



**Technology Planning Committee  
Minutes  
Thursday, January 12, 2012  
1:30 – 3:00 P.M.  
Administration Building Board Room**

**MEMBERSHIP**

Todd Finnell, Co-Chair - Administrative Representative  
Taylor Ruhl - Administrative Representative  
Gaylla Finnell - Faculty Representative  
Jeff Cantwell - Chair of B.U.G.  
Martha Olea - Classified Representative  
Alberto Izarraraz - ASG Representative

**Members Absent**

Jim Fisher, Co-Chair - Faculty Representative  
Kathy Berry - Administrative Representative  
Angie Gallo - CMCA Representative  
Larry Valenzuela - Classified Representative

**Visitors Present**

Jeff Enz

Recording Secretary: Adriana Sano

**I. VISITOR COMMENTS**

**a. Welcome and Sharing**

- Todd Finnell welcome the committee and shared with the group the waitlist process and lessons learned.
- There was discussion among the group on how waitlist is affecting students and whether students were still able to crash classes. Gaylla Finnell explained that waitlist ends the first day of class; she indicated that although students on waitlist have priority they are still required to attend orientation. Students who are not on waitlist are still able to crash classes.

**II. ACTION ITEMS**

**a. Approval of the October 13, 2011 Minutes**

M/S/C Gaylla Finnell/Jeff Cantwell to approve the October 13, 2011 Minutes.

**b. Approval of the December 08, 2011 Minutes**

M/S/C Taylor Ruhl/Jeff Cantwell to approve the December 08, 2011 Minutes.

**III. DISCUSSION ITEMS**

**a. Wireless Network Update – Jeff Enz**

- Jeff Enz gave an update on the installation of the new wireless access points which are being installed and configured at existing location throughout campus. Phase one is to replace existing areas (i.e., 2700, 2100, 1500, 10, and 600 buildings). The goal is to have these replaced before the spring semester starts.
- Phase two of the installation will be placing access points and new cables throughout campus. Access points will be placed in each classroom for adequate connectivity; some areas which have higher density traffic will have more than one access point. He indicated that IT would be working with two vendors to accomplish this phase.
- Once the installation is complete, students will have the ability to go out anywhere on campus and have wireless connectivity.
- Jeff Enz informed the group that there will be different options to access the wireless network: 1) internal resources will be restricted to staff and faculty, login using current username and password; 2) open access for students with some restrictions, login using current user name and password; 3) open access to the public, login using a splash page via generic username and password and accepting certain conditions and policies before acquiring access.
- Jeff Enz informed the group that the timeline for completion is approximately three months.

**b. Technology Plan (2012 Updates) – Todd Finnell**

- Todd Finnell reviewed the updates to the Strategic Technology Plan 2011 – 2015 as outlined in the existing plan. Three modifications to the plan have been made: 1) 2011 Action Plan has been replaced with the 2012 Action Plan as discussed at the last TPC meeting; 2) Appendix B Domain I –IV has been updated to reflect the District's current status and progress; 3) Appendix C – Network Security Assessment has been updated to reflect items that have been addressed.
- Todd Finnell went over the 2012 Action Plan with the group and indicated that IT would be reevaluating current software licensing systems that need to be updated.
- Todd Finnell pointed out some new systems that will be implemented in 2012: Microsoft SharePoint server for faculty and staff to replace Dropbox and other services on campus; and complete virtualization of the data center including training of staff.
- The updated Strategic Technology Plan will go through the shared governance process.

**c. ID Badges for Students and Staff – Todd Finnell**

- Todd Finnell informed the committee that Omar Ramos is working on the implementation of the new ID Badge System.
- The ID Cards are encoded with student, faculty, and staff ID numbers.
- ID Cards for students will be handled by Student Affairs; and staff ID Cards will be handled by HR.
- Pictures are now tied to Banner and are being stored in a database.
- Taylor Ruhl asked whether the new ID Cards will show whether a student is currently enrolled. There was discussion on how this issue can be resolved and whether Banner can flag if a student is actively enrolled and how this data can be purged.

**d. PaperCut and Student Printing – Omar Ramos**

- Todd Finnell informed the group that a printer has been deployed to the 2700 Building to a study room now a copy/print room across from Room 2734 for students and faculty. A card slider will be installed on this machine and students and faculty will be able to either slide their ID card or type in their ID number to log on to the printer and charge their account for print jobs.
- Students with their own devices will be able to send print jobs to the PaperCut global queue by logging onto the PaperCut webpage and selecting a printer to send their print jobs.
- The two coin-op copy machines will remain in the library and a card slider will be installed. Another device will be placed in the 100 Building.
- Two charging stations will be deployed; one kiosk will be located in the library, and one in the quad area next to the ATM machine. The kiosks will be used by students to load their ID card with money for printing.
- Students will be given a set amount of free print jobs each semester which will be loaded on their ID Card.

