



**Technology Planning Committee  
Minutes  
Thursday, March 10, 2011  
1:30 – 3:00 P.M.  
Administration Building Board Room**

**MEMBERSHIP**

Todd Finnell, Co-Chair - Administrative Representative  
Jim Fisher, Co-Chair - Faculty Representative  
Taylor Ruhl - Administrative Representative  
Angie Gallo - CMCA Representative  
Edward Cecena - Classified Representative  
Martha Olea - Classified Representative  
Larry Valenzuela - Classified Representative

**Members Absent**

TBD - Faculty Representative  
David Zielinski - Faculty Representative  
Kathy Berry - Administrative Representative  
Jeff Cantwell - Chair of B.U.G.  
Josafat Trejo - ASG Representative

**Visitors Present**

Omar Ramos, Jeff Enz, Valerie Rodgers, Michael Heumann, Gaylla Finnell, Andres Martinez, Dawn Chun

Recording Secretary: Adriana Sano

**I. VISITOR COMMENTS**

**a. Welcome and Sharing**

- b. Michael Heumann announced the first Futures Forum would take place on Tuesday, March 22, 2011 at 3:00 p.m. This Futures Forum will take a look at how our world is changing and the role of education in this new paradigm. The theme will be "Looking Across the Horizon."

**II. ITEMS**

**a. Approval of Minutes**

M/S/C Jim Fisher/Larry Valenzuela to approve the Minutes for the January 13, 2011 Meeting.

**b. Wireless Network Planning – Jeff Enz**

- Jeff Enz gave an update on the wireless network throughout campus and stated the goal is to integrate the wireless network with future construction projects. He indicated he and Todd Finnell met and discussed this topic with Architect, Jimmy Sanders and informed the group that buildings that have already been remodeled would be funded through the ATLAS Grant.
- Jeff Enz gave an update to the group on his meeting with potential new vendors and provided a review of each.
- After review of all vendors, the decision was made to use Brocade/ Motorola.
- Jeff Enz informed the group that there would be 140 access points, 240 radios and the radius would begin when you enter the IVC parking lot. He indicated a combination of wireless solutions would be used.

- The committee discussed the wireless security around campus and whether it would be secure or open access with restrictions using captive portals to track activity on the web.
- The group consensus was that the wireless access be secured.
- Michael Heumann recommended that the login should be linked to logging onto Webstar or the Student Portal. There was discussion among the group on what type of login to use.
- Edward Cecena commented that the 2600 Building had no wireless connectivity.
- Jeff Enz informed the group that all buildings would have wireless connectivity and the 2600 Building would be addressed.

**c. Managed Print and Copy Update – Todd Finnell**

- Todd Finnell updated the group on the network printers and indicated the next phase is to go back to each department and analyze the cost effectiveness and usability of each department.

**d. ATLAS Conference Debrief and Next Steps – Michael Heumann/Val Rodgers**

- Michael Heumann updated the group on the progress of the ATLAS Grant and reported that 16 faculty members participated in the training program with emphasis on three key areas: technology, collaborative learning, and culturally-responsive teaching. These trainers were split into three groups, and each group would be conducting their research this semester.
- Valerie Rodgers informed the group that the Calexico campus wireless project is part of the ATLAS Project.

**e. Technology Planning Update – Todd Finnell**

- Todd Finnell updated the group on status of the Technology Plan. He informed the group that the Technology Plan is Information Technology's Comprehensive Program Review.
- He gave an overview of the plan, which includes: the Vision Statement; Strategic Initiatives; Support Index; Five-Year Road Map; 2011 Action Plan, and supporting appendices.
- The consensus of the group was positive.
- Todd Finnell informed the group that he would be sending an electronic copy of the draft Technology Plan to the committee for their review and comment.

**f. User Support and Training – Larry Valenzuela**

- Larry Valenzuela gave an update on user support and training:
  - Training on Acrobat fill-in forms;
  - Training on the ShoreTel Manager;
  - Working on fixing hardware problems with the Xerox DocuTech;
  - Visiting the different departments to assess needs, including any problems with new printers/copiers.

