tested & Approved / Microsoft Windows XP Professional and Windows
~~VISTA Premium Ready PC~~
Warranty — 3 - year parts, labor and battery replacement
> Three years begins on date of delivery and vendor agrees to resolve problems under six (6) business days, starting from time of GCC service request and must provide equal or better replacement or equal or better loaner system if unable to meet six day response and resolution timeframe.

Software: ~~Microsoft Office 2007 (License Only)~~ Microsoft Office 2010 version

Vendor is a Manufacturer-Authorized reseller of the computer equipment. Computer Equipment Manufacturer possesses current ISO Certification (Attach certification statement or provide website links to the computer equipment manufacturer's website that indicates this certification on the item.)

Vendor is partnered with or currently staffed with, A+ Certified technicians, or computer equipment manufacturer-certified technicians. Vendor also agrees to pay or cover for all shipping and handling fees or costs related to servicing computers still under warranty.

* Must be an Energy Star and EPEAT (Electronic Product Environmental Assessment Tool) registered product.

IV. **OPEN DISCUSSION**

A. **(NO QUROUM AT THE TIME OF PRESENTATION) Distance Learning:** Claire wrote a Perkins Grant to lauch/pre-lauch Distance Education. Grant was denied because Perkins is for programs and this is considered research for the institution which Perkins does not support. We currently have online courses and Administration has not provided any support for a person in which someone does it free of charge at his will.

> **Survey Faculty & Students:** On the pre-lauch survey Claire would like to survey faculty and students. **Faculty**: Are they will to teach online and be trained on their own time? **Students**: Do they want more online courses? Although they do register online doesn't necessarily mean they want online classes.

> **Technology Audit**: This is basically an update to the current Technology Audit. How much hardware/computers do we have for students? Do we have enough to support this? It has been recently discovered that students don't work online at home but rather on campus in the labs. Other issues are Banner, and what platform do we go with (moodle, pathoris, blackboard, etc.). Which do we go with?

> **Update the ISMP:** Things to consider towards accreditation. What is our plan? Are you looking at different types of delivery? Have we met the needs of our students by offering online or Saturday courses?

■ Michelle is working on the student survey portion. Claire can work on the faculty survey. Will College Technology Committee support the Education Department in making the recommendation?

■ Elaine mentioned anytime any portion of the institution has any needs/requirement/ideas that comes to the College Technology Committee, this is where the College Technology Committee references there Enterprise Architecture **(EA)** and their Instructional Technology Strategic Plan **(ITSP)** because it should've already been built in. What you're asking to is to identify where it is in the plan.

> The ISMP is currently not being updated. It is a plan that goes from 2009 to 2014.

> The Technology plan is what needs to be updated with the Audit as per Michelle. Elaine mentioned that the ISMP references the Technology plan. When decisions/ideas come up it has to bounce against the Technology plan and the Enterprise Architecture to say that was planned for this phase but because of the needs we are moving this up or we didn't put this in to consideration and need to revamp it based on survey and the institution needs, how soon. Patrick mentioned the CTC does support the Technology audit but not funding it with the Technology fee. Carmen was informed via email by Patrick. Michelle mentioned we also talked about not sure if bandwidth could hand it. Terry mentioned we determined from the last audit that we don't have the infrastructure and we haven't been able to do anything about it because we can't fund it. Claire mentioned if it's documented then other grants, such as Perkins, can support it cause it's on the table. Elaine mentioned this would've reference the Strategic plan and the Enterprise Architecture that validate the infrastructure and the surveys.

■ Michelle mentioned we need to provide support and tie it in to the helpdesk. Elaine reiterated that Claire's purpose for bringing Distant Learning to the College Technology Committee was to bring her needs and concerns to the committee so that it could be documents also indicting the committees support of it, which is part of the CTC's charge. Michelle mentioned currently the

person supporting them with Distant Education is providing this service free of charge. It's actually a faculty job specification. The reality is we need a position to support the platform that it will use; it will support the needs of the faculty that choose to use the platform and will support our students in the event there's a help desk situation. Patrick's suggestion is that this position be a fulltime but not faculty.

RECOMMENDATION
Distance Education is something the Institution is moving forward with, and an Institutional priority, as part of the College Technology Committee charge to identify the needs of technology planning, distant learning, and appropriate training we therefore recommend that the proper technical support and infrastructure be provided.

- The committee will take a look at the ITSP.

