Imperial Valley College
Technology Council Meeting

Minutes
March 12, 2008

Voting members present:
Dr. Robin Ying, Co-Chair, Administrative Representative
Dr. Jim Fisher, Co-Chair, Faculty Representative
Kathie Westerfield, Chair of BUG, Administrative Representative
David Zielinski, Faculty Representative
Mary Jo Wainwright, Faculty Representative
Larry Valenzuela, Classified Representative
Michael Boyle, Classified Representative
Bettsie Montero, Classified Representative

Voting members absent:
Kathy Berry, Administrative Representative
Dawn Chun, CMCA Representative
Francisco Mariscal, ASG Representative

Consultants present:
Jeff Cantwell, CMCA Representative

Consultants absent:
Dr. Michael Heumann, Faculty Representative
Jan Magno, Administrative Representative
Andres Martinez, Faculty Representative
Lincoln Davis, Faculty Representative
Charles Wang, Classified Representative

Standing Committee member:
Paige Lovitt

Visitors:
Omar Ramos

Recorder: Toni Gamboa

Call to Order
The Technology Council meeting was called to order at 10:37 a.m. by Dr. Ying, Co-Chair.

Approval of Minutes
Deferred until the next scheduled meeting on April 2, 2008

Visitors' Comments
None

Shore Tel Voice of IP Telephone System
Dr. Ying disseminated copies of the quote to purchase the ShoreTel Voice of IP telephone system. He is requesting the approval of the Technology Council in order to submit the proposal to the Superintendent/President and then to the Board for final approval.

M/S/C J. Fisher/D. Zielinski to approve the purchase of the ShoreTel voice of IP Telephone System.

Discussion followed regarding the telephone system. ShoreGear 90 is a box which can handle 90 phones with a plus one redundancy. A total of 8 will be ordered, and 7 of them will provide a capacity to handle 630 lines with the 8th one functioning as a redundant hot spare for reliability. The order will consist of 450 desk phones plus classroom phones. Additional phones and lines will be purchased if needed when the new Science building construction is completed. The ShorePhone IP 115 phone is the basic model with the speakerphone capability and is targeted for classroom use. The ShorePhone IP 230 phone is a full-featured version with a 4 inch display. The Personal Call Manager software has many features including the ability to integrate the telephone functions with personal computers.

This quote does not include the phones used at external campuses since their phones are not part of the college phone system. Only when the fiber optic high speed campus intranet is extended to their locations, their phones can be integrated into this VoIP system.

The timeline for implementing the telephone system is targeted for the end of May. The campus re-cabling is completed. The fiber connections are being tested with the walk through and certification to follow.

NetSupport
Members reviewed the NetSupport quote provided by Michael Boyle. Mary Jo Wainwright expressed her concern with the ETUDES download problem her students have been experiencing. The DeepFreeze and NetSupport prevent users making download and therefore blocking the PDF file download from ETUDES. Dr. Ying suggests scheduling a meeting with the Lab Minds to discuss and address the issue. It is a campus wide concern.

Kathie Westerfield recommended as a quick solution to direct students to the Cyber Lounge in the College Center to utilize the computers in that lab since they have a different T1 line. The concern with students utilizing the lab is that there is a five dollar one time fee. The fee may not be something students would be willing to pay.

Omar Ramos made a comment that the PDF file link on the web page can be configured to make the PDF file displaying in the browser instead of downloading to local disk. The DeepFreeze and NetSupport do not block PDF files displayed in the browser. And this may be the solution to Mary Jo's problem. Omar will discuss with Mary Jo after the meeting regarding this issue.

Technology Master Plan
David Zielinski attended the C & I meeting to represent the Technology Council to obtain information regarding the template which Kathy Berry was to provide. Mr. Zielinski asked Kathy Berry if there was a separate educational master plan that revisions needed to be keyed into and the response was an affirmative no. According to Ms. Berry, the Division Chairs were instructed to rewrite revisions and in doing so, they would be creating the educational master plan. The same would apply to the technology master plan. Kathy did provide a template for the Division Chairs to utilize as a preliminary step in a program review effort. More importantly, for developing an overview of each respective division to meet budget requests, so the college's budget is driven by Instruction.

The existing plan needs to include philosophy, mission, etc. so that a to-do list can be transformed to become the master plan. Ms. Wainwright recommended that Dr. Ying contact the head of technology at Cabrillo College in order to obtain a copy of their Technology Master Plan since the plan is not available on Cabrillo College's website.

Mr. Zielinski stated that there are two main goals which need to be addressed: education and retention. Division Chair preliminary reports are due on Thursday to Kathy Berry. At the next Technology Council meeting, David volunteered to share the guidelines provided by Kathy and the preliminary documentation submitted by the divisions in order to mirror the information for the technology plan.

Next Meeting
The next Technology Council meeting is scheduled for Wednesday, April 2, 2008 at 10:30 a.m. in the Board Room.

Adjournment
M/S/C K. Westerfield/M. Boyle to adjourn at 11:38 a.m.