**e. Confidentiality and Security Policy Development – Todd Finnell**

- Todd Finnell passed out a handout of the FCMAT Recommendations and asked the groups for their input on drafting policies on confidentiality and security. He stated items that are stricken out have been completed by the District.
- There was discussion among the group on what would be the best way to proceed in drafting new policies to address the level of security around campus. The group leaned toward introducing change slightly moderate to gradually tightening security; and educating staff on policy changes.

**IV. ADJOURNMENT**

- The meeting adjourned at 2:48 p.m.



**Technology Planning Committee  
Minutes  
Thursday, March 08, 2012  
1:30 – 3:00 P.M.  
Administration Building Board Room**

**MEMBERSHIP**

Todd Finnell, Co-Chair - Administrative Representative  
Ted Ceasar - Administrative Representative  
Larry Valenzuela - Classified Representative  
Alberto Izarraraz - ASG Representative  
Michael Heumann, Faculty Representative  
Jeff Enz, Director of Enterprise Services

**Members Absent**

Jim Fisher, Co-Chair - Faculty Representative  
Gaylla Finnell - Faculty Representative  
Kathy Berry - Administrative Representative  
Taylor Ruhl - Administrative Representative  
Angie Gallo - CMCA Representative  
Edward Cecena - Classified Representative

Recording Secretary: Adriana Sano

**I. VISITOR COMMENTS**

**a. Welcome and Sharing**

- Todd Finnell announced that IVC and ICOE would be co-sponsoring a countywide technology conference to be held in the 2700 Building on Saturday, May 5<sup>th</sup> to promote awareness of technology in education. It will be open to IVC, K-12, and members of the community.

**II. ACTION ITEMS**

**a. Approval of Minutes**

- M/S/C Larry Valenzuela/Michael Heumann to approve the January 12, 2012 Minutes.

**III. ITEMS**

**a. Review and Prioritize 2012-13 Annual Program Review Resource Requests**

- Todd Finnell passed out the 2012-13 Annual Program Review Resource Request across all ORGs. He explained one of core functions of the Technology Planning Committee is to review, prioritize, evaluate and make recommendations to the Educational Master Planning Committee. The committee will identify each ORG request and rank by priority.
- Todd Finnell explained to the group the current fleet of computers is approximately 1000 campus-wide. In order to refresh all computers through a five-year cycle, 200 machines would

need to be replaced each year. Many of the current computers used by faculty and staff are dangerously close to failing.

- The Committee reviewed the following Resource Requests by Org:
  - ORG 201 – Desktop
  - ORG 211-1100 – Desktop
  - ORG 211-1500 – Desktop
  - ORG 211-1501 – Desktop
  - ORG 227 – Laptop
  - ORG 228 – Desktop
  - ORG 228 - Laptop
  - ORG 709 - Computer Refresh
  - ORG 709 - Data Projector
  - ORG 709 - Data Lamps
  - ORG 907 - Desktop
  - ORG 937 – Desktop
  
- The committee agreed that the computers should be replaced according to a replacement schedule (according to need and whether it is over five years). The committee ranked the Computer Refresh Program as the highest priority as outlined in the Strategic Technology Plan. The committee ranked as a high priority classroom data projectors and lamps and recommended that a plan be developed for replacement and maintenance.

#### **b. Update on Wireless Network Implementation**

- Jeff Enz showed the group the four SSIDs for the entire campus (IVC Private, IVC Employee, IVC Student, and IVC Guest).
- The type of login will determine what resources are available to each user and the account will be authenticated.
- Jeff Enz gave a preview of how to access the new wireless SSIDs. There was discussion among the group about requiring employees to change their password every three months.
- He gave an overview of Aerohive Access Point coverage map which shows access point coverage activity throughout campus.
- He stated that nearly 200 access points would be installed throughout campus to give wireless access campus-wide.

#### **c. System Center Implementation and Changes to End-Point Security**

- Todd Finnell announced that IVC would be part of a pilot group with Microsoft. The System Center implementation is a way to manage campus technology more efficiently. He indicated that a demonstration would follow at a future TPC meeting.
- Todd informed the group that Sophos Antivirus would not be renewed and would be replaced with Forefront Microsoft End Point Security.

#### **d. Classroom Technology Update (Podiums)**

- Todd Finnell gave an update on the current classroom technology and stated that the vision is to have every podium equipped with computer retrofits in each classroom. The current podiums do not have computers and a request has been made to provide computers for these classroom podiums.

- Jeff Enz indicated that the challenge is how to provide monitors for the computers and is looking into different models. He has decided on an articulating arm bolted onto the podium and he would be proposing this model to Instructional Council at their next meeting.
- Michael Heumann indicated that he met with Brian McNeece and the English department and they recommended that the arm be placed on the lower section of the podium.

#### **IV. ADJOURNMENT**

The meeting adjourned at 2:30 p.m.



**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**