B. **Standard 4 Committee–** Elaine needs to find documentation to support communication to students and employees that this plan was updated. When was the Institutional Technology Strategic Plan and Enterprise Architect last updated? Michelle mentioned the last attempt to update this was made when Elaine was on the committee. Patrick mentioned he did post the minutes on the course studio for this semester but the CTC doesn't make policies, we only make recommendations. The committee decided the EA would be reviewed in its entirety every two years. Next year the committee will be doing a complete review of the EA. Michelle mentioned we didn't have any policies this term but we had one policy advance to the board regarding the
   - Elaine mentioned part of this is to ensure that everyone understands everyone's role as far as governance. Patrick mentioned that as per our charge; the CTC identifies needs of technology planning, distance learning, and appropriate training. Elaine mentioned it could be a recommendation that the EA and the ITSP be reviewed and updated by some other than the CTC. Michelle mentioned that the CTC's recommendation was to support the Technology Audit but not supporting it with the Technology Fee. This recommendation was sent to the CGC via Carmen.

C. **Microsoft Software:** Elaine asked if there is an established standard for the Microsoft Office application at Guam Community College. Microsoft is no longer selling Microsoft 2007. When you currently purchase a new computer, you are buying Microsoft 2010 on the windows side. When hardware is purchased, they're brought in Windows 07 which is the standard operating systems or we specifically load it with WindowsXP. Then we reimage it to whatever application we have. Chris mentioned in general it is WindowsXP. If there is no specification made on the purchase order, the volume end license or the Enterprise license is utilized on that system. Terry asked what happens to those licenses that come with the computer and are not used. Chris mentioned it just sits in the box unused.
   - Elaine asked if there were plans to revisit the standard and how soon. Patrick mentioned that we can start launching it now that Banner 8 is over. We may be forced to move to 2010 because of the impact to instruction for faculty. Michelle mentioned that we did not move Institutionally, rather, we only moved for new systems and for those labs that required it for Office Tech. As an Institutional and as we do our images in the labs, classrooms, and offices, at what point do we make that decision. We approved it and people could choose to upgrade but weren't forced to upgrade.
   - Chris mentioned that, as the main controller, all the systems can be managed operation system wise, patches, virus updates, etc. All two hundred and some systems talk to the main controller, and the main controller/system analyst will say to push when to push an update out to all users. When the user logs in you get all the updates just by logging in. It begs the question; why haven't' we done this already? The biggest thing to figure how we get everyone in there. We already have Luminous that has a database will all users (students/faculty/staff).
   - Elaine asked whether or not there is a software standard and will it be in the plan. Once it's determined what software and operating systems will be used, then we need to determine what type of training will be provided. If our users are still on 2003, it's radically different from 2010. And a schedule will need to be provided with a transition schedule for each respective department. This committee needs to first recommend a standard and then determine the training to be provided.

MOTION
MICHELLE MOVED TO UPDATE COMPUTER BID SPECIFICATION REGARDING THE SOFTWARE FROM MICROSOFT 2007 TO MICROSOFT 2010, AND THE

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OPERATING SYTEMS OF WINDOWS 07
SECOND BY ANTHONYJAY, MOTION CARRIED UNANIMOUSLY.

- The College Technology Committee is looking at training opportunities.
- Michelle recommended that the Institution not take any systems being given from another Internal Department or another entity that does not meet our minimum standards. She also recommended that an announcement be posted to inform the campus community for input on the standardize software campus wide.
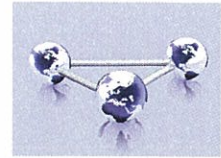
V.   THINGS NOT TO FORGET
   a.   **PCI Compliance**
   b.   **Postini-Google Antispam/Antiphising services, and Email Caching Service (on hold pending Banner 8 implementation)**

VI.   NEXT MEETING
   1.   Next meeting will be **March 09, 2011 (Wed.)** at 10:00am
   2.   **Items on Agenda**: Distant Learning, Software Standard

ADJOURNED: 11:45am

March 09, 2011

MEETING #11

The meeting for March 09, 2011, was called to order at 10:15am, by Patrick Clymer. Meeting was held in the Tech Center Conference Room 1210.