**g. Student Email, Storage, and Applications – Todd Finnell**

- Todd Finnell updated the group on implementing Microsoft Office365; he informed the group that Microsoft is not ready to roll out their beta pilot program yet, and his recommendation is to implement Live@EDU and then convert to Office365 next year when their program is ready. The plan would be to roll out a Live@EDU pilot program by July and have it fully implemented in the Fall 2011.
- Michael Heumann commented that he agreed that the student emails need to be rolled out as soon as possible and stated the ATLAS faculty training groups would be interested in the pilot program.

**h. Calexico Campus Connectivity – Jeff Enz**

- Jeff Enz informed the group that he is working on the Calexico Campus wireless and reported that there is currently a point-to-point wireless link. He announced he just received a new firewall and would be installing it this week. He indicated that the goal is to tunnel the connection back to the main campus.

**i. Banner Update & ODS Planning – Jeff Cantwell**

- Todd Finnell congratulated Jeff Cantwell for the successful upgrade migration to Banner 8, and informed the group that Jeff is working on upgrading CALB.
- Gave an update on the reporting platform Operational Data Store (ODS) and informed the group that Kern CCD, SunGard and other community colleges are migrating their reports into the Argos software infrastructure to develop a data store model.

**j. Website Development – Omar Ramos**

- Omar Ramos gave a PowerPoint presentation which will be presented to the Board of Trustees at their April Board Meeting.
- Omar gave some history of the IVC website implemented in 2007. Before December 2007, IVC had a static website that was maintained by individuals across campus manually.
- In December 2007, IVC switched to a new website. In February 2008, the college hired its first webmaster (Omar).
- Since February 2008, the website has expanded significantly. Since its inception it was discovered that the Content Management System (CMS) developed by the Conveyor Group was not customizable or extendable which led to custom site development outside the CMS. As a result new subdomains were added to the college's primary Imperial.edu domain: the Faculty Websites, Faculty and Staff Directory, Accreditation Website, Student Portal, Community Classes, and Athletic Website.
- Omar Ramos informed the group of the issues to be addressed, and noted some highlights of the redesign of the new website.
- The timeline for the new website is to have it completed by the Fall 2011 semester.

**III. ADJOURNMENT**



**Technology Planning Committee  
Minutes  
Thursday, May 10, 2012  
1:30 – 3:00 P.M.  
Administration Building Board Room**

**MEMBERSHIP**

Todd Finnell, Co-Chair - Administrative Representative  
Michael Heumann - Faculty Representative  
Jeff Cantwell - Chair of B.U.G.  
Angie Gallo - CMCA Representative  
Jeff Enz – Director of Enterprise Systems  
Omar Ramos - Online Services Architect

**Members Absent**

Gaylla Finnell - Faculty Representative  
David Zielinski - Faculty Representative  
Kathy Berry - Administrative Representative  
Taylor Ruhl - Administrative Representative  
Martha Olea - Classified Representative  
Larry Valenzuela - Classified Representative  
Josafat Trejo - ASG Representative

**Visitors Present**

Recording Secretary: Adriana Sano

**I. ITEMS**

**II. VISITOR COMMENTS**

**a. Welcome and Sharing**

- Todd Finnell shared a video called “Caine’s Arcade” with the group. The video which was posted online went viral and nearly two million people watched. This video shows the power of social media and how hard work and determination can be an inspiration.

**b. Approval of the March 8, 2012 Minutes**

- The approval of minutes was postponed to the next scheduled Technology Planning Committee Meeting.

**III. ACTION ITEMS**

- There were no action items.

#### IV. DISCUSSION ITEMS

##### a. **Blackboard Transition Planning**

- Todd Finnell informed the group that the District would be moving to Blackboard and would be in full production by the fall semester. He indicated that the Etudes cut-off date would be June 30, 2012. He informed the group that David Zielinski sent out an email to faculty letting them know that they can now create a Blackboard course site shell which can then be exported and imported into IVC's Blackboard tenant once it is available.
- Michael Heumann stated that he spoke to Kathy Berry about having Blackboard training on Flex Day Friday, June 22, 2012. There was discussion among the group on whether to bring in Blackboard or do a remote training for an introductory session.
- Michael Heumann stated that the ATLAS Conference coming up in August would concentrate on Blackboard training for the general population.

