

**Imperial Valley College
Technology Planning Committee
Meeting Minutes**

December 4, 2008

Voting Members Present:

Dr. Robin Ying, Co-Chair, Administrative Representative
Dr. Jim Fisher, Co-Chair, Faculty Representative
Mary Jo Wainwright, Faculty Representative
David Zielinski, Faculty Representative
Kathie Westerfield, Chair of BUG, Administrative Representative
Michael Boyle, Classified Representative
Martha Olea, Classified Representative
Larry Valenzuela, Classified Representative

Voting Members Absent:

Kathy Berry, Administrative Representative
Dawn Chun, CMCA Representative
Francisco Mariscal, ASG Representative

Consultants Present:

Jeff Cantwell

Consultants Absent:

Dr. Michael Heumann, Faculty Representative
Andres Martinez, Faculty Representative
Jan Magno, Dean of Financial Aid/Asst/State Programs
Charles Wang, Data Analyst

Visitors:

Edward Cesena
Ralph Marquez
Omar Ramos

Recorder:

Jessica Waddell

Call to order:

The Technology Council meeting was called to order at 1:35 pm by Dr. Ying, Co-Chair.

Visitor's Comments:

None

Approval of minutes from last meeting:

M/S/C Jim Fisher/Mary Jo Wainwright to approve minutes dating November 6, 2008 Edward Cesena and David Zielinski's names were misspelled, minutes approved with spelling corrections.

Motion carried.

Subcommittee Reports:

Banner User Group has not met since last meeting. Nothing to report. The group plans on having meeting the second Thursday of every month.

Information Items:

- 1. Status of VoIP phone deployment:** In addition to the physical ShoreTel phone installation on campus, the service carrier has also been moved from AT&T to Quest/AireSpring. The reason of the move is that AT&T does not provide PRI (Primary Rate Interface) services to IVC main campus, and displaying incoming/outgoing caller IDs and other advanced features require the PRI support. The existing phone numbers have to be moved from the old carrier to the new carrier under the LNP (local number portability). The first set of 309 LNP numbers was submitted to Quest/AireSpring six weeks ago. But on the AT&T side, these numbers have to be split off the bundled billing plan in order for the LNP to take place, and we are still waiting for it to complete. At this moment, those who have switched to the ShoreTel phone are using the inter switch trunk between the ShoreTel and the Avaya switch to make/receive calls.
- 2. Campus Network Auditing via the NetMRI tool:** ICOE/IVTA put a network analyzer tool NetMRI on the IVC campus network. Together with a second NetMRI installed in the ICOE/IVTA office, it found an old Cisco router with an ICOE IP address. This device was discovered on 12/3/08 and it appeared to be in the connection path (via the routing configuration) of the IVC firewall and the ICOE/IVTA boarder link switch. An initial attempt to reconfigure it revealed a relief in the network bandwidth congestion, but generated other errors. Another attempt is scheduled today at 4:00pm.
- 3. Position Control in Banner:** The Position Control implementation training was kicked off this week on Monday, December 1, for three days. Participants include HR and IT members. The Position Control module is mainly used for tracking employee job positions and supporting the budget process. The training will continue in January and February next year.
- 4. Outpost PC Project:** Initiated by Dr. Gould, IVC will put several PC's in various locations outside campus for community members to access. Two initial locations have been chosen, one in Brawley, The Rock Café; and a second one in El Centro, The AnaZao. Two PC's have been ordered and Michael Boyle has been assigned to maintain them. Bill Gay has made a contract with the store owners that the store owners are responsible for providing space, Internet connection, printer connection, and safety guard of the equipment. The computers can be used for homework, access to college website and more. IVC IT department will monitor the usage and maintain the usability of the computers.
- 5. Technology Master Plan Subcommittee:** Dr. Ying proposed to form a subcommittee to keep the ongoing updates of the Technology Master Plan. The updating of the TMP needs to be on a continuous basis. It is suggested that the subcommittee to meet every other month, and reports its activities to the Technology Planning Committee.

- 6. ASG Information:** The ASG representative was absent; therefore the information on what the students think the best way to communicate with them will wait until next meeting.

Action Items:

- 1. Website Review Committee:**

M/S/C David Zielinski/Jim Fisher **Motion Carried.**

Discussion:

This committee is an advisory committee that will meet once a month and report to the Technology Planning Committee. It is a caretaking committee for our college website. Change “Mission Statement” to “Purpose Statement” and take out the word “outside feedback” and make it “feedback”.

- 2. Computer and Network Use Policy:**

M/S/C Michael Boyle/Jim Fisher **Item tabled until next meeting.**

Discussion:

The TPC thanks Mary Jo Wainwright for her efforts to put everything together. This will be voted on as a recommendation for policies and procedures committee and it will be reviewed at next meeting. The TPC needs to focus only on items that are pertinent to technology.

Adjournment

The meeting was adjourned at 2:50 pm.