

September 15, 2011

MEETING #1

The meeting for September 15, 2011, was called to order at 10:05am, by Patrick Clymer. Meeting was held in the Tech Center Conference Room 1210.

ROLL CALL

Present: Frank Camacho, Patrick Clymer, Elaine Fejerang, Wes Gima, Terry Kuper, John Limtiaco, Michelle, Santos, and Anthony Jay Sunga.

I. Selection of new Co-Chairs

a. Nomination of Co-Chairs

- i. Wes Gima was nominated for Chairperson
- ii. Elaine Fejerang was nominated for Co-Chairperson
- iii. Chris Camacho was nominated to remain as the staff representative
- iv. Nominations approved unanimously by CTC members

II. Tech Fees authorization

- a. Last balance is \$145,236.76
- b. Lowest price of Wi-Fi bid totaled to \$182K
 - i. Carmen told Frank that there could be a request to roll over to pay for the cost.
 - ii. A scale back of the Wi-fi was suggested
 1. Building 900 and 300 has low density and can be scaled back
- c. New budget might be higher that last term and may be used to pay for the remaining balance of the Bid.
- d. 3 choices was put for discussion and voting in regards to the use of the tech fees for the Wi-Fi bid
 - i. Roll over funds and allow the balance (\$142,236.76) to be used for the BID
-scale back is required
 - ii. Roll over funds and stick to the budget as previously approved
 - iii. Roll over funds and use the 2012 Tech fees to pay the remaining balance of the \$182K Bid.
 - iv. Motion made by Dean Michelle to Roll over funds from 2011 and allow the remaining balance of \$142,236.76 to be applied to the WiFi Bid. Scale back is required.
 1. Second Motion made by Frank Camacho
 2. Motion Passes: unanimous

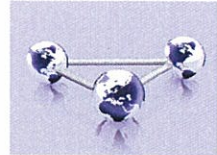
III. Open Discussion

- a. VOIP is still under protest
 - Bigger protest in GovGuam from GSA side.
- b. Computer Bid : No Award Letter yet
 - Latest Bid for computer is for the Student Center had FAILED

VI. NEXT MEETING

- 1. Next meeting will be on Sept 29, 2011 at 11:00 A.M.

ADJOURNED: 11 15 am



AGENDA
AY2011-2012
Meeting Number 2
September 29, 2011 – 11:00 A.M.

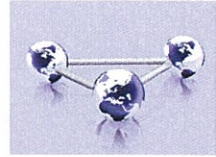
Chair: Wesley Gima
Co-Chair: Elaine Fejerang
Minute Taker: Ana Mari Atoigue

| Name | E-mail | Present | Absent |
|---------------------|--|---------|--------|
| Christopher Camacho | christopher.camacho@guamcc.edu | X | |
| Frank Camacho | francisco.camacho@guamcc.edu | X | |
| Patrick Clymer | patrick.clymer@guamcc.edu | | X |
| Elaine Fejerang | elaine.fejerang@guamcc.edu | X | |
| Wesley Gima | wesley.gima@guamcc.edu | X | |
| Terry Kuper | terry.kuper@guamcc.edu | X | |
| John Limtiaco | john.limtiaco@guamcc.edu | X | |
| Michelle Santos | michelle.santos@guamcc.edu | | X |
| Anthony Sunga | anthonyjay.sunga@guamcc.edu | X | |

1. Call to order at 11:00am
2. Roll Call
3. Review/Approve Minutes
 - a. Meeting #1 was approved with minor changes section II., b., ii., 1., removing and 300.

MOTION
ELAINE MOVED TO APPROVE AY2011-12 MEETING MINUTES #1
WITH MINOR CORRECTIONS,
SECOND BY FRANK, MOTION CARRIED UNANIMOUSLY.

4. **Old Business**
 - a. **Year End Report AY 2010-2011**
 - i. Was provided by Patrick.
 - b. **VoIP and PC Bids Update**
 - i. VoIP
 1. Frank mentioned an article in Guam PDN regarding status of VoIP Bid and GCC's options.
 - ii. PC Bids
 1. PC Bids have been published and can be accessed on the Public side under Offices tab, Business & Finance, MIS, and Standards. It's not on the portal side though.
 2. Elaine recommended an Announcement be posted on Personal Announcement /Open Campus be made regarding PC Bids. Frank mentioned there is a protocol that needs to be followed.



c. Campus Wireless Update

- i. Frank mentioned the recommendation memo, without signatures, has been given to procurement and it's a matter of awarding it based on documents submitted during the bid process. MCV is still the lowest bidder using the Ruckus System.
- ii. Frank mentioned there is a protest period after awarded.
- iii. Wes tabled discussion till next meeting.

5. New Business

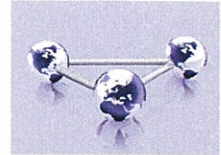
a. Tech Audit/Galaide

- i. Wes sent an email to all members regarding tomorrow's invitation, sent by Patrick, in the President's Conference Room. Frank mentioned it's on 10/07/2011 and not tomorrow. Wes will reconfirm but recommended members to attend since it would be in our best interest to attend.
- ii. Reconfirmation was made with Ava, via email, on September 29, 2011, that the meeting is scheduled for Friday, October 7, 2011, at 10:00am in the President's Conference Room.
- iii. Frank mentioned this audit was based on the contract requirement and was not a bid. It was based on a table top/desk top audit. The analysis was based on document provided and reviewed by different offices/departments. Elaine asked; how do you write an Enterprise Architecture and ITSP without input of constituents. Frank mentioned it's based on the report submitted to them at the time of that report writing. Elaine mentioned the committee should have a problem with that. Frank mentioned that's the determination of the budget and the scope.
- iv. Frank mentioned this Tech Audit was driven by Dr. Somera as a follow up to address the concern regarding Distance Learning to say whether or not we are prepared for it. Elaine mentioned in her personal/professional opinion she understands the Tech Audit side of it. Where there's a problem is in the attempt of a company to design an Enterprise Architecture just on this one audit. Frank mentioned they are not designing an Enterprise Architecture but simply updating what we have. Tech Audit should not be compared to the one prepared by Bill Oakes because it's a different technology audit approach. Frank mentioned all the documents that the College Technology Committee has updated have been taken into consideration.
- v. Terry asked if this Tech Audit was funded by the Technology Fee. No one knew the answer.
- vi. Elaine requested that a Monthly Financial Statement/Update on the Technology Fee be placed on the agenda and reported on.

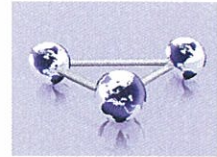
b. CTC Goals for AY 2011-12

- i. Enterprise Architect / ISP
 1. Wes mentioned he would like to set goals/objectives for this year to be achieved within a 2 – 3 year span. He would also like for this committee to be more transparent to the campus community. A document with 6 strategic goals was passed out to all present.
 2. Committee mentioned the following goals:
 - a. 1) Redundant System (Collocation, within College, Federalized), 2) Wireless System, 3) Resource Authentication, 4) Distance Education, 5) Assets Management (License Management), 6) Communication flow on all Tech Groups, 7) Technical Training Plan, 8) New Technology Integration Plan, 9) Bandwidth Growth, and 10) Transparency.
 - b. It was mentioned that #6, #7, #8, & #9 be considered to create a policy.
 - c. Elaine recommended that the above mentioned be placed under the respective strategic goals as they align with them.
 - d. She also recommended we design a positive campaign to communicate information out regularly.

