Ventura College Technology Committee

Monday, February 11, 2013

Technology Committee Members

Executive Sponsor: David Keebler -- VP Business Services

Chair: Grant Jones – Technology Support Supervisor

Members: Dave Fuhrmann; David Keebler; Maureen Eckl; Sandy Hajas; Connie Baker; Scot Rabe; David Oliver; Aaron McColpin; Marta De Jesus; Daniel Walsh; Nancy Cairns; Ayanna Gaines; Eric Martinsen; Sharla Fell; William Budke; Aurora De La Selva; Victoria Lugo; Denise Pope; Ken Drake

Agenda Items

1. Previous Meeting Minutes Questions?

2. Program Review Update – Approved Technology Initiatives.

3. New Gaming Policy – LRC Beach/Library

4. SARS Database Clean-Up Discussion

5. Lync VOIP phone system update

6. Other Business?

Ventura College Technology Committee

Thursday, November 15, 2012

Special Meeting –Program Review Initiatives - Notes

1. Grant reviewed Tech Refresh for last year. CTS refreshed 150 PC's plus installed 55 thin clients. He asked if CTS should continue with the SSD drives plus ram.

2. Dave explained that "required" on the list means it is either a mandated or a safety mandate.

3. Sandy asked about licenses. Grant views it as a department driven. Dave said that when we fund a recurring license it means we will incur/reserve dollars for next year.

4. Grant will be reviewing and costing out requests. Some of the requests may be part of Tech Refresh, i.e. Guthrie Hall could take surplus gear, part of the cascade down. Requests for smart room are also part of Tech Refresh. Some of the initiative estimates are high. Some requests may be funded by other funds.

   Grant will encourage the stakeholders to use the rubric to evaluate. He will talk to the stakeholders, discuss, bring options and propose. Stakeholders will approve or not.

5. Dave will have a cut off #. Connie suggested #27 which is at approximately $400,000.

6. Recap of Funds:
Fund 113	$ 76,948	Infrastructure
Fund 445	196,703	
	$273,651	Total

Less:	-150,000	Hold for Tech Refresh
	$123,651	For Program Review

FY13 Program Review Initiatives - Computer Equipment (Funds 113 and 445 = $273,651 available)

										218,650	75,760
Line Number	Division Code	Program	Resource Category	College Priority	Initiative ID	Initiative Title	Resource Description	Estimated Cost	Adjusted Cost	Fund 445-39031 Accumulated Cost	Fund 113-35223 Accumulated Cost
1	20	CTS	Computer Equipment	H	CTS1300	Maintain a contingency	Maintain a minimum of $30,000 in a contingecy for emergency repairs or replacement.	30,000	30,000	30,000	
2	20	CTS	Computer Equipment	H	CTS1300	Technology Master Plan - refresh computer technology	Replace/upgrade 150 computers and associated peripherals	120,000	120,000	150,000	
3	32	Tutoring Services Center	Computer Equipment	H	TSC1304	Update EAC station	Update EAC station (Upgrade computer with SSD, RAM and monitor)	2,000	400	150,400	
4	33	Art	Computer Equipment	H	Art 1206	Annual maintainance agreement	Software licenses yearly contract Adobe for computer labs actually needs to be in regular operating budget. 17000 for 2 year contract	17,000	8,700	159,100	
5	35	Transfer Center	Computer Equipment	H	TC1201	Collaborative - Purchase student data tracking system Q Less	Purchase a data collection station (i.e.. check-in computer/kiosk) (Action = use BFAP funds)	5,000	5,000	164,100	
6	35	Counseling	Computer Equipment	H	Coun1311	Collaborative - Convert Guthrie Hall into smart classroom to use for orientation	College orientations are required/mandated by SB1456 Seymour-Campbell Act 2012)	25,000	15,000	179,100	
7	35	EAC	Computer Equipment	H	EAC1301	Data storage for alt media	EAC needs to have a new and updated backups system for alternative media storage	516	500	179,600	
8	31	Environmental Science	Computer Equipment	H	ESRM1302	SCI-105 Workroom computer station	ESRM/ENGR/GIS Workroom for PT faculty (Upgrade computer with SSD, RAM and monitor)	900	400	180,000	
9	36	Child Development	Computer Equipment	H	CD 12-04	Hitachi Projector for CD Classroom 38	Required to conduct classroom instruction for CD students	2,000	-	180,000	
10	31	Geography /GIS	Computer Equipment	H	GEOG1301	GIS software maintenance fee	Reinstate annual software maintenance fee to departmetal budget, program cannot be conducted without this software.	2,145	2,145	182,145	
11	35	Assessment /Matric	Computer Equipment	H	AM1301	Improve services to students	Purchase new computers for Administrative Assistant and Matriculation Specialist I ((Upgrade 2 computer with SSD, RAM and monitor))	3,000	800	182,945	
12	31	Engineering	Computer Equipment	H	ENGR1304	Computer purchase for laboratory	Purchase 3 computers, printer and have network cable installed	6,200	4,800	187,745	
13	35	Transfer Center	Computer Equipment	H	TC1304	Computer upgrades	Update computers/technology to improve online transfer services, workshops and data collection	8,000	8,000	195,745	

