



## **Technology Resources Team Meeting Minutes**

Date: 9/17/13

Time: 2:30PM

Location: LRC 604

**Type of Meeting:** Regular Meeting

**Meeting Facilitator:** Mike Campbell

### **Call to Order**

**Mike Campbell** called to order the regular meeting of the TRT at **2:34** on **9/17/13** in **LRC 604**.

### **Roll Call**

The following persons were present: Mike Campbell, Paul Kuttig, Sylvia Sotomayor, Scott Cameron, Mike Metcalf, and Matt Hightower (via telephone).

**Guests:** None

**Meeting Minutes Approved:** There were no meeting minutes read during this meeting.

### **Discussion Issues**

Topic – VOIP phone upgrade: This system is planned for implantation for the semester break sometime in December. There will be training sessions during 12/9 – 12/13. Anyone who has digital phones now, will have VOIP (with the exception of those in the Main Building, as everyone there will get VOIP due to the renovation project). Faculty will be trained during flex days, as every classroom will have a VOIP phone. This system will be part of the Early Alert system that alerts of hazards on campus. The VOIP phones are said to be a big improvement over the current phones with speaker and microphone improvements. iTV classrooms will also be scheduled for receiving these phones. The IWV and KRV campuses will be upgraded during the Winter Break and the ESCC campuses will be done during the Spring Break. Equipment is still being ordered and implemented to prepare for the upgrade.

This system will hopefully add a level of ease of use for the user and an ease of management for IT. This system will also be part of a campus safety system that is planned for implementation.

These phones in the iTV, Conference, and class rooms will only be able to dial 911 or local extensions.

**Action Item:** none

Topic – iTV Status and Work: We are moving forward with a mobile iTV room at KRV so that the room can be moved from location to location as needed. This project has been approved recently and is moving forward.

Our AMX touch panels are being updated/reprogrammed by Providia, as Polycom no longer supports this system. After the AMX controller code will be owned by Cerro Coso after this point. This will allow IT to diagnose and troubleshoot problems much easier. With the new system we will be able to remotely control the systems to better resolve issues. Room 604 at IWV will be the first to be upgraded so we can test the system in a

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room that is not scheduled for classes. After that, the other iTV classrooms will follow suit.

The RSS server is still being purchased. However, the quote was recently doubled in price by the provider. Michael Campbell is still working with Providia to bring the price down and purchase the server.

**Action Item:** none

Topic – *Digital 395 Update:* The 395 project connects Barstow and Reno (and all the towns in between), with a fiber connection. At IWV and Mammoth, the fiber drop has already been installed, but at Bishop there are extra procedures that have to be completed before they are also connected to the fiber. This will increase the bandwidth to 100mbps from 6 or 20mbps. The price for this service is also much cheaper than what we are paying now. Since the service provider in the KRV area protested the fiber connection to the Valley, we will have to provide another service for KRV.

The timeline for implementation is scheduled for around the spring.

**Action Item:** none.

Topic – *MDF UPS:* We have UPS (Uninterrupted Power Supply) units in our Main Building MDF that only allow us to currently remain online for around 10 minutes during a power outage. We recently upgraded to two industrial size UPS that were no longer needed by the State at one of their sites. This will give us three hours of up time during the summer (due to the air conditioning unit) if we experience a power outage, but during the winter it is estimated that we will have an up time of around 24 hours during an outage.

The MDF will be moved eventually during the Main Building Modernization Project, down to where the Business Office is currently at. This process will happen during the first floor phase, which is not scheduled to happen for a few years. The generator system is also scheduled to be updated as well.

**Action Item:** none.

Topic – *New Media Cart Design:* We are hopeful that the new media cart design will replace the old “robot” and flat-top cart units that are not very user friendly. Since the request for media centered equipment has increased over the years, the current media carts, which were designed for single presentations, have seen steady and continual use in the rooms where they are deployed. The new media carts will include equipment that could eventually be integrated into a more permanent solution. The equipment on the new media carts is as follows:

- Desktop computer
- Mini document camera
- Blu-Ray player
- Wireless HDMI transmitter
- Source switch
- 60” TV with a wireless HDMI receiver

**Action Item:** none.

Topic – *Desktop Standards and Deviation from Those Standards:* Standard office computers are a single tower, mouse, keyboard, monitor, and phone. Some employees are issued a laptop if they are mobile. However, IT is getting many dual-monitor requests. There are many good reasons why an employee may need more than one monitor, but it

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adds to the cost of replacing the equipment during the replacement phase. The main question is should the cost of the extra equipment be IT's responsibility or the department that is requesting the added monitor/equipment. This can add around a \$300 cost to each unit. Scott mentioned that faculty probably do not need the second monitors, whereas staff members might be able to justify the request. Scott also brought up the point that if IT pays for it, then most supervisors will have no issues granting that request, as it does not come out of their budget.

Mike Metcalf brought mentioned that with the departments paying for their own extra equipment, this will also keep the pre-planned budget in order (so these unforeseen expenses do no drain the pre-planned budget of the IT department, which would prevent IT from being able to purchase the needed equipment later).

Matt Hightower mentioned how with the change in technology, dual monitors are becoming common place. His thoughts were that funding should be handed by whoever agrees to pay for the monitors/extra equipment. He also commented that many departments have such small budgets, that IT could probably pay for the extra equipment, and that IT should factor in these replacements.

Ultimately the decision to purchase the equipment comes down to need rather than to want. Ultimately it was decided that the extra equipment purchases should be part of that department's budget.

**Action Item:** none.

#### **Information Issues**

- a) None

#### **Future Meeting Dates**

- a) Next Meeting: October 15, at 2:30PM in LRC 604
- b) Schedule: Every third Tuesday at 2:30PM in LRC 604

#### **Future Agenda Items and Review of Action Items of Current Meeting:**

#### **Adjournment**

The meeting adjourned at 3:45M

Recorded by: Paul Kuttig

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