6. Things we can't forget about



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- a. PCI Compliance
 - b. Postini-Google Antispam/Antiphishing services and the topic of E-Mail Caching Service potentially from MCV/Kuentos (*on hold pending Banner 8 implementation*).
7. **Open Discussion**
- a. Terry requested to have Computer Supplies (Bid) placed on agenda).
8. Agenda for Next Meeting (Thursday , October 13, 2011 at 11:00am)
9. Adjournment at 12:10pm



AGENDA
AY2011-2012
Meeting Number 3
September 29, 2011 – 11:00 A.M.

Chair: Wesley Gima
Co-Chair: Elaine Fejerang
Minute Taker: Ana Mari Atoigue

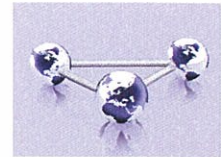
| Name | E-mail | Present | Absent |
|---------------------|--|---------|--------|
| Christopher Camacho | christopher.camacho@guamcc.edu | X | |
| Frank Camacho | francisco.camacho@guamcc.edu | X | |
| Patrick Clymer | patrick.clymer@guamcc.edu | | X |
| Elaine Fejerang | elaine.fejerang@guamcc.edu | X | |
| Wesley Gima | wesley.gima@guamcc.edu | X | |
| Terry Kuper | terry.kuper@guamcc.edu | X | |
| John Limtiaco | john.limtiaco@guamcc.edu | | X |
| Marlena Montague | marlena.montague@guamcc.edu | X | |
| Anthony Sunga | anthonyjay.sunga@guamcc.edu | X | |

1. Call to order at 11:03am
2. Roll Call
 - a. Marlena Montague replaces Michelle Santos on the College Technology Committee.
3. Review/Approve Minutes
 - a. Meeting #2
 - b. New Business; a.; iv; remove “d” in and after word design.
 - c. Elaine requested the minutes reflect that this was the first the College Technology Committee had heard there was a company that was contracted to conduct a Technology Audit with the Enterprise Architecture. Frank mentioned this was contracted and well underway during the summer when faculty was on break.
 - d. New Business; a.; iii; Elaine asked; how do you write an Enterprise Architecture and ITSP? To include: without the input of the constituents?
 - e. Old Business; b.; ii; 2; Wes asked for clarification as to who would handle this. Addition: Frank mentioned there is a protocol that needs to be followed in announcing new PC bid awards.

MOTION

**FRANK MOVED TO APPROVE AY2011-12 MEETING MINUTES #2 WITH CORRECTIONS,
SECOND BY ELAINE, MOTION CARRIED UNANIMOUSLY.**

4. Old Business
 - a. VoIP and PC Bids Update
 - i. VOIP
 1. Frank mentioned the protest is complete and Guam Community College will be canceling the VoIP. The college is pending verification that PDS accepts the cancellation notice of the bid.
 2. Wes mentioned this item will be removed from the agenda and will be placed back at a later time.
 - ii. PC Bids
 1. Frank is awaiting official notification from procurement. Once received it will then be forwarded to Jayne, our PIO, and posting on our site follows after.



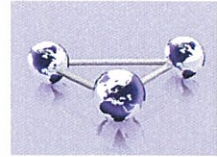
b. Campus Wireless Update

- i. Frank mentioned the notification and acceptance of award is pending.
- ii. Wes asked if this wireless system was designed to reach within classrooms campus wide. Chris mentioned it's not a point to provide wireless access in computerized classrooms. Terry mentioned this was a concern of a former instructor who wanted wireless access in a wired classroom for instructional purposes.
- iii. Terry mentioned it was not part of the CTC to not have wireless in a wired classroom. Frank mentioned the specifications was reviewed and approved by the CTC. It was not discussed as to whether there would be wireless inside wired classrooms but it's not to say it can't be done. Wes and Terry mentioned they were under the impression this would address the complete campus to include classrooms.
- iv. Chris mentioned he knew it would be way over budget to include wired classrooms. The cost was brought down by excluding the wired classroom. It's something we can build upon but the initial installation/package we'll already have to cut back on the current budget.
- v. Jay mentioned in his classroom there are 8 computer and currently only 2 computers working. It was made clear that this is a computer issue and not a network issue. However, the students have been given permission to use their personal computers if they are able to access the network wirelessly.
- vi. Elaine asked when we realize the cabled labs don't/can't see the Wi-Fi, what's the possibility of plugging in the Wi-Fi in the room? Chris mentioned expansion. Once the hardware is installed, expansion will not be a problem. Elaine suggested building this into it. Frank mentioned every year we have an upgrades portion of the technology fee we can use to expand.
- vii. Terry mentioned when the specifications were reviewed, the heat map showed buildings not classrooms/rooms regardless of wired network or not.
- viii. Wes asked who would the wireless network service. Frank mentioned it will service all those on campus (administrators, faculty, staff, and students) would be serviced. Chris mentioned the initial idea was to provide the service using our current bandwidth. Wes asked why then is the technology fee paying 100% for this service? [Frank mentioned that we only have one network and two separate ones for students and employees. He also added that we currently do not have the mechanism or the technology in place to easily separate the two groups.]

5. New Business

a. MIS Student Technology Fee request

- i. Frank is requesting the College Technology Committee's approval to use Technology fee to pay for operational funds that MIS has been paying for since there is a freeze on Fund 05 – Operational Funds. Document provided to the CTC Members was the FY11-12 Technology Fee Budget Plan. Frank mentioned modifications can be made to this plan.
- ii. Wes asked where does it mentioned how much fees we currently have or show how the technology fee is to be used. Frank mentioned according to board policy (Board Resolution 11-2000); it indicated the budget to be 50/50 between MIS Operational/Tech Fee.
- iii. Elaine asked what happens when we have a balance in the technology fee. Frank mentioned in previous years the balance usually rolls over with the exception of year before last when the funds were not rolled over.
- iv. The CTC members were not clear as to how the 2012 figures for current Technology Fee budget loaded came from. Elaine asked that the Chair find out who put together the breakdown of the budget and what it represent so we can start discussions and move on from that point.
- v. Wes reiterated the president's message of not using other funds to cover other areas which is what seems to be what we shouldn't be doing anymore. Frank mentioned the president also asked us to be creative to take care of what's mandatory and Carmen also gave me instructions to make sure the CTC be approached and be informed with what expenses may negatively impact the college if not paid for. Wes expressed his concern about having students fully fund services that are being used by administrators. For example the security services, this is not something the students should be concerned about. Or the internet expenses. This is being paid for 100% by the students even though they don't use 50% of it. Frank agreed there are a lot of services students are paying for that benefit everyone on the campus.