14	33	Psychology and Sociology	Computer Equipment	H	PSY1301, PSY1304, PSY1305, Soc 1301	Improve student access to technology in the Psychology Laboratory	The Psychology Laboratory should currently have 50 notebook computers and 50 licenses to SPSS statistical software. This equipment needs to be maintained in computer and software refresh cycles SPSS Software Note: 2700 for computer replacements (May be needed if insurance does not replace) and a network printer. 7,000 for unlimited seat licenses of SPSS software and network printer	9,700	12,400	208,145	
15	34	ESL	Computer Equipment	H	ESL 1203	17 laptops, a storage unit, and 30 headsets with mics	Laptops to complete a class set of 30, a unit to store and charge laptops	13,000	16,300		16,300
16	35	Counseling	Computer Equipment	H	Coun1202	Data Collection System	Purchase student services data collection system (Q Less) (Action = use BFAP funds)	24,000	-		16,300
17	32	Library	Computer Equipment	H	LIB1201	LRC205 Laptops	Replace library instruction laptops with ones that have a stronger wifi network connection. The laptops we have do not hold the signal and often won't even connect to the wifi. This makes instruction very furstrating and difficult. This is a critical need.	54,000	50,000		66,300
18	33	Music	Computer Equipment	H	Mus 1310	I-MAC computers	For use in ticket offices for Helen Yunker Auditorium and Studio Theater. Approx. 2,700 plus printer and ink addtonal 2,500 (use existing upgraded computers/printers)	6,300	800		67,100
19	33	Music	Computer Equipment	H	MUS 1311	I-MAC computers with Music software rooms PAC- 140, PAC-146, and PAC-150.	To be used for Instructional use, library, both Full Time and Part Time faculty	7,500	273,651		340,751

Computer Use Guidelines

The Learning Center "Beach" computer lab is an academic facility that serves the faculty and students of Ventura College. The Learning Center computers, software and its facilities are intended for academic use only. Students must follow all Learning Center Guidelines and Rules, including the VCCCD policy regarding the *Use of the Internet** while using the lab. The Learning Center "BEACH" computers are available in the designated drop-in areas to students on a first-come, first-serve basis.

All students must agree to comply with the guidelines established in this Ventura College Learning Center "BEACH" Computer Use Guidelines (hereinafter called Guidelines). Users of the Learning Center computers must register on PC Reservation in order to use the equipment. Registering on any Ventura College Learning Center Computer through PC Reservation is to be considered acceptance of and agreement with these Guidelines.

Guidelines and Rules for Use of the "BEACH" Computer Lab:

- Use of the Learning Center "BEACH" and its computers is a privilege and not a right.
- Gaming or any other recreational use of computers in the "BEACH" computer lab is prohibited.
- Be considerate of others. Students must maintain an environment in the lab conducive to academic study. Distractions such as loud conversation, rough-housing, or playing sound files are not allowed. Cell phone use is prohibited. Please take your cell phone calls in the LRC lobby.
- Students must be able to study and work in an atmosphere of mutual respect and trust. Users are reminded that Learning Center resources may not be used to intimidate or create an atmosphere of harassment based on gender, race, religion, ethnic origin, creed, military service, or sexual orientation.
- Activities that might damage the computer equipment are strictly prohibited. Do not vandalize, connect a personal laptop, or download any software to or make any modifications (including deleting applications or configurations or) to the Learning Center hardware.
- Music or other audio should not be audible to other patrons. Headphones use is recommended and are available for checkout at the information desk.
- Food and drinks are not allowed in the lab.
- Animals and vehicles such as bicycles, and skateboards are not allowed to be brought into the lab.
- No "BEACH" computer may be used to violate any civil or criminal, state or federal law or any regulation or policy of Ventura College or the Ventura County Community College District (VCCCD). Such prohibited usage includes but is not limited to: any laws or regulations governing the creation, dissemination, viewing or displaying of obscene materials or other illegal documents or images; the possession or use of programs, files, or instructions for violating system security; and the violation of copyright and intellectual property laws.
- Students must comply with all requests and instructions from Learning Center "BEACH" staff and faculty.
- Learning Center staff or faculty may, in any situation, terminate a student's session on the computer, request the assistance of Campus Police; file a referral under the VC Student Conduct Code with the Dean of Students Office; or request that a student's computer privileges be revoked for anyone found violating any of these guidelines, depending upon the severity of the situation.