ROLL CALL
Present: Christopher Camacho, Patrick Clymer, Wes Gima, Terry Kuper, John Limtiaco, Michelle Santos, and Anthonyjay Sunga.
Absent: Frank Camacho and Brian San Nicolas
Note taker: Ana Mari Atoigue

I.   **Review / Approve Minutes**
   a. Meeting #10 was approved with minor grammatical changes.

MOTION
**MICHELLE MOVED TO APPROVE MEETING MINUTES #10 WITH MINOR GRAMMATICAL CORRECTIONS,
SECOND BY ANTHONYJAY, MOTION CARRIED UNANIMOUSLY.**

II.   **OLD BUSINESS**
   ▪ **Authentication**
      ▪ Chris mentioned that implementing a directory service for a network our size is a large undertaking. There is free software and then there's Microsoft which will required dedicated people. There are tools for the movement of data from our banner system to a directory system which won't be a problem. It's recommended to have it outsourced.
      ▪ Michelle mentioned if we all have a visible log-in that's already managed via banner, why can't that be our log-in. This would force students into the system. Terry mentioned there was something in the merging of banner into the active directory you would need the expertise on. If it was just the active directory, you could have someone manage it.
      ▪ Patrick's thought was with our current network, you would sign in to get into the network then be given access to other resources such as printer access, files sharing, etc., as authorize users. Chris mentioned regardless of the type of authentication used, you still need a data base of usernames and code. It's ideal to have log-in through banner so that it will be easier to maintain when changes are made and possibly having a single sign-on into our system.
      ▪ Wes suggested requesting for information and seeing who, if any on island, can do this and what can be done with our current system.
      ▪

   ▪ **Network Re-configuration Project**
      ▪ Tabled

   ▪ **2011 Technology Fee Plan**
      ▪ Tabled

   ▪ **Distance Education**
      ▪ According to Michelle, a technology audit will help us understand if our infrastructure will support it. We don't know if our current infrastructure can support our current capacity, VOIP, etc.   There is

something currently existing with lack of support for it. Currently someone is assisting pro bono with certain aspects.
- Letter of recommendation for Distance Education was worked on by the Committee and will be submitted to ___ from the CTC Chair Patrick Clymer.

- **Windows 7 / 2010 Adoption**
  - Committee received input from Michael Setzer.
  - In Michael's email he was promotion open source software but it was mentioned that's not what those in the industry are using. Wes mentioned we have to teach what the businesses have and want. We are being pushed into the latest software because the publishers do not have electronics books available with 2007. Wes suggested the college standardize the purchase of software by buying it from one source or buying it at a box rate (10 at a time). Michelle suggested having Jolene from procurement present at our next meeting.
  - Wes also asked if MIS is capable of supporting Windows 7 and 2010. Patrick mentioned they may not have a choice. Wes recommended that MIS receive training in Microsoft 2007 since the market is driving us forward.
  - Chris mentioned there is Windows 7 testing but not sure of the specific applications being tested. Chris is working on 2011 on the Mac.

- **Computer Standards/Desktop specifications.**
  - **PC Desktop: LENOVOTHINKCENTRE M5Be Tower** Minimum Specifications:
    Intel Core 2 Duo processor, .3GHz Chip Set i5, 3GHz

    4 GB RAM

    250GB hard drive

    DVD+/-R/RW dual layer drive

    1Gbps Ethernet Connection

    Mouse

    Keyboard

    OS Windows 07

    Novell YES Tested & Approved / Microsoft Windows XP Professional and Windows VISTA Premium Ready PC
      Monitor 19" LCD or LED SVGA

    Warranty — 3 - year parts and labor

        Three years begins on date of delivery and vendor agrees to resolve problems under
        six (6) business days, starting from time of GCC service request and must provide
        equal or better replacement or equal or better loaner system if unable to meet six day response and
        resolution timeframe.

    600VA

    Software: Microsoft Office 2010 version, Anti-virus _____

    vendor is a Manufacturer-Authorized reseller of the computer equipment.

    Computer Equipment Manufacturer possesses current ISO Certification (Attach certification statement or provide website links to the computer equipment manufacturer's website that indicates this certification on the item.)

    *Must be Energy Star or EPEAT

  - **19" LCD or LED SVGA Monitor, or equal specification**
    * Must be an Energy Star and EPEAT (Electronic Product Environmental Assessment Tool) registered product.