##### b. **Educational Master Plan Update**

- Todd Finnell gave an update on Appendix E - Technology Planning Committee Report 2012 which includes the recommendations made at the March 8, 2012 committee meeting. The Report has been forwarded to the Educational Master Planning Committee for their review.

##### c. **Technology Conference Recap**

- Michael Heumann gave an update on the Tech de Mayo Conference which took place on Saturday, May 5, 2012. He announced that there were 233 participants in attendance at the conference.
- Michael Heumann praised the Business Club and indicated that they did a fantastic job with preparing lunch for the conference and helping with the registration process.
- The sessions were well attended and positive responses were received by different school district attendees.
- Todd Finnell indicated that the partnership between ICOE and IVC worked out very well.
- The planetarium was a big hit.
- Tech de Mayo Link (links to websites; presentation downloads found under Sessions):  
<http://url.icoeapps.org/tdm>

##### d. **Projects Update –**

###### 1. **Campus Wireless**

- Jeff Enz indicated that an email would be going out to the campus community informing them of the deployment of the wireless system. He gave an overview of the different SSIDs:

**IVC Employee** – requires login with current IVC credentials to authenticate;

**IVC Private** – will be used for IVC owned equipment which will login to the network automatically;

**IVC Student** – requires students to login using IVC credentials to authenticate;

**IVC Guest** – primarily for guests on campus, restricted to 250 kbps download speed, basic web-browsing capability, and minimal authentication.

- Michael Heumann asked whether the login for mobile devices will be changed in the future. Jeff Enz stated that this would be the next project once the wireless SSIDs are launched to the campus community.

## **2. PaperCut**

- Omar Ramos reported PaperCut is being deployed to all employees across campus.
- PaperCut is an accounting/management software that allows the district to manage print/copy jobs across campus. Each department will now be able to manage the amount of copy/print jobs within their department and assign limits.
- Next phase is programming the large department copiers and Reprographics.
- The ultimate goal is to account for all copying being done across campus including students.
- The PaperCut personal account is set up for employees to be able to upload money into their account and charge their personal print jobs to it.
- Informed the group that in the last five weeks the kiosk located in the Library has generated a little over \$1,000.00 from student printing.
- He has programmed the online PaperCut printer queue to hold a print job for 24 hours to give students the opportunity to send print jobs to print from home.

## **3. Staff ID Cards**

- Omar Ramos reported Staff ID cards have been printed for all employees integrating pictures taken at the last orientation and old archived pictures in the old system.
- Angie Gallo asked whether the ID cards for staff in the nursing department can be reissued with the same specs as the cards issued to nursing students.
- Todd Finnell indicated that he would be looking for resources to fund an ID System for the HR department to be able to manage the Staff ID Cards.
- Angie Gallo informed the group that HR has been distributing the ID cards by departments. ID cards to faculty and adjunct will be distributed at the beginning of the semester.

## **4. Distribution Group Changes**

- Omar Ramos informed the group the Distribution Lists are being automated through Banner. He has clean-up the distributions list and organized them by divisions on the Instruction side. Angie Gallo is working on the HR Distribution lists for faculty and current and regular employees.
- Phase two will be to go over the 137 distribution lists which currently exist and decide to either eliminate or assign rights to manage the remaining lists.

## **5. VDI Phase II**

- Jeff Enz explained that Phase II is replacing all the lecterns in the 2700 Building and 400 Building with Thin Clients, and an Articulating Arm. He reported that IT has ordered a new Server, Thin Clients and Articulating Arms. The Thin Clients and the Articulating Arms will be mounted onto the lecterns.
- This summer the VDI software will be updated.
- Next project will be to replace 20 Ncomputing desktops in the Library with 20 new Thin Clients.

## **V. ADJOURNMENT**