SARS SOFTWARE PRODUCTS, INC.
P. O. BOX 653
MILL VALLEY, CALIFORNIA 94942

January 8, 2013

Grant Jones
Ventura College
4667 Telegraph Road
Ventura, California 93003

Dear Grant:

Per your request, SARS Software Products, Inc. is pleased to provide you with the following proposal for Ventura College.

ITEM	PRICE
SSN removal includes the following: 1. Map student ID numbers with SSNs. 2. Convert any SSNs without student ID numbers to SARS·GRID Temp ID numbers. 3. Remove SSNs with corresponding student ID numbers. 4. Perform data clean up.	1,000.00
Sales Tax	N/A
TOTAL	**$1,000.00**

If you have any questions, please feel free to contact me.

Sincerely,

Joanne Fields Doty

From:	Grant Jones
To:	Dave Fuhrmann; Mark Smith; Dan McMichael; Michael Alexander; Victory Kitamura; "david.field@integratedaccess.net"; "dlanglois@integratedaccess.net"; "Woody Woodard"; Todd Hampton; Jeff Erskine; Dean Adams
Cc:	"David Field"; Reuben Asahan
Subject:	Lync Project Meeting - Action Items For Next Meeting 2-20-13
Date:	Monday, February 11, 2013 9:56:00 AM

Folks,

Here is the latest update for our Lync project action items. We can discuss the progress of these tasks during our next meeting on Monday 2-20-13 at 2:00 p.m.

Woody, please be prepared to provide an update for David Field's items if he is not going to be present for this Monday's meeting. Thanks.

New Action Items:

1) Grant Jones – Draft email notification to users regarding the setup of their new phone and extension.
2) Mark Smith – Reset primary gateway, load good .ini file to see if there is a hardware issue with this gateway.
3) Mark Smith – Check dialing through FXO ports to troubleshoot choppy/quality issue.
4) Dean Adams – Create new administrative VM server for Lync. Ivona will be loaded on this server and administration consoles.
5) Dave Fuhrmann – Contact FSTA and Heery folks regarding Lync phone system cutover.
6) Mark Smith – Test FXS card with old FAX machine at Camarillo.
7) David Field – Setup gateways for a seamless cutover during emergencies.
8) David Field – Streamline IP to IP routing within Lync server.

Pending Action Items:

1) Mark Smith – Setup routing tables on MPS-124 for audio-codes gateway at Santa Paula and Moorpark.
2) Grant Jones/Reuben Asahan – Rollout Lync client to remaining classified employees at Ventura College.
3) Mark Smith/Mike Alexander/Dan McMichael – Finalize Santa Paula gateway, numbering plan.
4) Dan McMichael – Setup Q.O.S. for Lync environment.
5) Grant Jones – Install remaining CX-700 classroom phones at Santa Paula.
6) David Field – Determine how to restrict classroom phones to local dialing only, through dialing plans.
7) Mark Smith/Victory Kitamura – Configure auto-attendants to be able to dial extensions on the Nortel side.
9) Reuben Asahan/Mark Smith – Test FAX, Blue Light, elevator, modem dialing through MPS-124 at VC.
8) Mike Alexander/Grant Jones – Troubleshoot and resolve authentication issue with vcsp-

lync-c002 AD user for SP classroom phones.

