

Fred Tupaz

From: Francisco Camacho [francisco.camacho@guamcc.edu]
Sent: Friday, November 30, 2012 1:47 PM
To: frederick.tupaz@guamcc.edu
Cc: 'Joann Muna '; Wesley T Gima; Carmen Kwek Santos
Subject: RE: Standards III - Technology Resources

Fred,

See my responses below.

I'm copying Wes, Joann, and Carmen, just in case they want to chime in and correct or add to any of my responses. If you still need more information or would like to further discuss, please let me know and we can schedule to meet.

Frank

From: Fred Tupaz [mailto:frederick.tupaz@guamcc.edu]
Sent: Friday, November 30, 2012 8:57 AM
To: francisco.camacho@guamcc.edu
Subject: Standards III - Technology Resources

Hafa Adai Frank,

In light of Frank Tung's retirement, I have recently taken on the responsibilities of the chair for Standards III. I was wondering if you could briefly update me with the status of some of the actionable items that were contained in GCC's ISER for 2012. These items include the following:

3A3b. Is MIS working with HR to develop a plan to electronically back-up employee records or store information off-campus (through a server or other means) for additional security?

Employee data already entered into our BANNER database system are electronically backed up daily. Tape backups of the system which includes employee data are moved and stored off-campus at a bank's vault at least every two weeks.

I believe your question here is more related to the employee files and folders in the HR vault that are still in physical hardcopy form and not in electronic format. The major issue with regards to electronically capturing employee physical records/files/folders is the necessary scanning equipment and the manpower to address this actionable item. Note, however, that the actual primary software solution is already in place and it is called the BANNER DOCUMENT MANAGEMENT SYSTEM (BDMS) from Ellucian (formerly Sungard Higher Education). Although HR has the ability to scan hardcopy documents and convert them to electronic format before moving the image into BDMS, the current XEROX scanning interface is proprietary, very manually driven, and its incompatibility limits HR's ability to do bulk dedicated high-speed scanning, which can be resolved by using the recommended scanning equipment such as those from Canon. I believe the plan to further address this action item is to use the Ellucian-recommended interface that is compatible with the scanner, such as Canon, however, budget resources will need to be secured to procure such equipment, hire, and train additional staff. We will eventually be moving to this interface, known as QuickScan Pro (QSP), which we hope to replace the XEROX interface, once these financial resources are in place. As a note: "QSP is the current bulk scanning module for BDMS which provides high speed batch scanning, image cleanup, barcode, and light zonal OCR features for paper image capture."

3C1. Is MIS developing training standards for MIS personnel for new emergent technologies as documented in the ITSP?

This is in progress but the development of the “target” standard training for MIS personnel is one of the biggest challenges we are facing due to the speed and the magnitude of changes that occur in the field of technology. With new emergent technology coming up quicker than we can get training for, the “standard” no longer remains the same and continues to evolve—which is a moving target. With all the different types of technology gadgets existing and the realm of BYOD (Bring Your Own Device) available today, it is almost impossible to focus on what training to develop. What we come up with as a standard today only seem to last while the type of technology or software is actually mainstream, which mostly change about every 6 months. When major changes occur and the college decides to approve their implementation without fully addressing the training requirements, the configurations, specifications, and versions of the hardware or software you are trained for become obsolete and no longer valid or applicable. This bring into the picture a related challenge that MIS faces with the limited funding from Staff/Administrator Development Funds, especially when pursuing technical training that are not readily available on-island. At this time, training for MIS personnel is limited to how much is available and the prioritization of the Staff/Administrator Development Funds, which is insufficient to accommodate all the types of standard trainings, or requests that we’ve developed and submitted for in the past. To truly address this action item, MIS will continue developing and updating training standards that are in support of what is currently within our infrastructure, what is most feasible financially and personnel-wise, and what will make the most positive impact to SLO’s and AUO’s.

3C1b. Is MIS working with HR to consider increasing the availability of technology training for all college constituents so that they become familiar in the latest instructional technologies that would gradually lead toward an expanded Distance Education (DE) program?

This is also currently being addressed but at a much smaller scope and although MIS’ involvement is critical, it is not necessarily conducted by MIS. At this time, Wesley Gima, has been charged to conduct or coordinate instructional technology training as well as the person to spearhead the development of a true Distance Education (DE) program for the college. MIS’ involvement is in providing the expertise towards facilitating and making sure the actual technology is operational so that training can be conducted. As for actual training, it has been made available to all GCC employees and there has been Tech Friday trainings going on as announced on the MyGCC portal and further details of that as well as on the status of DE can be obtained from Wesley Gima.

I would be more than happy to discuss these items with you at your convenience and could be reached at 687-6986. Otherwise I would greatly appreciate if you could give me a response nlt December 4th, 2012.

Thank you for your time and I look forward to working with you to address issues our College is facing with regards to Human Resources to ensure we continue to remain an accredited institution by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC).