    PC Laptop
    Minimum Specifications:
    Intel Chip Set i5, 3GHz

    4 GB RAM

    250GB hard drive

    DVD-11-R/RW dual layer drive

    1 Gbps Ethernet Connection

    OS Windows 07

    Wireless Network Connectivity (Integrated), 802.11 (a/b/g/n)

    Carrying case with adjustable straps

    Docking Station

    Extra Laptop Battery

    Novell YES Tested & Approved / Microsoft Windows XP Professional and Windows

    Warranty — 3 - year parts, labor and battery replacement

        Three years begins on date of delivery and vendor agrees to resolve problems under six (6) business days,
        starting from time of GCC service request and must provide equal or better replacement or equal or
        better loaner system if unable to meet six day response and resolution timeframe.

    Software: Microsoft Office 2010 version, Anti-virus _____

    Vendor is a Manufacturer-Authorized reseller of the computer equipment. Computer Equipment Manufacturer
    possesses current ISO Certification (Attach certification statement or provide website links to the computer

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equipment manufacturer's website that indicates this certification on the item.)

Vendor is partnered with or currently staffed with, A+ Certified technicians, or computer equipment manufacturer-certified technicians. Vendor also agrees to pay or cover for all shipping and handling fees or costs related to servicing computers still under warranty.

* Must be an Energy Star and EPEAT (Electronic Product Environmental Assessment Tool) registered product.

- **BANNER UPDATES**
  - There are no banner updates.

III. **NEW BUSINESS**
    A. **Junk mail/E-Mail Filtering**
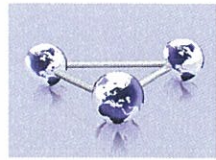- Tabled

IV. **OPEN DISCUSSION**

V. **THINGS NOT TO FORGET**
    a. **PCI Compliance**

VI. **NEXT MEETING**
    1. Next meeting will be **March 23, 2011 (Wed.)** at 10:00am

ADJOURNED: 11:25am

April 06, 2011

MEETING #13

The meeting for April 6, 2011, was called to order at 10:15am, by Patrick Clymer. Meeting was held in the Tech Center Conference Room 1210.

ROLL CALL
Present: Frank Camacho, Patrick Clymer, Wes Gima, Terry Kuper, Anthony San Nicolas, Carmen Santos, and Anthonyjay Sunga.
Absent: Chris Camacho, John Limtiaco, Michelle Santos, and Brian San Nicolas
Note taker: Ana Mari Atoigue

I.   OLD BUSINESS

- **Distance Education**
  - Patrick will send a memo to Carmen regarding a Letter of recommendation for Distance Education.
  - Carmen mentioned RPF sent something to CTC asking will they support and fund it. There was an email from Patrick saying no. Now we are looking at other avenue to hopefully have the tech audit down by September. It will also determine our current capability of our systems will support Distance Education, if not, what we need to do to accomplish that.
  - Frank mentioned there was suppose to be a memo saying that the College Technology Committee does support it but cannot fund it.

- **BANNER UPDATES**
  - There are no banner updates.

III.   NEW BUSINESS
A. Technology Fee
- Technology Fee Usage Breakdown Pan FY2011 was presented to the Committee for review and discussion.
- As per Frank the Technology Fee budget this year was $286,00.00. The budget is suppose to be 50/50 operational/upgrades. Spreadsheet reflects $86,666.72 for **Category 230** (Contractual Services), $13,140.00 for **Category 240** (Supplies and Materials), $6756.61 for **Category 250** (Equipment: Non-Capital), $5,000.00 for **Category 251** (Equipment: IT Non-Capital) and $119,981.00 for **Category 45070** (Capital Outlay: Equipment IT).
- Most items listed have already been requisitioned with the exception of the Phase 3 Network ($80,000.00), Wireless Expansion/Improvement ($39,981.00), and the lab upgrades ($54,455.67) with a total of $174,436.67. Estimated cost to upgrade one computer lab is around $25,000.00. Listed on the Technology Fee Usage Breakdown Plan FY2011 document indicates 8 labs as priority (A8, D2, D3, D8, D9, D10, A26, A27)
- Carmen asked if it is the committee's intent to use the Xirrus brand. Frank mentioned we have the specifications which have already been submitted to procurement. Carmen suggested coming up with a plan/scope before faculty go out on summer break for this to be implemented in time as the bid process takes 6 – 8 weeks without any protest. The computer bids are already going out this week.
- Carmen mentioned there may be some ARRA Fund that may be used to help purchase computers but it's not a guarantee. We need a priority listing and a cost breakdown to estimate based on funding that may become available.
- Patrick mentioned Stabilizing the network has been a long term process and is a high priority and upgrading the computer labs for the student have suffered for so long. Frank mentioned we have more

