Institutional Technology Group

Meeting Minutes

January 31, 2019

9:00am-10:30am

Doyle, Room 4401

Attendees: Scott Conrad, Robert Grandmaison (Proxy for Eve Miller), Greg Drukala, Matthew McQuaig, Mike Roth, Alicia Virtue, Heather Adams, Dan Exelby, Kevin Snyder, Matt Pearson, Greg Wycoff, Catherine Williams

Meeting called to order: 9:04am

Approval of minutes:

- check last name spelling Greg, Robert
- Approval minutes from last meeting, 1.17.19

PRPP process

- PRPP committee is making tweaks so software has not reflected in the dropdown menu.
- On-going conversation with district regarding where new software requests should go. As of today, only new software requests should be entered, not renewals.
    - o Alicia: where does it go?
        - ▪ Still in discussion, renewal will go into the previous section it was submitted?

- Start to submit your ITG requests, constituents tell your assigned departments that everything will need to be submitted by the end of February
- Student Services covers southwest center and often has requests, Li Collier, will need to take the lead on this. Michelle Viduarri assigned to ITG to relay messages to SS
- Heather - PSTC
- Robert- Shone Farm; Scott will also provide an announcement to remind areas to start to submit
- Last week of February, reminder to Deans to rank the submitted ITG requests

ITG Submission/Review Timeline

- $1.8/1.9 Million Cap for ITG requests

PRPP is <u>currently open, start to submit your requests</u>

Reminder on Feb 25th to deans to do <u>ranking for Friday, March 1st</u>; Closes Feb 28th

March 7th – extract all data

March 8th- Scott & Alicia parse out all of the requests to the different units. The managers would get the information by March 11th.

ITG Meeting 14th: will review the ITG requests and will start the trimming process

ITG Meeting 28th: next round of review getting ready to take ITG requests to Cabinet

April: ITG requests will be taken to Cabinet/VPs

Approval goal, by end of April so orders can be start to arrive end of May beginning of June

Discussion/Concerns

Software issue still remains unclear, suggested that a document be distributed to show examples of what an appropriate request and what is not for ITG submission

ITG and Measure H funds cannot be used to purchase software; this is a separate issue. Requests for software will be due the end of June.

Check-In

Catherine & Matt: rebuild/refresh media classrooms. Implementing flat panels where it is easy to do so. Ellis refresh/upgrades

- Media – Library PA system for emergency communications, test set up is still in progress; signal is not coming all of the way through, additional hardware will need to be purchased.
- Clock tower, SR can we connect to speakers?
    - Greg W. – will need to check into it
    - Suggestion invest in new system and have it added to Burbank theater instead of Zumwalt parking garage

Robert: challenges hardware, VR lab, need to build from ground up, will need to request additional funds for other equipment. VR equipment, for software can be done on the cheaper side, however, free software is expiring and now subscription based. CTE grants or other funds will possibly be needed. Elliot building, not a set date, which effects requests. Demo with Oakleaf, will have a write up in near future.

Greg D: laptops being added to department and are working well

Greg W: Maggini project completed over winter break, positive comments from faculty with updates. Shone farm progress, Matt has been overseeing, speakers and screens are up. Electrical work still needs to be completed, will be a better place for future events. Architects for Doyle upgrades, 3rd floor computer labs. Moving community contract ed., in progress. Potential new furniture upgrades. Baker classroom upgrades like Maggini, trying to catch all of the oldest rooms to update first, approx. 60

rooms left. Media refresh Richard Tomas in Shone. Bussman upgrades (room, 1452) will be completed over spring break so they are ready for summer.

Alicia: Mahoney and Doyle construction still in progress

Q: Partnership with Long Beach is in its last semester. Will continue another contract, on Petaluma Campus. New partnership with USF. Doyle limited cell coverage, access what they need, working with IT. Adding new conference areas and rooms in Doyle will help in these partnerships.

Dan: SIS and Escape issues after previous update. File share problem. Helpdesk is working on ticket submissions. Infrastructure remodel of data center in Bussman, given green light by capital projects. Battery backups, mass notification system, connect to two library PA systems. Deployed phones in every classroom last year, but did not have battery backup, so every instructional space will now get these backups. Should be done with classrooms by end of Spring break. 20mins-1 hour of run time, 30 minutes is goal.

- Fiber Ring: currently, every building has a fiber that goes directly back to Bussman or another building – There will now be two connections to busman to every building, if there is any issue there will be another connection. Timeline goal, construction this summer, but might not happen until next fiscal year for the bids.

Heather: PSTC is getting a new building that is having good progress, probably completed in May, not sure, what is going on with computer set up in the new building. Screen being fixed. Very full semester.

Mike: Media and instructor computer stations should be upgraded at same time as it was in Maggini. Looking to buy new VR machines that will have staying power. Completed previous ITG plan. Starting to enter ITG for PRPP, will need to compare other requests. GOPrint alternatives.

Scott: Down two key resources, having to cut some services. Helpdesk understaffed. Once they announce early retirement, IT will most likely be impacted. SIS replacement project was on hold and having more pressure, 27 systems need to be updated daily. Because there are so many pieces that are interconnected, they don't work well together. Going to have to make a move to commercial software.

Kevin: process and policy, not directly ITG related. PC images, Mike and Kevin team will need to discuss. All new machines, encrypted hardware.

Adjourn: 10:04am