Best Regards and Happy Holidays!
Fred

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Subject (click to display details)	Delivery Date	Expiration Date	Author
<input type="checkbox"/> Employee Tuition Benefits Program applications due Dec. 21	Dec 11, 2012	Dec 22, 2012	Jayne Therese Flores
<input type="checkbox"/> Upcoming Computer Labs and Network Upgrades, & Labs/Offices Movements	Dec 9, 2012	Dec 16, 2012	Richard O Duque
<input type="checkbox"/> Assessment & Counseling Department	Dec 5, 2012	Dec 26, 2012	Richard O Duque
<input type="checkbox"/> Acting President, Dec 7-13	Dec 4, 2012	Dec 13, 2012	Richard O Duque
<input type="checkbox"/> Staff/Administrator Development	Nov 27, 2012	Dec 14, 2012	Bertha M Guerrero
<input type="checkbox"/> New hires/promotions at GCC	Nov 26, 2012	Jan 10, 2013	Jayne Therese Flores
<input type="checkbox"/> Life Insurance Open Enrollment - Update	Nov 20, 2012	Dec 25, 2012	Bertha M Guerrero
<input type="checkbox"/> Institutional Priorities for AY 2012-2013 Professional Development	Nov 7, 2012	Dec 1, 2014	Bertha M Guerrero
<input type="checkbox"/> Friendly Reminder	Nov 1, 2012	Dec 30, 2013	Bertha M Guerrero
<input type="checkbox"/> Room Request/Utilization or Other Student Support Inquiries	Oct 31, 2012	Dec 30, 2013	Bertha M Guerrero

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ID: 160244

Subject: Upcoming Computer Labs and Network Upgrades, & Labs/Offices Movements

Date: Dec 9, 2012 9:04:16 PM

To All Concerned:

Barring any unforeseen obstacles, starting next week and with the goal of finishing by or before 1/12/2013, MIS along with other employees in their respective areas of responsibilities will begin conducting computer and network upgrades, as well as labs/offices movements. The movements impacting these specific areas may also involve changes in the location's telephone services and/or numbering.

Other than the required work activities related to the movements and upgrades and in order to avoid hampering these efforts, there should be no scheduling of events or utilization in the areas identified below between 12/10/2012 and 1/12/2013. If there are any issues regarding the scheduled activities, please let us know immediately so that changes can be made. You can contact MIS at phone numbers 735-5511, 734-0540,

or 735-5619, and/or via e-mail at gcc.mis@guamcc.edu.

The labs and offices involved in these movements include:

Computer Lab, ESL C-25 to Foundation building 2nd floor, Room 6219B

Office, Room 206 (Education Department) to Room 303 (old Apprenticeship training office)

Classroom, Room 204 (AutoCAD) to Room 107 (old Project AIM office)

Classroom, Room 207 to Room A8

Office, Room 208 to Room A9

Work Lab, Mansana Lab Room 205 to Foundation Room 6111

Other Building 200 Classroomss to 1st Floor of Foundation building

Computer Lab, Allied Health Room 3114 existing computers to Room A7 to replace older A7 computers

The scheduled instructional classroom labs upgrades (upon full delivery of all computer equipment, peripherals, and accessories) include:

Allied Health Room 3114 Desktop Lab

C-1 Mobile Laptop Lab

C-4 Desktop Lab

D-9 Desktop Lab

TC1220 Desktop Lab

Final Disposition of old and replaced computers include:

Older and replaced A7 computers will either be redistributed based on received request or surveyed to GSA.

A number of C-1's old Laptops will be transferred and dedicated to the Registrar's Office for GCC's Express Registration activities and possible outreach programs at shopping malls and other venues.

Remaining C-1 laptops will either be redistributed based on received requests or reallocated as spares.

C-4's old Desktops will be re-allocated and dedicated as lab spares.

D-9 and TC1220 Desktops will either be redistributed based on received requests, reallocated as lab spares, or surveyed.

Thank You and Happy Holidays!

Management Information Systems
Finance and Administration Division



GUAM COMMUNITY COLLEGE
 Bill/Ship TO MATERIALS MANAGEMENT SECTION
 P. O. Box 23069 GMF
 Barrigada, Guam 96921-3069
 1 Sesame St. Mangilao, Guam 96913
 Website: www.guamcc.edu
 Email: materialsmanagement@guamcc.edu
 Phone: 671.735.5540/1/2 Fax:
 671.734.5238

Purchase Order Number

P1201943

Issue Date: 07/31/12

Delivery Date: 07/31/12

This Purchase Order Number must appear on all packages, shipping papers, correspondence, and invoices pertaining to the order. Please supply promptly the articles below or services. All invoices and statements must show the purchase order number to avoid delay in payment.

24 hour notice for large deliveries is recommended. Please call 671.735.5525 to make arrangements.

Billing Instructions: Send certified invoice with three (3) copies to Bill/Ship to address only.

Shipping Instructions: Make sure Bill/Ship to address appears on the crate or package. Invoice must accompany shipment.

Vendor:
 B00157083
 Ultimate Consulting IT, LLC
 112 NorthTowne Dr
 Woodstock GA 30188

Ship To:
 Materials Management
 PO Box 23069 GMF
 Barrigada GU 96921

ITEM	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
1	2015 Contractual Services ERP-Banner and Related Systems REMOTE Technical Professional Services. Based on per hour basis @ 130 hours max Up to a Maximum of 130 hours total of Remote Support Services: \$110.00 per hour or \$14,300.00 maximum Effective August 1, 2012 - August 31, 2012 *****For Internal Use Only***** Requestor: Francisco Camacho (MIS) Contractual: 7230 FOAP: 11-3020-7230-55	130.00	HR	110.0000	14,300.00

REMARKS:

DISCOUNT: .00
 ADDL CHARGES: .00
 TOTAL TAXES: .00

TOTAL AUTHORIZED 14,300.00

FOR GUAM COMMUNITY COLLEGE USE ONLY

Joleen M. Evangelista
 JOLEEN M. EVANGELISTA
 SUPPLY MANAGEMENT ADMINISTRATOR

Carmen K. Santos
 CARMEN K. SANTOS, CPA
 VP, BUSINESS & FINANCE
 Certifying Officer

Mary A. Y. Okada AUG 07 2012
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