- vi. Frank advised committee members that if such services as the security and internet are not paid for, we will start seeing security violations and the internet service will be at risk of being shut down. Wes mentioned CTC's role is to be responsible for the planning as mentioned in our charge. We need to know how this benefits students and how much is shared with the students. Frank asked how you break it down as regards to the network to say how much is being used by students versus employees.
- vii. Terry suggested making a plan to be able to make determinations of services. Wes made a call for transparency with regards to the approved budget. Allowing the campus community see how the money was spent, why we made the decision as to why it's considered student related. In this way all will know how the money is being spent.
- viii. Marlena asked why we are paying for the AS400 when RPG is no longer being offer. Elaine mentioned we have to adhere to course guides, by accreditation standards, and the AS400 is one of the required equipment for the course guide. Wes asked why is this not coming out of the department's budget rather than the technology fee. Elaine mentioned it's because the students pay the technology fee. Frank mentioned there are two types of fees, the technology fee and the lab fee. Lab fees pay for specific labs the students are taking courses for.

MOTION

**FRANK MOVED TO PROVIDE STUDENT TECHNOLOGY FEE USAGE TRANSPARENCY ON THE WEBSITE,
SECOND BY ANTHONYJAY, MOTION CARRIED UNANIMOUSLY.**

- ix. Frank mentioned MIS doesn't have any funds to pay for any supplies, equipment, or services thus seeking the CTC to use the Technology fee to pay vendors for services already rendered.
- x. The committee members asked the chair and co-chair to look into how the Technology Audit, penetration test, and the website outsourcing were paid for. Marlena reiterated the CTC intention is not to manage the funds but rather ensuring we identify the needs of technology planning, distance learning, and appropriate training as mentioned in our charge. Elaine mentioned we can't plan it and not fund it.

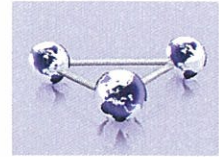
MOTION

FRANK MOVED TO VOTE ON APPROVING THE REQUEST FOR MIS TO TRANSFER EXPENDITURES TO THE TECH FEE, NO ONE SECONDED THE MOTION, MOTION DIED.

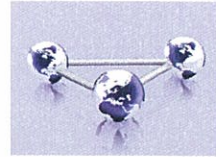
- xi. Chris asked should services not be paid and vendors pull out their services, what is the catastrophic failure? Frank mentioned there will no longer be accessed for all systems, no authentication, and if the server goes down we won't be able to see it, etc.
- xii. Terry asked where the excess funds go to. Frank mentioned any excess funds after operations have been paid goes to upgrades such as the student center surveillance system, the labs, and wireless. Frank mentioned it is suppose to be 50/50 but has had difficulty splitting it equally.
- xiii. Frank mentioned the current AS400 is no upgrades but limited maintenance. Elaine mentioned it's costing us more to maintain an old system. Since we have to have this system based on the course guide, we may need to purchase a new system. Frank mentioned this purchase would be an upgrade costing over \$10,000.
- xiv. In alignment with the board policy stipulated in Student Fee, the committee has approved Frank be given the 50% for operations until the CTC better defines, at a later date, the definition of operations and technology related student services.

MOTION

ELAINE MOVED TO GIVE MIS 50% OF THE TECHNOLOGY FEE TO APPROPRAITELY BE USED FOR OPERATIONS AS STIPULATED IN BOARD RESOLUTION 11-2000 STUDENT FEES UNTIL THE CTC BETTER DEFINES OPERATIONS AND TECHNOLOGY RELATED STUDENT SERVICES, FRANK SECONDED THE MOTION, MOTION CARRIED.



- i. There was a meeting held on October 7, 2011, to review and discuss the recently conducted Tech Audit. One of their representatives pointed out that through a financial portfolio management /document management you would be able to keep an E.A. going with having everything linked to a budget.
 - ii. It was mentioned that the presentation was put together through information provided by our MIS Department to meet Dr. Somera and Carmen’s deadline; however, there was very little discussion about CTC until after where it would be put together and reviewed by CTC. Elaine expressed her concern with regards to accreditation and governance structure, CTC has to be part of the dialogue in the planning phase of it and not after. That’s our charge based on the contract and would be in breach of contract if we don’t become a part of it. Dr. Somera agreed.
 - iii. It was also mentioned another participant voiced concern that because this is an audit, we shouldn’t contaminate or dictate what the numbers should be by giving our point of view. Frank mentioned this is not a financial audit. Elaine pointed out there are two parts to this. There’s the Technology Audit and there’s the development of the Enterprise Architecture and the technology plan. That planning part of it is where the CTC’s involvement takes place and Dr. Somera agreed. It was mentioned Carmen also commented that CTC was involved through our previous meeting minutes. Elaine’s concern is that this still doesn’t reflect the current personal input and contribution but rather the previous years where there has been a changeover of people since then who currently sit on the committee. After the presentation Elaine met with two of the representatives and expressed her concern. She agreed with the audit side, however, when designing an Enterprise Architecture and Technology plan, you need to get the input of all the constituents. They agreed.
 - iv. Frank will forward all documentation received from Galaide for CTC’s review.
 - c. CTC Goals for AY 2011-12 (TABLED)
 - i. Enterprise Architect / ITSP
6. Things we can’t forget about
 - a. PCI Compliance
 - b. Postini-Google Antispam/Antiphishing services and the topic of E-Mail Caching Service potentially from MCV/Kuentos (*on hold pending Banner 8 implementation*).
7. Open Discussion
 - a. Standardize Computer Bid
 1. Wes mentioned Joleen didn’t have a problem with going out on bid to put back common computer, electronic equipment and supplies.
 2. It was mentioned the reason for this request was because each department has had to request for quote on everyday items such as DVD-R, External Hard Drives, USB Flash drives, etc. Vendors express they’ve already quoted our agency come to find out it’s for different departments or they won’t quote because of numerous requests daily.
 3. It was mentioned procurement buyers are suppose to be the ones to request for quote, prepare requisitions, etc.
 4. Ana Mari was asked to compile a supplies list. Frank asked that he not have to approve all supplies requisition once placed on bids.
 - b. CTC to meet informally, Wednesday, October 19, 2011 at 12:00pm to discuss Tech Audit/ EA/ ITSP
8. Agenda for Next Meeting (Thursday, October 27th, 2011)
9. Adjournment at 1:00pm



AGENDA
AY2011-2012
Meeting Number 4
October 27, 2011 – 11:00 A.M.