Completed Action Items:

1) Todd Hampton – Gather a list of approximately 50 users to start the Lync client rollout. Send list to Mark Smith and Mike Alexander.
2) Grant Jones - Gather a list of approximately 50 users to start the Lync client rollout. Send list to Mark Smith and Mike Alexander.
3) Woody Woodward – Setup a meeting with Grant to discuss using Microsoft Project to track these tasks.
4) Dave Fuhrmann – Coordinate a meeting with David Field, Mark Smith and continuant to address audio codes being routed through our Nortel system.
5) Woody Woodward – Setup a whiteboard session at Moorpark with Mark Smith and David Field to draft a technical roadmap and turn up the gateway for Moorpark.
6) Todd Hampton – Reserve a conference room for the whiteboard session at Moorpark.
7) Finalize Lync project plan details during a whiteboard meeting at Moorpark College.
8) Mark Smith – Physically installed SBA gateway and added to the network at Moorpark College.
9) Mark Smith - Finalize strategy for analog lines "Blue phones, FAX, Elevator phone, Fire Alarm Phones, Credit Card Lines". Use POTS and MPS124
10) Victory Kitamura - Meet with Ventura College management to discuss call tree/auto-attendant strategy. Meeting set for Friday 12-7-12.
11) Todd Hampton/Grant Jones - Finalize strategy to push Lync client, IP phones and cameras to initial 50+ users at Moorpark and Ventura Colleges.
12) Mark Smith - Work remotely with Continuant engineers to debug connectivity issues with VC gateway.
13) Victory Kitamura – After meeting with departments to discuss call tree adjustments, send new call tree diagram to IAS.
14) Victory Kitamura – Setup meeting with Celia Rodriquez to discuss call tree adjustments.
15) Victory Kitamura – Research synthetic voice options for auto-attendant updates.
16) Victory Kitamura – Setup training session with Richard Pressler on how to setup response groups and auto-attendant.
17) Grant Jones/Woody Woodard – Setup remote access meeting with David Field and Mark Smith to program the gateways for Moorpark, Santa Paula and the second gateway at VC. Mark will do the physical installations and Mike Alexander will need to update the SBA gateway servers. This work will need to be done before the break 12-21-12.
18) Grant Jones – Send email to first 50 users letting them know that we will be loading the Lync client on their machines and provide the general documentation guide that Victory created earlier.
19) Todd Hampton – Send email to first 50 users letting them know that we will be loading the Lync client on their machines and provide the general documentation guide that Victory created earlier.
20) Victory Kitamura – Setup a test auto-attendant to test/review the voice command features within Lync.
21) David Field – Test forking using blocks of numbers and turning off the missed call feature

within Lync.

22) Victory Kitamura – Setup meeting with Sabrina Canola to discuss response groups and phone system design for Santa Paula.
23) David Field – Look into temporary outage issue that occurred on Monday 1-7-13.
24) David Field – Provide guidance for QoS details on Lync clients in HP Procurve, Aruba, Juniper, Palo Alto.
25) Dave Field – Open ticket with audio-codes for ground start line questions.
26) Reuben Asahan – Deploy the Lync client to the first 50+ users on campus. Setup the remaining cameras for supervisors and above.
27) Todd Hampton – Deploy the Lync client to the first 50+ users on campus. Setup the remaining cameras for supervisors and above.
28) Grant Jones – Install Lync client and phones in Santa Paula offices.
29) Victory Kitamura - Add https://lyncpool.vcccd.edu to list of Intranet Sites in IE with possibly GPO for Response Group Settings.
30) Mike Alexander - Setup a Server 2008 box for tech administration purposes for editing UM auto attendants and Lync Response groups "Cancelled".
31) Mark Smith – Connect Moorpark SBA gateway to PRI and test with AT&T.
32) Mark Smith – Test dialing Nortel extensions from Lync at VC.
33) Grant Jones/Reuben Asahan/Mike Alexander - Determine numbering plan for Ventura College "Financial Aid = x6200...etc".
34) Mark Smith/Mike Alexander/Dan McMichael – Setup meeting with David Field to finalize the 2nd gateway at VC.
35) Victory Kitamura – Get a quote for synth voice engine from IVONA.
36) Todd Hampton – Rollout Lync client to remaining classified employees at Moorpark College.
37) Victory Kitamura/Richard Pressler – Setup auto-attendant scripts in English and Spanish at Santa Paula.
38) Victory Kitamura/Richard Pressler – Setup response groups at Santa Paula.

Grant Jones
Technology Support Services Supervisor
Ventura College
4667 Telegraph Road
Ventura, CA 93003
805-654-6341