- labs than listed on the Technology Fee Usage Breakdown Plan FY2011 but these are the ones that are overdue and in need of upgrading.
- Frank mentioned there was already a motion to do Phase 3. Wes asked when this motion made. Frank mentioned the motion was made before Wes was a part of the College Technology Committee. Wes expressed his concern and mentioned that if he was asked to vote on a motion, he would vote against because he doesn't have any information and doesn't know what the paradee are as to know what the network improvement is going to do versus upgrading the labs.
- Tony mentioned we do need to priorities but we need to know what needs to be done as the faculty will be out for the summer. But things need to be up and running when the students and faculty return in the summer.
- Frank's recommendation is to take care of the network first because we keep throwing things on the environment (i.e. the two new building with one more upcoming). If we don't take care of the foundation the network will crash. The labs are running but it's a lot of tweaking based on what we have today. We don't have backups when monitors or hard drives go out, they get replaced. The systems are currently functional based on whatever spares we have but we are cannibalizing . Sometime parts are purchased from the operation sides when needed due to no spare parts.
- Committee looked at the Phase 3 diagram. Wes asked what the concrete results we will see with the completion of Phase 3. Terry mentioned we have two IFP's, right now we send traffic through one, with APNIC we can load balance. If you go down, the infrastructure, DNS will make it faster for you to access websites because we'll have our own DNS. Sunguard systems, network analysis that's a DMZ, so we're containing our data and not making our internal network accessible from the outside network. Global addressing is the ISP independence. Wes asked if this plan will also address the issue of spare parts for routers.
- Frank mentioned with Phase 3 there will also be an internal Institutional Web Caching Server which will allow loading to be faster. We will have an Institutional FTP Server that will help with forms that are downloaded such as those on our website. Patrick mentioned it will be easier to diagnose when issues come up and handle them more efficiently. It will also allow us more flexibility to add things without a lot of reconfiguring to do.
- Frank mentioned that it would but after this phase is complete there is no phase 4 or everything will go to operations. When phase 3 is completed it will help us get up and running faster than we currently do now.

MOTION
FRANK MOVED TO RECOMMEND USING THIS YEARS TECHNOLGOY FEES TO FUND THE PHASE 3 NETWORK IMPROVEMENT PROJECT AND TO PAY FOR THE WIRELESS EXPANSION USING THE CURRENT FISCAL YEAR, SECOND BY TERRY, MOTION CARRIED UNANIMOUSLY.

- Terry mentioned when we're funding the network improvement but the students aren't able to use it because the labs aren't working, it's cause for concern. Frank mentioned they are able to have the computers operational by taking care of the unit right away.
- Carmen suggested that the College Technology Committee prioritize since the fiscal year 2012Technology Fee budget is already passed and was forecasted based on last year's revenues. We know we have a computer bid going out and should be finalized not later than then end of May. If you prioritize based on what you're labs are, then you can already put it on your agenda and plan to spend it before the next academic year. If you're going to do the Phase 3 now plus the wireless, then you can have your labs funded as soon as October 1 hits. Then you can put it out, order them, and get them ready. This will also help her in the event there are ARRA funds available , we can upgrade the labs base on your prioritized listing.

MOTION AMMENDED
FRANK MOVED TO PRIORITIEZE AND RECOMMEND USING THE CURRENT FISCAL YEARS TECHNOLOGY FEES TO FUND THE PHASE 3 NETWORK IMPROVEMENT PROJECT AND THE WIRELESS EXPANSION IMPROVEMENT PROJECT, SECOND BY TERRY, MOTION CARRIED UNANIMOUSLY.