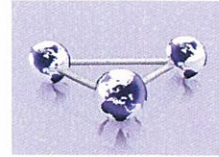
Chair: Wesley Gima
Co-Chair: Elaine Fejerang
Minute Taker: Ana Mari Atoigue

| Name | E-mail | Present | Absent |
|---------------------|--|---------|--------|
| Christopher Camacho | christopher.camacho@guamcc.edu | | X |
| Frank Camacho | francisco.camacho@guamcc.edu | X | |
| Patrick Clymer | patrick.clymer@guamcc.edu | X | |
| Elaine Fejerang | elaine.fejerang@guamcc.edu | X | |
| Wesley Gima | wesley.gima@guamcc.edu | X | |
| Terry Kuper | terry.kuper@guamcc.edu | X | |
| John Limtiaco | john.limtiaco@guamcc.edu | X | |
| Marlena Montague | marlena.montague@guamcc.edu | X | |
| Anthony Sunga | anthonyjay.sunga@guamcc.edu | | X |
| Chuck Rios | Galaide Professional Services Inc. (GPSI) | X | |
| Frank Dumanal | Galaide Professional Services Inc. (GPSI) | X | |

1. Call to order at 11:00am
2. Roll Call
 - a. Guest: Chuck Rios and Frank Dumanal of GPSI
3. Review/Approve Minutes
 - a. TABLED
4. Old Business
 - a. Tech Audit review with Galaide Professional Services Inc. (GPSI)
 - i. Review of the Enterprise Architecture with GPSI.
 - ii. The report will be ready electronically by October 31, 2011. If satisfactory three hard copies will be printed. Committee members were informed by GPSI the document will be electronically updated through their continual review between November 1, 2011, through January 1, 2012. This process will maintain until the 1st of January.
 - iii. Frank Dumanal mentioned the ITSP cannot be done as a standalone because it is linked to the Enterprise Architect.
 - iv. Wes asked if there was a protocol in which Frank Camacho was the only one being sent the report directly. Frank Dumanal mentioned in the kick off meeting he was informed Frank Camacho was the point of entry into Guam Community College strictly for communication purposes. [Frank Camacho is the point of contact into Guam Community College strictly for communication purposes, but Carmen Santos also receives reports and emails.]

MOTION

ELAINE MOVED TO MAKE A REQUEST TO CARMEN SANTOS, BUSINESS AND FINANCE ADMINISTRATOR TO INCLUDE THE COLLEGE TECHNOLOGY COMMITTEE ON THE DISTRIBUTION LIST, MARLENA SECONDED THE MOTION, MOTION CARRIED.



- v. Chuck Rios and Frank Dumanal addressed the College Technology Committee’s concerns, questions, request to delete untrue statement, clarified unclear terms, statements, etc. on the College Technology Committee’s initial review of the Enterprise Architect prepared by GPSI.
 - vi. The College Technology Committee requested that the transition paragraphs be kept but the actual transition plans be moved to the ITSP.
 - vii. Elaine mentioned [that the EA and ITSP should reflect the integration of all independent systems] there needs to be a movement to integrate all our systems.
 - viii. Chuck said he mentioned to Carmen, in the last meeting, there are a lot of modules SunGard is charging that are not being utilized. As a committee this could be something re-evaluated to use such funds toward integrating your systems rather than paying/renewing services for unutilized modules.
5. New Business
- a.
6. Things we can’t forget about
- a. PCI Compliance
 - b. Postini-Google Antispam/Antiphishing services and the topic of E-Mail Caching Service potentially from MCV/Kuentos (*on hold pending Banner 8 implementation*).
7. Open Discussion
- a.
8. Next Meeting (Thursday, November 10th, 2011)
9. Adjournment at 12:00pm.

MOTION

JOHN MOVED TO ADJOURN; FRANK SECONDED THE MOTION, MOTION CARRIED.

MINUTES

NOVEMBER 11, 2011 11:00AM

GCC TECHNOLOGY BLDG. 1000,
TC1210 CONFERENCE ROOM

| | |
|-------------------|--|
| MEETING CALLED BY | WESLEY GIMA AT 11:08AM / ADJOURNED 1:30PM |
| TYPE OF MEETING | |
| FACILITATOR | WESLEY GIMA |
| NOTE TAKER | ANA MARI ATOIGUE |
| TIMEKEEPER | |
| ATTENDEES | CHRISTOPHER CAMACHO, FRANCISCO CAMACHO, PATRICK CLYMER, ELAINE FEJERANG, WESLEY GIMA, JOHN LIMTIACO, MARLENA MONTAGUE, & ANTHONY SUNGA |

[TIME ALLOTTED]

MEETING MINUTES #3

[PRESENTER]

DISCUSSION

1. Frank submitted, via email, his recommendations to CTC members clarifying statements made during meeting.
2. With regards to clarifications on statements made in review of meeting minutes, the committee has agreed such clarification will be indicated within brackets.
3. Elaine provided a new format for minutes to note taker to help committee members with tasks assigned.
4. The committee agreed to send any revisions to the minutes be submitted to the note taker 3 days before the next meeting.
5. Elaine requested that the motion on providing transparency on page three be clarified as to what kind of transparency is being referred to. Frank mentioned this was in regards to the Technology Fee.

MOTION AMENDED

**Frank moved to provide student technology fee usage transparency on the website,
Second by AnthonJay, Motion carried.**

6. Frank requested the meeting minutes be numbered.

MOTION

Frank moved to have any revision on meeting minutes be submitted to the note taker 3 days prior to the next meeting for the note taker to compile all requested recommendation/clarifications for committee members review, any clarification will be indicated within brackets, and approve meeting minutes #3 as amended. John second the motion, motion carried.

| | | |
|---------------------|---------------------------|-----------------|
| CONCLUSIONS | | |
| | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| | | |

| [TIME ALLOTTED] | MEETING MINUTES #4 | [PRESENTER] |
|-----------------|--------------------|-------------|
|-----------------|--------------------|-------------|

DISCUSSION

1. Elaine requested clarity be inserted under item number 4, a, vii, to read: Elaine mentioned **[that the EA and ITSP should reflect the integration of all independent systems]** there needs to be a movement to integrate all our systems.
2. Frank mentioned we were supposed to have received three documents (EA, ITSP, & Tech Audit). Of the three only two was received (the EA and the ITSP). Wes requested that GPSI be contacted to provide the third document.
3. Frank requested clarity be inserted after the sentence under item number 4, a, iv, to read: **[Frank Camacho is the point of contact into Guam Community College strictly for communication purposes, but Carmen Santos also receives reports and emails.]**

MOTION

Frank moved approve meeting minutes #4 as amended. Elaine second the motion, motion carried.

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

Old Business

[TIME ALLOTTED]

Tech Audit Review/ Enterprise Architecture (EA),
& Institutional Technology Strategic Plan (ITSP)

[PRESENTER]

DISCUSSION

1. Wes asked the Frank follow up on the Tech Audit Report for the committee to review. The EA and the ITSP documents were provided to all members for review. Wes provided many options for the committee to review and provide input in helping to meet GPSI deadline of January 1, 2012. Whatever recommendations are made by January 1, 2012 for both documents will then be finalized as is.
2. Elaine mentioned talking with Karen Sablan regarding faculty contract if weekly meetings, after faculty end date continues, since this is not part of faculty workload. We need to find out if a carryover is done, what accommodations would be made?
3. John suggested making this a priority to meet the January 1, 2012, deadline.
4. The committee members agreed to meet for a special meeting on 11/17/2011 and 12/1/2011 for an hour and a half in addition to the standard bi-weekly meetings with primary focus on the EA and ITSP. Frank will contact GPSI and see if they are able to meet with the committee for a last review on 12/15/2011 to allow time for any additional revisions before the 1/1/2012 deadline.
5. Marlena provided a copy of Dr. Houston's comments to all committee members present. Marlena suggested tying this into our self evaluation report (ISER) because we are College Technology Committee and it specifically talks about technology resources. In Dr. Houston's feedback he is asking; how and what evidence can we show. Frank mentioned when he reviewed this with Marlena with regards to the technology resources area. According to Frank, it kind of puts the **ownist[is this correct?]** to MIS to address a lot of the technology resources with no distinction between what is information technology or instructional technology. Frank is letting the College Technology Committee know MIS is not completely charged with every kind of technology on campus. Marlena mentioned this committee answers a lot of the question Dr. Houston has.

