

Imperial Valley College Technology Council Meeting

Minutes
April 2, 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
Kathy Berry, Administrative Representative
Dawn Chun, CMCA Representative
Evelyn Gutierrez, ASG Representative (Replacing Francisco Mariscal)

Consultants present:

Dr. Michael Heumann, Faculty Representative
Andres Martinez, Faculty Representative
Jeff Cantwell, Director of Application Services
Gordon Bailey, Director of Technical Services
Omar Ramos, Webmaster

Consultants absent:

Lincoln Davis, Faculty Representative

Standing Committee member:

Paige Lovitt, High Tech Center Specialist/DSPS

Recorder: Toni Gamboa

Call to Order

The Technology Council meeting was called to order at 10:35 a.m. by Dr. Ying, Co-Chair.

Approval of Minutes

M/S/C K. Westerfield/M. Boyle to approve the minutes for March 5, 2008 and March 12, 2008 as presented.

Visitors' Comments

Introductions of new employees: Gordon Bailey, Director of Technical Applications and Omar Ramos, Webmaster. Dr. Ying informed the members that both Gordon and Omar will be added as Consultants to the Technology Council. Their expertise will be beneficial to the Council.

Dr. Michael Heumann inquired about the CENIC fiber. Dr. Ying reported that \$180,000 plus funding have been approved by the Chancellor's Office. A meeting was held on Monday with the IVTA engineers, John Lau, Frank Oswalt, Jeff Cantwell and Dr. Ying to discuss the project. There is a deadline of June 2009 to complete the project, otherwise the funding will have to be returned to the Chancellor's Office. There is a scheduled IVTA Board meeting tomorrow, April 3rd which Dr. Ying will be attending to discuss the kicking off of the project. Mr. Frank Oswalt is in the process of drafting an MOU between IVC and IVTA regarding the project. The fiber will run from the main campus to the Level-3 location at the junction of Dogwood and Ross to connect to the CENIC backbone. With this direct line, the college will not be sharing traffic with any other public entities in the valley. Hopefully, this will provide sufficient bandwidth to support the college needs. According to IVTA, the project should be completed approximately in six months. There are pending permits with the IID and the Railroad Company which will take time to resolve. IVTA will be contracting Time Warner to build the fiber.

The existing link through Lincoln Elementary School will continue to keep the college on the IVTA fiber ring. It will be used to connect to the El Centro Extended Campus location where Dean Efrain Silva has purchased a demarcation point (the right of connection) for the location to be connected to the IVTA fiber ring. Also having the two links will allow one to serve as a back-up should a problem arise.

In the near future, IVTA will add a redundant ring (Northern Loop) to the fiber network, and the connection router will be put in the IVC server room to connect to the current Southern Loop. This will provide a third outside Internet connection to IVC, but will also demand a more stringent requirement on the power supply in the IVC server room. If the main router lost power, it will not only affect the IVC outside Internet connection, but also will impact the northern part of the ring in the valley. For this reason, Jeff Cantwell purposes the purchase of generators to be installed in the server room. Dr. Ying is asking Gordon to obtain quotes in order to submit the proposal for funding. Dr. Ying welcomes any member who wishes to volunteer to help out with pricing or the researching of grants for available funds. Michael Boyle recommended that Marilyn Boyle be contacted to assist in researching any possible grant funding.

PC Replacement Program

Dr. Ying disseminated copies of the quote he obtained from MPC Gateway. The quote was reviewed and discussed. Each computer will cost a total of \$1,274.06 including tax. Dr. Ying has distributed this quote to many of the Lab Coordinators. It was established that the quote includes a wide screen monitor, two USB ports, 4 gigabytes of RAM and a sound card built into the motherboard. The quote does not include speakers. Additional computers to be purchased may be purchased utilizing the same quote. All computers will be ordered with XP Home and one additional PC will be purchased with Vista Business to serve as a seed for cloning. Additional accessories may be purchased accordingly and paid by each department.

Dr. Heumann commented that several faculty members have mentioned that some of their students utilizing the labs have questions regarding the new version of Office and the Lab Techs do not seem to be able to answer their questions. Dr. Ying stated that it is the responsibility of each department to ensure that the Lab Techs working in their respective labs obtain proper training. Larry Valenzuela stated that the Technology Training Center has advertised and is focused on encouraging employees to obtain the necessary training.

Larry also shared that at the @One Training he attended recently, he learned that virtualization through VMware or virtual PC 2007 is being utilized. This allows you to reserve resources from the hardware to the memory in terms of testing applications. It may be used as a testing environment for multiple operating systems. This would be an application to consider in the near future.

Dawn Chun requested Dr. Ying to e-mail the replacement list to all Technology Council members.

Technology Master Plan

David Zielinski reported that on Monday a special Program Review meeting was held. A follow-up sub-committee meeting is scheduled for Friday, April 4th. It will be a working meeting to finish developing the Program Review. At this point, there is not enough material to move forward.

Other

Technology Training Center

Larry Valenzuela disseminated copies of the Technology Training Center April Newsletter. The newsletter outlines the trainings to be provided. Again, the focus is to provide a variety of trainings and train all employees. Quick Response Guides, 6 page front and back, color formatted, step by step handouts will be provided throughout the trainings. Larry is in the process of revising the TTC budget in order to purchase additional Quick Response Guides for the Intermediate and Advanced in Access,

Outlook, Excel and WIN Vista. Helpful PC tips have also been included to inform the end user on some short cuts to increase their computer skills.

Additionally, the TTC will also be purchasing new computers. This will help to continue to support the structure of technology on campus.

CMS trainings continue. Most users have migrated into the new website. Currently, Larry is working with the Math department on transferring their content.

Omar Ramos commented that the new CMS version is coming out at the end of the week. It was clarified that the Conveyor Group will not be providing training sessions, and Omar will deliver the training.

Mary Jo Wainwright suggested that Dr. Ying send an All User to inform the campus community especially instructors, that Omar is the new contact person. Dr. Ying will be introducing him at the Academic Senate today.

Phone System

Dr. Ying informed the members that the ShoreTel VoIP system is on the upcoming Board agenda for approval. The system costs approximately \$250,000. It doubles up as an emergency PA system. The concern is how to secure the phones in the classrooms. Dr. Ying would like to address this issue at the next Technology Council meeting.

Next Meeting

The next Technology Council meeting is scheduled for Wednesday, April 16, 2008 at 10:30 a.m. in the Board Room.

Adjournment

M/S/C K. Westerfield/K. Berry to adjourn at 11:26 a.m.