- Patrick mentioned after the phase 3 and wireless project are paid out, there will be a difference of approximately $55,000. The College Technology Committee recommends funding the computer lab upgrades in the order that it appears on the Technology Fee Usage Breakdown Plan FY2011 which is, A8, D2, D3, D8, D9, D10, A26, & A27 (in this order). It is also the College Technology Committee's

recommendation to use next fiscal years technology fee for any shortages that may occur with the upgrading of computer labs.
- Carmen asked if these were the only labs we have. It was mentioned there are more labs than those listed. Carmen recommended that the College Technology Committee come up with a more extensive plan in the event there are more ARRA funding available.
- Wes asked when the committee came up with the Technology Fee Plan as he has never seen it before today. Patrick mentioned that last year there was funds that were not used at the end of the fiscal year. Wes asked if the Committee approves the defined usage of the technology fee, Patrick mentioned we do not approve but rather recommend the usage. Frank mentioned this is an operational cost. MIS is charged to use it with the consultation and recommendation of the College Technology Committee. Carmen mentioned there is an operational side and an upgrade side that is supposed to be 50/50.
- Tony asked where recommendation from the College Technology Committee go to. Patrick mentioned he wasn't quite sure but usually forwards them to the President. Carmen mentioned the recommendation should go to the RPF Committee and then to the CGC Committee. Tony mentioned this occurs because the CTC falls under the CGC.

MOTION
FRANK MOVED TO RECOMMEND UPGRADING TWO LABS (A8 AND D2) WITH AVAILABLE TECHNOLOGY FEE FUNDING .,
SECOND BY TERRY, MOTION CARRIED UNANIMOUSLY.

- Wes asked to see a current complete listing of all the labs we have. Frank will provide it to the committee.

B. Mygcc (Viewing Previous Terms referred by Banner – Core Team)
- Patrick mentioned he was asked by the Core Team to mention the use of previous terms in Mygcc. Patrick mentioned the downside to displaying more terms on Mygcc it uses more resources which may feel up our server. The plus side is that students and faculty will have access to view it. Patrick mentioned the previous term for students can be handled by degree evaluations and un-official transcripts.
- Frank asked what the biggest benefit is. Wes mentioned it's more a faculty issue for them to see previous listing of students, etc. Patrick mentioned if we are speaking of fulltime faculty, most are advisors and have the ability to look at student information. Wes suggested this should be taken back to faculty.
- Carmen mentioned both Tony and she sit on the RFP and so they asked where the data is supporting this issue. There were several questions brought up at the core team such as the data supporting this concern and why are faculty not using other means to view documents such as a thumb drive, external drive, etc. There are restriction on how much information can be kept up on banner.
- Tony mentioned when there is sufficient evidence to support the request, his position is to bring it to the forefront. The only thing that he has seen is the request regarding the Distant Education Learning. This who problem started when the system went down and both students and faculty could not access the system for a period of time.

IV.   OPEN DISCUSSION
- Carmen reminded the committee a year-end report is due soon.

V.   THINGS NOT TO FORGET
   a.   PCI Compliance

VI.   NEXT MEETING
   1.   Next meeting will be **April 20, 2011 (Wed.)** at 10:00am
   2.   Topics to discuss at next meeting for next year.
      a.   Would like to at the ITSP (the official copy)
      b.   The Enterprise Architect
      c.   Goals
      d.   Have leadership in place (elect a Chair and Co-Chair)
      e.   Elect Sub-Committees

ADJOURNED: 11:20am
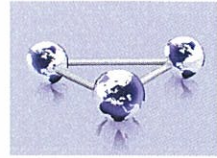
May 04, 2011

MEETING #14

The meeting for May 4, 2011, was called to order at 10:10am, by Patrick Clymer. Meeting was held in the Tech Center Conference Room 1210.

ROLL CALL
Present: Chris Camacho, Frank Camacho, Patrick Clymer, Wes Gima, Terry Kuper, John Limtiaco, Anthony San Nicolas, Michelle, Santos, and Anthonyjay Sunga.
Absent: Brian San Nicolas
Note taker: Ana Mari Atoigue