CONCLUSIONS

The College Technology Committee will be meeting for an hour and a half on the 11/17 and 12/1. All

Members will be looking at this as a guideline to go through both the EA and the ITSP and be prepared with reviews for

The meetings. We should be ready to meet with GPSI on 12/15/2012 to review/clarify any questions our changes.

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

Request for the Technology Audit Report from GPSI

Frank Camacho

ASAP

Query the Union regarding Faculty Compensation

Elaine Fejerang

Confirm with GPSI on meeting Dec. 15, 2011, for last review of EA & ITSP

Frank Camacho

[TIME ALLOTTED]

CAMPUS WIRELESS

[PRESENTER]

DISCUSSION

1. Wes requested the heat plan because it was mentioned in previous minutes and assumed it was for the entire campus but Frank said something about the heat plan only being for building 900. Frank clarified the vendor said they did a heat map on the entire campus. Based on that, they just extracted the one we were trying to clarify regarding building 900 and that's all they provided. A request was made to have them submit the entire campus heat map but they have not responded and was unsure if they would. Since the bid process has been officially closed and they are not obligated to respond since all documents were to be submitted prior.
2. Wes asked why the bid award was not done yet. Frank mentioned based on the evaluation, we have the cost breakdown per building. The vendor can agree to meet our price range by scaling back on certain buildings, however, its procurements obligation to communicate that with the vendor because it's in Procurement Phase.
3. Wes recommended tabling this discussion to a later date since it is the procurement phase.

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

[TIME ALLOTTED]

VOIP & PC BID

[PRESENTER]

DISCUSSION

1. Frank mentioned it has been decided that GCC will not be moving forward on the VOIP with PDS. Keep in mind there is a government wide bid that will be closing soon. According to the CIO of the Government of Guam, Ed Cruz, GCC may be able to piggy back on it because it's an open government bid. We may be able to get the VOIP as well as the Communication Services out of this bid.
2. Frank suggested removing the PC Bid item as this has been completed.
3. Anthonyjay mentioned he's requesting computers and was told to talk to his Dean about purchasing 2007 licenses. He asked why he needed to talk to his Dean when the Windows 2007 comes with the computer. Frank mentioned that if you're using the bid, you don't have to purchase Windows 2007 because it comes with it. Anthonyjay mentioned he was told otherwise. Frank asked who gave him this information. Anthonyjay mentioned he called MIS. Chris mentioned is the response given because the home or preloaded editions are unsupported.
4. Frank said he has already spoken to Sanford and you will get what you paid for. If GCC is buying a computer, that's already a legitimized system.
5. Elaine asked if, in the bid process, any notebook or PC's being purchased are being purchased with Windows 2007 and Office 2010. Frank mentioned if it's an image that was created with a prior purchase then yes we have it. Frank mentioned there are a few on campus currently using it and it will be in the labs soon.
6. Elaine and Marlena asked what the goal in installing them in the labs is. Frank mentioned based on the first request. The following labs (D2, D3, D10, A27, D4, & D5 (D4/D5 student center open labs) will be upgraded. D8 is being addressed by the Microsoft Office Academy. The goal is for all installations to be done by Spring 2012. Elaine mentioned training for faculty will also need to be put into place. Frank mentioned he's not sure how this will be done. Elaine mentioned this is part of CTC's charge and it needs to be addressed because faculty will come back to a new environment, there, suggestion is to put this in the next agenda.
7. Elaine recommended that a broadcast message be sent out to the campus community informing them the following labs will be upgraded during winter break. Frank mentioned there are four hardware/software upgrades.
8. Elaine's recommendation is that the broadcast announcement read; Microsoft Office 2010 will be in the labs D2, D3, D8, D10, & A27 by Spring 2012. During the course of Spring 2012; adjustments and upgrades will be occurring.
9. Elaine suggested including in the broadcast message to any faculty needing training. John's recommendation is that any faculty needing training be provided to the Dean's. Wes mentioned forwarding this training list to the CGC. Marlena mentioned this goes back to Dr. Houston's feedback document she provided the committee on alphabet b. The institution provide quality training in the effective applications of its information technology to students and personnel. Elaine emphasized this is the institutions charge whether or not they have the money.
10. As per Wes, the training statement is the only thing removed from the broadcast message.

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| CONCLUSIONS | | |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Broadcast announcement forward to PIO Jayne | Elaine Fejerang | |
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| OBSERVERS | | |
| RESOURCE PERSONS | | |
| SPECIAL NOTES | | |

New Business

[TIME ALLOTTED] Student Technology Fee Policy Review [PRESENTER]

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| DISCUSSION | | |
| <ol style="list-style-type: none"> 1. Wes sent the committee members several documents from other colleges for their review via email. It's something we really need to address in terms of how it's used. He recommended having a policy that goes into detail based on plans. Frank mentioned then board would then have to approve it because it's going to be a policy. Patrick mentioned we already have a policy. 2. Wes suggested creating a policy in which we really spell out how the funds should be used. Frank said we can do a recommendation to amend our current policy. 3. Wes asked them to read the documents for later discussion. 4. Elaine mentioned this may be a portion in the ITSP so both should be review. | | |
| CONCLUSIONS | This draft will be discussed with the ITSP. | |
| | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| | | |

[TIME ALLOTTED] Course Lab Fees [PRESENTER]

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| DISCUSSION | | |
| <ol style="list-style-type: none"> 1. Wes mentioned Elaine did a little research on the course lab fees. 2. Elaine mentioned in previous minutes, under Technology Fee, Frank mentioned he wasn't sure how the Technology Fee breakdown was done. She spoke with the Comptroller Edwin regarding this and he mentioned it was Carmen. Then he was asked about the course lab fees, specifically with the AS400 and how it's being paid. According to Edwin it's being paid by the technology fee. 3. Patrick mentioned the way it's supposed to work, from his understanding, is suppose to go into an account. This account is then given to the department to pay for expenses like certification, instructional needs for course, etc. 4. Elaine mentioned according to Edwin what happens is the course lab fees go into one account and used to buy supplies for the labs. 5. Frank said the course fee is to take care of any training or needs the faculty have not related to technology. Patrick mentioned there was a board resolution that increased tuition fees and maps out the charges. The purpose of the course fee is to pay for or carry out the instruction for that course. 6. Wes mentioned this was an accounting decision made by Taylor, when he was here, that said programs don't need this course money because it's going into their budget where the course fee comes from. 7. Patrick recommended getting a copy of the board resolution of the student fee increase because it also addresses the | | |

course fees.

