

**Imperial Valley College
Technology Council Meeting**

**Minutes
September 13, 2007**

Voting members present:

Dr. Robin Ying, Co-Chair, Administrative Representative
Dr. Jim Fisher, Co-Chair, Faculty Representative
Kathy Berry, Administrative 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
Dawn Chun, CMCA Representative
Francisco Mariscal, ASG Representative

Consultants present:

Dr. Michael Heumann, Faculty Representative
Jan Magno, Administrative Representative
Andres Martinez, Faculty Representative
Jeff Cantwell

Consultants absent:

Charles Wang, Classified Representative

Recorder: Toni Gamboa

Visitors: Gary Rodgers, Interim Superintendent/President
Victor Jaime, Vice-President Student Services
Val Rodgers, Chair Business

Call to Order

The Technology Council meeting was called to order at 9:00 a.m. by Dr. Robin Ying, Co-chair.

Approval of Minutes

M/S/C K. Westerfield/D. Zielinski to approve the minutes of June 6, 2007 as presented.

Visitors' Comments

Jan Magno requested to be placed on the agenda to discuss Degree Works at the next Technology Council meeting scheduled for Thursday, September 27, 2007.

New Website for Instructors

Dr. Ying has received several phone calls and e-mails from instructors pertaining to the moving their web pages from the existing website to the new website. Instructors learned about the deployment of the new website upon their return to begin the fall semester.

Dr. Ying has individually e-mailed each instructor who has expressed concerns regarding the lack of time prior to move their web pages. He would like to share the contents of the e-mails.

A consistent look and feel for our college website is required. In looking at other college's websites, many instructors have their own individual construction to their website. With new technology, the new website server has a hosting software installed enabling us to offer the instructor two different options. One consists of the instructor constructing their own website using the built-in Contact Management System all the departments are using, which provides the exact look and feel and is quite easy to use. Dr. Jim Fisher has utilized this option to move his contents over the weekend from the old website to the new website. His students have already been asked to access the new website inside the campus. The second option is for instructors to obtain a sub domain and use web page editors such as Dreamweaver and the FTP file transfer utility. This will allow for more freedom of creativity when constructing the web pages.

There are some concerns in terms of the URL format. The official college URL is <http://www.imperial.edu>. We will continue to use the official college URL after transferring to the new website and server. The other URL www.ivchost.net is strictly internal, only works inside the firewall. On the cutover date there needs to be a way of supporting the instructors still using the old web server who have not yet moved their contents to the new web server. This is to avoid affecting the students. Currently, the instructors are given a URL in the format of <http://www.imperial.edu/firstname.lastname>. But this does not comply to the URL standards. A standard URL format is either <http://firstnamelastname.imperial.edu> or <http://www.imperial.edu/~firstnamelastname>. The former being a sub domain format, and the latter being a web user format. In order not to impact the students, we will continue to use the old URL format (which is <http://www.imperial.edu/firstname.lastname>). The transition over to the new URL format will take place when Spring semester begins. The Windows web server will continue to run for a limited amount of time until all faculties have moved their contents to the new web server. The challenging issue is that the hardware for the Windows web server has been out of warranty.

Dr. Ying and Jeff Cantwell are working on compiling a list of the instructors who have active websites for fall 2007. Dr. Michael Heumann inquired as to the timeline when the list will be ready. The list is scheduled to be completed by September 21, 2007. Mary Jo Wainwright suggested having an e-mail sent to all users with a list of the individuals who have active websites with a link to their website as of September 28th. She also suggested inviting anyone else who would like to get on board to do so; thus, eliminating individuals getting lost in the

shuffle. A specific outlined time frame is necessary for instructors to move forward with the transition.

Upcoming trainings will be scheduled by Larry Valenzuela for instructors to move their web contents. Notification will be posted on the Technology Training Center's website. Currently, the web lead workshops are available twice a week, Tuesday and Thursday afternoon 3-5pm in 1502, in order to upload contents into the new site in preparation for the Accreditation Visit in October. Additional workshops will also be scheduled in October. In the workshop, handouts will be disseminated providing a step by step process on how to upload files, pictures, PDF files, word documents, power point presentations, etc.

Campus Network Project Status

The network re-cabling RFP is completed. The calling for bids newspaper ad will run in the I.V. Press on two consecutive Fridays, September 14th and September 21st. This is following the public entity calling for bid process. All documents have been reviewed by the College's attorney, Frank Oswalt, and are in compliance. The bid will be opened publicly on September 28, 2007 at 10:00 a.m. in the Library. We will select the lowest of three bids. In the interim, Dr. Ying is organizing an Vendor Evaluation Committee to evaluate the three lowest bids and select one to proceed. Vendors interested will request a copy of the request for bid and return the bid by September 28th in a sealed envelope.

The scope of project is to provide a CAT6 cable to the desktop in all the existing permanent buildings. This does not apply to the temporary buildings. The core switch will be upgraded. There will be a significant improvement in speed because the core switch's speed will increase. Connection between the building BDFs and the MDF will be upgraded to gigabyte fibers. The IVC maintenance will be trenching the underground conduits carrying the fiber optics cables. It will be a star configuration with a circular layout. Each classroom will have a drop. Once the VoIP is deployed, each classroom will have a VoIP phone including the PA function. The PA function will allow for campus announcements to all classrooms by entering a certain command into the VoIP switch. This particular capability has been demonstrated to Kathie Westerfield and her staff members a couple of weeks ago by the equipment vendor given her concern regarding the switchboard. The phone system and the computer will share an integrated network. Calls can be answered by either using the computer or by picking up the handset. The PA function is marvelous in terms of security and emergency procedures because each phone on campus can be broadcast simultaneously. This project is targeted to be completed by the January-February time frame.

The time line is as follows: Bid will close on September 28, 2007. The Vendor Evaluation Committee will evaluate the lowest three bids. The results will be presented to the Board on October 10, 2007. Once the Board approves the recommendation, the winner will be announced before October 19, 2007. Preparation and coordination with the campus maintenance will take place after the Board approval. All work must be completed within 120 consecutive calendar days from the date specified on the Notice to Proceed issued by the district.

Jeff Cantwell clarified that the bidding is for the cabling construction. It does not include the phone system at this time. It certainly supports the phone system, but it involves the interfacing of the switches and will be done in phases. Dr. Ying suggested scheduling a demo of the telephone system during one of the Technology Council meetings.

Andres Martinez posed the question regarding the outside connection which he contends with in regards to Distance Learning? Dr. Ying reported that CENIC and ICOE/IVTA has not yet reached an agreement due to the fact that ICOE/IVTA could not provide a 24x7 service call center. The issue is still being discussed among CENIC and ICOE/IVTA. When the project is completed, the CENIC will provide a second fiber connection to the campus, in addition to the original ICOE/IVTA fiber, and this will improve the bandwidth considerably. The CENIC fiber will be a dedicated connection for IVC.

Next Meeting

The next meeting of the Technology Council is scheduled for Thursday, October 11, 2007 at 9:00 a.m. in the Board Room.

Adjournment

M/S/C J. Fisher/M. J. Wainwright to adjourn meeting at 10:00 a.m.