I.   OLD BUSINESS

A. Authentication: requiring login
- Michelle asked if this will be in place by fall since we've been looking at this for over a year. Frank mentioned it won't be available because we haven't had a definite decisions or approach for us to take. We have submitted what was request at our last meeting to procurement for specification for the institutional servers and wireless. Both items are being packaged for bid.
- Chris mentioned DNS servers, Web cache servers, and FTP servers. We will be more flexible if we have our own IP's versus using the carriers. Frank mentioned we don't have a border manager to put in place. Documentations provided were potential routes to go.
- Frank mentioned we are using Symantec Anti-Virus but not the Symantec Endpoint Authentication. Terry mentioned he spoke with a Symantec representative at the AFCEA mentioned this is another viable option for the size of our network.
- Michelle mentioned the President came back from AFCEA with lots of conversations, ideas, and contacts and she's ready to make some serious changes. We have been talking about this well over a year and nothing seems to happen and she's excited thinking this is something new. We have people in this room that know these things, so why do we have to bring an external person in to show us what half of the people already know. Frank mentioned every time we try to do something, someone or something happens that makes it not go through, like the budget.
- Frank mentioned, in terms of what we have now, the current model is that everything is on the desktop. There are many solutions available, but it's what do we want to buy into. With our Novel network, we have a log in screen but the Novel network server is not being used for that purpose. It's more of an open platform to allow people to quickly run into programs that pointed to the server. It was primarily a print and file server. It wasn't really meant to be an authentication system, although, if we had the manpower to put it in place and buy the border manager network utility, we could've implemented a more robust security.
- Patrick mentioned it sounds like the President wants updates to take place by one system server rather than updating systems individually.
- Terry asked if there was someone on campus assisted to handle security. No we don't as per Frank. Terry mentioned he spoke with representatives from Symantec and DMR and they mentioned they are able to do a penetration test. Ana Mari mentioned DMR also gave us a website that addresses security testing as well as PCI compliance. Patrick mentioned this item will stay on the agenda and as part of the yearend report is will be noted that it is not resolved but remains in discussion and is a high priority of the College Technology Committee.
- Terry recommended setting a deadline to have a plan for authentication. Frank asked what the expectations of deadline are. Patrick mentioned, at a minimum, this committee should recommend something to authenticate to get into the network. We have to have a plan, a deadline, and the committee can say to the college we've looked at this and determined that this is required and required

right away while sighting the areas that require it, i.e. Enterprise Architecture. At a minimum we site three alternatives.

- Chris suggested putting out a request for proposal telling the vendor what we would like and having them perform the work. Frank mentioned the penetration test will give us options in terms of the findings and recommended solutions.
- Frank mentioned this issue has to be done before the next accounting audit as this issue is part of the accounting audit. Michelle mentioned that if MIS recognizes an issue with our systems, shouldn't you just do it and not bring it back to committee if it isn't a committee issue. Frank mentioned when he attempts to address such issues, Carmen or Mary asks him if he got the CTC's recommendation.
- Wes mentioned all the systems failures we've experienced in the last couple of months are like a symptom. He mentions further that we cannot blame MIS because the College Technology Committee has not provided them direction. We're supposed to have a plan to follow but we don't have a plan. It's our responsibility to fore and follow the plan but we are also the ones who should be saying how much money we need and properly defend the plan. We are always putting out fires. We have a plan that we hardly ever referred to this year and should be the first thing that we do. Everything, such as lab updates, should be inclusive in this plan and revisit it every year to see that everything is on track for the following year and we should have a budget even before the year starts. MIS shouldn't be coming back to the CTC for approval on all these things if it's already in the plan.
- Patrick mentioned when the charge of the committee or the contract had changed, he was not informed. It's unclear to him what the College Technology Committee's charge is. In the beginning the CTC was suppose to be setting policies and now the CTC is responsible for all items technology related. Michelle mentioned having been part of the negotiation team, she did not disagree with Patrick's comment about being unsure what the CTC's direction is. Michelle agreed with Wes that maybe the ITSP needs to be on the table every time we meet so we can check it off. So when Frank meets with Mary and is asked if it went to the CTC, he can say its part of the plan.

B. Network Reconfiguration Project
- DNS Servers & the wireless network was addressed with authentication consideration.
- The Tech Center and building 100 to 500 were recently converted to internal DNS/ internal address system. Right now the server sees you as a public address, the rest of the campus is an internal network. It's better network wise. There is a better routing providing speed and security benefit. You're not taking the scenic route.
- Frank mentioned there are efforts to have APNIC in place. APNIC will allow us to be our own ISP without depending on the numbers coming from a vendor. We can have people route into our network through any other ISP's that we are linked to helping many to find us on the internet.
- Michelle mentioned that the EDU domain expires in July. Frank mentioned come July we just renew with Educause.

C. Distant Education
- Patrick has not been able to type of the memo.
- Frank mentioned on the technology audit that has been proposed, part of what was requested is that they include the type of skill sets required the type of personnel required to include training for faculty as well as for developers. It's mostly a desktop analysis.
- Wes mentioned this was part of our charge but we don't know what the plan is on distant education. We need to see what the plan is to support it.
- Patrick mentioned we have committed to providing a letter in support of Distant Education. Michelle mentioned there is a need to recognize there is a need to support this type of activity on campus even if we don't know what the plan or overall scope is. What they need was the support for the academic use of it if a faculty member wants to set up a class but don't know how to technically set it up. How can an outside entity support them? CTC is aware of this need. Michelle elected to write this memo on behalf of the CTC.