8. John mentioned he ask that question before and was told; it goes into a fund. When you need to start up new programs you would do so with this money and not go through grants.
9. Elaine recommendation that Patrick find the resolution. Patrick asked what the relevance is with regards to course fees. Elaine wants to see if it's paying for anything else, such as computer science labs.
10. Frank mentioned he has seen lab fees that were used to pay for special licensing for a particular class. He also mentioned anything covered by program agreements are not paid by the technology fee.
11. Wes mentioned a lot of programs probably don't know about this as Viscom is one. They've been charging course lab fees from the beginning and have never asked for anything. Not everyone understands that these funds are available to them that's why this needs to be brought out in the open because some take advantage of it because they know about it.
12. Patrick mentioned faculty need to be more pro-active about it. If the department are not asking or don't know how to ask, all they have to do is talk to Dr. Clare or Barry because they are very aggressive in getting those course fees assigned to their programs.
13. Wes mentioned if you don't know about it, how you can be pro-active and ask for what you don't know.

CONCLUSIONS

ACTION ITEMS

Obtain a copy of the Student Fee Increase Resolution

PERSON RESPONSIBLE

Patrick Clymer

DEADLINE

[TIME ALLOTTED]

Computer Supplies

[PRESENTER]

DISCUSSION

1. Wes mentioned a couple of meetings ago procurement administrator Joleen said she was fine with putting out a computer supply bid. Ana Mari started with a list that was sent out to committee members. Frank mentioned he still has the past consolidated list and will forward it to committee members for review.

CONCLUSIONS

ACTION ITEMS

Forward previous Computer Supply list for committee's review/input

PERSON RESPONSIBLE

Frank Camacho

DEADLINE

[TIME ALLOTTED]

Interest Based Bargaining (IBB) –
retraining/refresher for CTC Members

FRANK CAMACHO

DISCUSSION

1. Frank mentioned since the CTC has both new and returning members, he felt it was time for the committee to keep the dynamics going in terms of IBB. Wes mentioned we didn't do this last year and asked for clarification as to what this is.
2. Frank mentioned Karen Sablan was the facilitator of the last training held. He feels it needs to be done to keep the dynamics going as it may diminish if things start to out of the IBB context. Marlana asked what is entailed. Elaine mentioned they share what bargaining/negotiation is all about. So if two people on a committee have a conflict, they both come to an agreeable compromise and collaborate to find out how much each is willing to give in the compromise. Frank also mentioned it's a consensus based environment of discussion with no hidden agendas with what takes place in a meeting. It's everybody's interest on the table with nothing hiding in the back.
3. Wes will talk to Karen and arrange training for next semester.

MOTION

Frank moved to proceed with planning an Interest Based Bargaining Training for next semester, [NO ONE

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| [SECOND THE MOTION] second the motion, motion carried. | | |
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| CONCLUSIONS | | |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Check with Karen Sablan for IBB Training | Wesley Gima | |
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[TIME ALLOTTED]

Novel Network Servers Phase Out Plan

FRANK CAMACHO

| | | | |
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| DISCUSSION | | | |
| <div>1. Frank mentioned MIS is encountering a lot of issue with our current Novell system not only because of their age. We are not investing anymore in the Novell version because it's an old version and we are moving towards the Microsoft platform as far as the server and possibly the units.</div> <div>2. Marlana asked what the plan was to implement a file server for the campus. Frank mentioned there are three servers (the DNS, Web Cache, & FTP) that are already in the works which are not application servers. Wes asked if this could be a part of the ITSP and Frank mentioned it is actually part of it. Frank projects it will be completed by Spring 2012. Elaine asked if the intent is for the transition to be seamless. Frank replied; yes as much as possible. Once the server is ready, it will be seamless.</div> <div>3. Chris mentioned the usage is 40 gigs of data and under 20 users using. Do we really want to move forward since it's so small. Marlana mentioned this is only for now because there's limitations on the server. We actually hope to have a document repository to achieve continuity whether people stay, leave, or come aboard. Frank mentioned there will be a replacement.</div> <div>4. Frank mentioned the Novell server had many functions before such as a print server, file server, and an application server. Wes asked if there is a transition plan to show this is what's happening, etc. Frank mentioned within MIS there is. We are basically moving from one obsolete approach to another obsolete approach but in a more supported environment. Wes wants to make sure that everyone is aware this is going on. Elaine mentioned the only concern, from the faculty perspective, it to ensure the transition is seamless with no rupture occurs. That's why I asked if you are testing it in a controlled environment to ensure that seamlessness.</div> | | | |
| CONCLUSIONS | This was just a "for your information". | | |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
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Open Discussion

[TIME ALLOTTED]

Marlena's Apointment Memo

MARLENA MONTAGUE

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| DISCUSSION | |
| 1. Marlana provided a copy of the memorandum indicating her appointment to the College Technology Committee as a replacement for former Dean Michelle Santos. | |
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| CONCLUSIONS | |

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|--------------|--------------------|----------|
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College Technology Committee Meeting #6

MINUTES

DECEMBER 01, 2011 11:05AM

GCC TECHNOLOGY BLDG. 1000,
TC1210 CONFERENCE ROOM

| | |
|-------------------|--|
| MEETING CALLED BY | WESLEY GIMA AT 11:05AM / ADJOURNED 12:30PM |
| TYPE OF MEETING | |
| FACILITATOR | WESLEY GIMA |
| NOTE TAKER | ANA MARI ATOIGUE |
| TIMEKEEPER | |
| ATTENDEES | CHRISTOPHER CAMACHO, FRANCISCO CAMACHO, PATRICK CLYMER, WESLEY GIMA, TERRY KUPER, JOHN LIMTIACO, MARLENA MONTAGUE, & CARMEN SANTOS |

Review/Approve Minutes

MEETING MINUTES #5

| | | | |
|--------------|--------------------|----------|--|
| DISCUSSION | 1. Tabled | | |
| CONCLUSIONS | | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
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Old Business

Tech Audit Review/ Enterprise Architecture (EA),
& Institutional Technology Strategic Plan (ITSP)

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| DISCUSSION |
| <ol style="list-style-type: none">1. Wes mentioned the original plan was for the committee to focus on the Enterprise Architecture & the Institutional Technology Strategic Plan; however, this is the committee's official last meeting for the semester. At this point, it doesn't seem the committee will be finished with its review. It was mentioned the last time a review like this was done; it was done in the form of a retreat.2. Frank mentioned this audit is a desk top audit, not intended to be a long drawn out process. The committee is still awaiting GPSI's response to the committee's review of the first few pages and the glaring errors, like the transition into the DE was suppose to be in the ITSP and the GAP analysis is missing in the EA, provided to them to fix.3. GPSI has confirmed meeting with them on December 15th.4. Marlena mentioned as a vendor delivering their product, GPSI has done that.5. Carmen recommended the committee look at the scope of work requested. Is there anything major not in there that we asked them to do. You may not agree with everything they say but remember this is an outside third party audit. Wes mentioned the committee never saw the audit. The committee has only seen the Enterprise Architecture & the Institutional Technology Strategic Plan. Frank mentioned it was confirmed that the actual Technology Audit report was not part of the deliverable. The only major errors we saw that was missing, as far as the actual deliverable, is the transition plan that was made into the E.A. when its suppose to be in the ITSP and the GAP analysis that was missing from the actual E.A. document. |

