

**Cypress College
Campus Technology Committee
(CTC)**

Summary
November 15, 2018

Members Present: Peter Maharaj, Anastasia Thrift, Cari Jorgensen, Angela Boyd, Marc Posner, Preston Jimenez

Meeting Start Time: 10:36am

1. REVIEW OF MINUTES – No Quorum

2. FIBERWARE COMPLIANCE GUIDELINES – Peter shared with the committee the new District guidelines for purchasing software and equipment. He stated the importance of staying within the guidelines in order to be compliant.

3. COMMITTEE UPDATES – *Peter asked the committee to share any updates. Marc spoke about the messaging portion of the mobile app and said there are 2-3 messages going out per day. He also shared an interest in having a calendar implementation on the app.*

Angela asked Peter if there was a way to have training on the Library's portion of the app's website and asked how much it can be personalized. Peter asked her to build a template and he would discuss with her further.

Preston shared that currently there is a check-in process for the Food Bank which consist of binder system with forms that include Name, ID, Class Schedule and he asked if it would be possible to create a check-in on the Mobile App. Peter asked him to submit a copy of the form that is currently used with the data that is needed.

Anastasia shared that the Communications Office is currently doing updates to the Careers Website.

4. CYPRESS MANAGED PRINT SERVICES & PAPER CUT – Peter explained that the MPS was Board approved to provide print managed services to Cypress, Fullerton and the District. He asked the committee to not order any toner going forward because the contract with the vendor will cover toner. This contract will begin in January. The printers in the Library are covered but not the copiers.

Moving forward there will be a set standard of printers for the campus when the need for new printers arises. The make and models have not yet been determined.

5. CAMPUS TELECOMMUNICATIONS – Peter informed the committee that there are less than 5 new phones available in stock. The campus will be switching to the VOIP system next year and we are trying to avoid the need to reorder new phones as they will be obsolete when the new systems goes into place. Currently there are available lines however, very, very limited units. Academic Computing is assessing each request for new phones.

6. NEW COLLEGE WEBSITE – Peter encouraged student participation in the new college website.

7. CONFERENCE ROOM UPGRADES – Peter shared the plans for Conference Room 414, 418 and the President's Conference Room with the committee which will include removing the existing carts and adding new technology as well as a new sound system and adding flat panel T.V.'s. The plan is to have a new broadcast system like a Zoom Room for video conferencing.

8. CAMPUS SECURITY AND SURVEILLANCE – Peter talked about the need for more security cameras especially in Lot 9 near the swap meet area. The need for surveillance in various areas of the campus will ensure the college is covered in case of legal investigations that require camera footage.

9. STATUS OF TECHNOLOGY INFRASTRUCTURE PROJECT – There is a plan for infrastructure expansion next year that includes switches, fiber and grid expansion that will improve the quality of the campus technology. RFP's are being reviewed between 5 vendors. The technology upgrades are approximately \$30 million and are separate from the construction projects.

Meeting adjourned at 11:39 Next meeting scheduled for December 5th Time 10:30am Room 407