D. System / Network Update
- Chris mentioned the AS Numbers will require renumbering of the servers. Its coming as MIS is already working on how to do it.
- Wes asked if we have a back up for our server. Frank mentioned the backup server is being worked on as we have a majority of whatever we need to restore on the website. Frank mentioned we currently have three servers. One is our current server, then we have a backup server, and third we have a spare server that acts as guamcc.edu on the green page.

- Wes asked if MIS figured what was the cause for all the system failures. Frank mentioned it was the aging of the servers, aging of the tapes, and aging of the tape drive itself. We rely on the tape and recycling the tape as our back up. We are looking at not relying so much on the tape method but looking for other resources.

III.   NEW BUSINESS
  A. **MyGcc term display (referred by Core Team)**
- Pat mentioned there was a business decision made to display on the current term. This issue was referred to the CTC by the Core Team. The request is that instructors want to see more than one term such as previous terms. This is brought to the committee for discussion and recommendation.
- Michelle asked what the problem is with having it available, why is it an issue.
- Frank mentioned it's a system performance issue along with space issues. We have to allocate more memory and CPU space.
- Patrick mentioned it creates a user problem on the dashboard. Once the new semester starts, the previous term is turned off. There are some issues with grades, from two semesters ago, and faculty using it to store and retrieve. This should be done by downloading it elsewhere rather than keeping it on the server as it creates a resource issue
- The committee recommends that at least the previous semester be available.

  B. **E.A, ITSP, & Tech Audit**
- Patrick mentioned these documents will need to be updated. Starting next year we need to first work on these documents for direction.
- Michelle mentioned the problem is we are ending the school year with requisition deadlines ending in August and we won't have met because it's heavy registration then we have the tech fees that haven't been spent. And last year the reason was because the CTC didn't make a decision on it so we ended up losing the money. If we don't spend the Tech Fee by July, we losing the money this year too.
- Frank mentioned procurement is currently packaging 3 bids 1. Wireless campus out of Tech Fee; 2. Servers (Banner/Luminis) out of Title III; and, 3. Phase 3 servers and network equipment bid out of Tech Fee). Frank mentioned the technology fee has already been allocated. Frank mentioned we have about 60 labs, inclusive of our satellite labs. We have about 30 labs that are due or overdue. Michelle asked why A8 is on the priority list as this is a federal lab. Frank mentioned he was only going by the request as he is unaware as to how the program is funded. A8 will not be included since it will risk losing federal funds.
- Patrick mentioned the CTC needs to be prepared to update the EA, get familiar with the ITSP and make changes. Hopefully the Tech Audit will be completed by the fall so we can go back and make the necessary changes. Frank mentioned the EA and ITSP work hand in hand.
- Michelle mentioned the EA is not something the CTC can overhaul as it is a monstrous task and that is the main reason we are going out with the Tech Audit. Maybe the ITSP becomes a standing item on the agenda. Frank asked what will be the Tech Audit cycle to be revisited. Michelle mentioned our Strategic and Master Plan is 5 years. Chris mentioned he felt the next cycle would be determined on how bad the new Tech Audit is and how well we are able to repair it.
- Terry mentioned the current EA states this should be done internally annually by internal personnel should do a tech audit.

  C. **Year End Report**
- Patrick will be emailing the committee as he prepares the yearend report. He requested all members for recommendations to be included on the yearend report.

  D. **Upcoming AY**
- Patrick suggested election of officers and setting some goals for next academic year.

IV.   OPEN DISCUSSION
- John expressed concern of not having much involvement from the programs we have for the JFK High School. He's doing the infrastructure and each program only have one copper drop and no outlets. Michelle mentioned Rielly and Geri have been involved in all the discussion in identifying where all the classes are.

- John mentioned the IDC dislike surface or open wiring and the concrete has already been poured. Frank recommended wireless. John mentioned we need to figure out how we're going to input the infrastructure. Michelle recommended that Chris and Frank speak with Geri.

V. **THINGS NOT TO FORGET**
    a. **PCI Compliance**
    b. **Postini**

VI. **NEXT MEETING**
    1. Next meeting will be in August.

ADJOURNED: 11:30am