6. Wes mentioned the focus of the plan seem not to be of the college s a whole but of the information technology geared towards certain parts of the campus. Information technology included all these different areas.
7. Carmen mentioned any tool or course that a program uses should be driven from the curriculum. When the curriculum is updated/revised it will tell him if he needs to update/upgrade equipment, computer systems, etc.
8. Terry asked about instructional technology pertaining to connecting to the network. Frank mentioned in the definition as modified by the committee, what was touched upon was the instructional technology that incorporates itself into the enterprise architecture environment like computers that need to be or have access on the network. If it's a silo type of environment that never touches the enterprise architect then it never becomes part of the E.A & ITSP. Terry mentioned instruction technology that needs more bandwidth, the EA needs to know that.
9. Carmen mentioned there will always be changes with the new technology, however, this audit is a snapshot in appoint in time. This committee will be the one updating these documents. We cannot predict the future. The focus was predicting out the future to include distance education. In the next semester or two we cannot predict we will need more space usage but we can predict a growth. Wes mentioned that's part of what this whole plan is suppose to be about. Every department should be planning out, over the next couple of years, what they plan to be doing and provide it to the CTC to develop a plan as a whole which we aren't doing at this point. Carmen suggested the CTC create some kind of form to have departments include it in their strategic plans then they can submit it to the CTC. It could be used to measure growth for the future. Frank suggested another audit be done that focuses on just that type of technology related to these programs. This will get everybody involved and the audit will also be conducted by someone else who sees it from the outside while gathering the information internally. Wes felt we could do that and felt it was just a matter of getting everyone to think along the lines of where will we be in the next two or three years. He thought the EA was going to be not only where we're at but what the plans are for the future.
10. Wes mentioned it seems the biggest problem with technology on campus is that things pop out of nowhere when a funding source is identified but wasn't initially part of any plan. John mentioned these things come from the department via there advisory committees. Carmen reiterated having the CTC create a form requesting information from the departments indicating what their strategic plan is for the next 5 years related to technology because this committee is tasked with ensuring the capability with the infrastructure and the wireless is there. You can tell them there may be a problem because there is not enough bandwidth/infrastructure to support this.
11. After having the CTC charge read to the committee, as taken from the contract, Frank mentioned the CTC's charge focus is on computer technology and not any other type of technology. Terry mentioned it should be anything that is incorporated into the network. Wes mentioned what he wants it for the CTC to be aware of all that is occurring with technology on campus to keep the campus community informed and not to dictate to the department what they can or cannot buy or do.
12. Wes asked the committee members asked what they would like to do at this point. John recommended waiting for the December 15th meeting with GPSI to look at the revised documents to see what other changes are needed. Wes asked how we are going to address changes. John mentioned it's a living document and we can make the changes as needed because the document belongs to us. Carmen recommended discussing it next semester by coming up with a plan breaking it up by section by semester or think of certain areas that have to be touched every year as a committee and other sections that could be touched only once every other year or so.
13. Terry mentioned we need to look at the scope of work as it was to incorporate the distance learning into the Enterprise Architecture.

CONCLUSIONS The committee agreed to wait till December 15th to continue discussion.

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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CAMPUS WIRELESS

- | DISCUSSION |
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| 1. Carmen mentioned the wireless network bid is still not awarded. We did ask them to scale back, does this committee have what building to scale back on. The only building the CTC has agreed to scale back was on building 900. Carmen is asking this committee to prioritize the building based on the costing to fall within budget. |
| 2. Chris mentioned any way you cut it, it will cut the campus in half. |
| 3. Terry mentioned we need to have the dollar amount to work with to help decide what buildings to exclude. Chris mentioned the breakdown cost per building was provided in the bid packet. |
| 4. Carmen requested a copy of the abstract bid price summary to be given to the College Technology Committee. |
| 5. The committee members present have agreed to remove the following buildings from the Wireless Network project. |

Buildings 100-\$7,618.06, 400-\$7,618.06, LRC-\$9,827.66, & 2000 (Admin)-\$31,368.96; totaling to \$56,432.74.

MOTION

Marlena moved to approve the recommendation of removal buildings 100, 400, LRC, & 2000 (Admin) from the Wireless Network project. Patrick second the motion, motion carried.

6. Chris mentioned there's a portion in the wireless project that refers to authentication. We were hoping to use the SunGard systems as the basis for that so that's one of the missing links when it gets implemented. Campus wide we are still looking for a solution to the wired authentication. This will amplify that problem because you're going to have another thousand users wirelessly accessing our network which may require an increase in bandwidth. We are technically doubling our capacity which will take a toll.

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| CONCLUSIONS | The College Technology Committee has agreed to remove buildings 100, 400, LRC, & 2000 (Admin) from the Wireless Network project. |
|--------------------|--|

Bldg. 100 - \$7,618.06, Bldg. 400 - \$7,618.06, Bldg. 2000 (Admin) - \$31,368.96, & LRC Bldg. - \$9,827.66 = \$56,432.74

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|--------------------------------|--------------------|----------|
| Will notify MCV of the update. | Frank Camacho | |

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| OBSERVERS | |
| RESOURCE PERSONS | |
| SPECIAL NOTES | |

New Business

NONE

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|---------------------|---------------------------|-----------------|
| DISCUSSION | | |
| CONCLUSIONS | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |

Open Discussion

MARLENA MONTAGUE

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| DISCUSSION | |
| 1. | |

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| CONCLUSIONS | | |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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College Technology Committee Meeting #7

MINUTES

JANUARY 19, 2012

11:00AM

GCC TC 1210 CONFERENCE ROOM

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|-------------------|---|
| MEETING CALLED BY | Wesley Gima |
| TYPE OF MEETING | |
| FACILITATOR | Wesley Gima |
| NOTE TAKER | Ana Mari Atoigue |
| TIMEKEEPER | Meeting adjourned at 12:17pm |
| ATTENDEES | Frank Camacho, Patrick Clymer, Wesley Gima, Terry Kuper, John Limtiaco, Marlena Montague, & Anthony Jay Sunga |

Review/Approve Minutes

REVIEW/APPROVAL OF MINUTES #5

WES GIMA

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|--------------|--|----------|--|
| DISCUSSION | <p>Frank: #5 on page 2 – Onus – (ownership). Frank clarifies #3 on page 3, PC Bid. [Purchasing Microsoft Windows7 Licenses] not Windows 2007. Correction on #5 as well. Frank clarified #3 on page 5, Motion was made but motion was not seconded by anyone. Clarification [Elaine seconds the motion]. Elaine: Under New Business, #4 on page 4 – [reviewed] Elaine: Under Campus Wireless, #1 on page 3 remove [said something about]</p> <p style="text-align: center;">MOTION</p> <p style="text-align: center;">Frank moved to approve meeting minutes #5 as corrected/amended , John seconded the motion, motion carried.</p> | | |
| CONCLUSIONS | | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
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REVIEW/APPROVAL OF MINUTES #6

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|--------------|--|----------|--|
| DISCUSSION | <p style="text-align: center;">MOTION</p> <p style="text-align: center;">Frank moved to approve meeting minutes #6, AnthonyJay seconded the motion, motion carried</p> | | |
| CONCLUSIONS | | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
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Old Business

ESTABLISH CTC SPRING 2012 MEETING DATE AND TIME

WES GIMA

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|--------------|--|----------|--|
| DISCUSSION | Committee members have agreed to remain status quo for the spring 2012 semester. | | |
| CONCLUSIONS | College Technology Committee | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
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ESTABLISH DEDICATED EA AND ITSP FOCUS

FRANK CAMACHO/WES GIMA

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| DISCUSSION | <ol style="list-style-type: none"> 1. Frank has posted the finalized versions in the Technology Committee in group studio under links folder. John suggested posting the documents so that no one can say they've never seen the documents at all. Elaine mentioned others may say they read it but didn't understand it. Frank mentioned the ITSP is going to be made part of the ISMP. John mentioned the attempt to review this document in one semester was made but failed and so recommended to focus on critical items. Critical items would be those that many have questions or comments on. Frank mentioned he is currently going through the whole document and addressing action items referenced in the report. 2. Committee members agreed to have a campus announcement made with a 2 week post for comments with a deadline of February 3, 2012, by joining the Technology committee group to view documents. 3. Committee members agreed to have a "Did You Know" for the day provided by all committee members on such issues as how does the EA professionally impact you by quoting the document for two weeks and schedule to meet with the DC's. Wes mentioned he will compile the questions. 4. Wes asked what does this do as far as accreditation is concern. Elaine mentioned this is our constant interaction and communication to the community. 5. John mentioned the documents are living documents and will always need updating. Frank clarified the documents are already approved with regards to what the college accepted. Elaine mentioned the correct terminology is that the EA and the ITSP has been completed in its form as dated. The CTC continues to adjust and evolve based on the demands and the needs currently and for the future. Wes mentioned every meeting there should be one thing addressed. 6. Elaine asked how we ensure the grants tie in with the EA and the ITSP. Frank mentioned he is currently addressing this with the grant writers. <p style="text-align: center;">MOTION</p> <p style="text-align: center;">Patrick moved to create a digital fact sheet for the EA and the ITSP to be distributed; in addition to meeting and informing the DC Council of the EA and ITSP at their next meeting, Marlena seconded the motion, motion carried</p> <ol style="list-style-type: none"> 7. Wes reiterated the committee members agreed to have a "Did You Know" for the day provided by all committee members. Wes will compile the questions. If there are any questions, the committee will address and attempt to answer, as a committee, at the next meeting for the next two weeks. 8. Marlena asked if anyone has seen the analysis other than the EA and ITSP documents. Frank mentioned the actual technology report was not a deliverable. 9. Elaine mentioned bring up a question at every meeting for committee to discuss to help the FAQ grow. Keeping an item on the agenda for committee discussion. Committee members agreed to keep the item on agenda under Old Business or Things Not to Forget. |
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| CONCLUSIONS | 1. Committee members agreed to have a campus announcement made with a 2 week post for comments with a deadline of February 3, 2012, by joining the Technology committee group to view documents. | |
| | 2. Committee members agreed to have a "Did You Know" for the day provided by all committee members on such issues as how does the EA professionally impact you by quoting the document for two weeks and schedule to meet with the DC's. Wes mentioned he will compile the questions. | |
| | 3. Committee members agreed to keep the item on agenda under Old Business or Things Not to Forget. | |
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MIS CONCERNS/ ISSUES

FRANK CAMACHO

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| | <ol style="list-style-type: none">1. Frank informed committee the wireless project is currently under protest after the project was scaled back and started. Most of the work has been completed with the exception of mounting equipment and tuning systems. The attorneys are looking at it.2. Lab upgrades (D2, D3, D10, and A27) were completed with new computers. Student Center has been imaged to and open lab with Window7 as announced on the campus announcement. Library has also changed in terms of the units. Some of the D4 units were moved over there only because not everything on campus has been upgraded to the newest level. Some classroom will continue to use WindowsXP and others have Windows7 as instructors want their student to use. WindowsXP is in the Library and Windows7 is in the student center. These open labs are there for students. There are two labs in the library considered open labs (1 is grant / 1 is technology fee). Lab room 4111 in the library was moved to Room 41112 where the D4 equipment was moved to at the request of the library. 24 units were moved into room 4111 with similarities of D4/D5. 48 computers at the student center and 24 at the library. Adjacent will be a true open lab but with the option the library can still reserve it for their training. All open labs are restricted for being reserved by anyone unless it's a nonschool day where no students are expected. Access to D4/D5 is to MIS as they will be moving from D1/D6 into D4/D5.3. The CTC has been asked to review and update the bid specs for PC's as the current bid has passed the 6 months period and is considered old. |
| DISCUSSION | <ol style="list-style-type: none">4. With regards to budget, a lot of items not MIS operations related have been moved to the technology fee. This is the last year for Title III grant so expenses/expenditures related to maintenance of software, professional services, support and soon have been thrown into MIS budget. Surveillance camera to be installed at the library, student s center, and the technology building are being considered which will be paid out of the technology fee as planned.5. Basic telephone services bid have been announced. The bid opening is scheduled for January 27, 2012.6. Most of the campus has been transitioned on the apnic ip designation. This allows us to have our own identity without relying on other telecommunication companies. The requirement now is for the college to out on bid for the internet providers. The biggest requirement is that the two carriers cannot be on the same infrastructure otherwise another company may have to be sole sourced because we have to have two links.7. Although announcement was made ahead of time regarding the change in operating systems, we anticipate complaints. We are aware of the needed adjustments from students and faculty in the new labs as it is a new operating systems. Elaine mentioned she provided voluntary training to try to assist and address any issues with faculty and staff. Frank mentioned other issues to be address are programs that simply cannot run with the new programs. Marlana mentioned the change needs to be made in the course curriculum documents and the Dean's need to be informed.8. Budget for FY2013 Technology Fee Plan will be submitted soon. |
| CONCLUSIONS | |

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| OBSERVERS | |
| RESOURCE PERSONS | |
| SPECIAL NOTES | |
| OPEN DISCUSSION | |

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| DISCUSSION | <ol style="list-style-type: none"> 1. Patrick will bring up the possibility of purchase NetBooks through a USDOE Grant at the next meeting. 2. Frank mentioned the mobile labs are aging but are trying to see if we can get another mobile lab. Patrick mentioned the USDOE grant was sited to improve post-secondary education and not limited to purchasing computer but will discuss it further at the next meeting. |
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| CONCLUSIONS |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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