



## Technology Resource Team Meeting Minutes

### Meeting Information

**Date:** 11/19/14

**Time:** 3:00 PM

**Location:** LRC 604

**Type of Meeting:** Regular Meeting

**Meeting Facilitator:** Mike Campbell

### Meeting Activities

#### Call to Order:

**Mike Campbell** called to order the regular meeting of the TRT at **3:02** on **11/19/14** in **LRC 604**.

#### Roll Call:

The following persons were present: Mike Campbell, Paul Kuttig, Jeremy Horton, Mike Metcalf, Scott Cameron, Alex Tellez (student rep), and Rebecca Pang.

**Guests:** None

**Meeting Minutes Approved:** All minutes from the last meeting were reviewed and approved. Paul made a motion to approve the minutes and Scott Cameron seconded the motion.

### Discussion Issues

#### Topic – Digital 395 Update:

The cut over for Digital 395 will occur on Friday (11/21). We are working on getting a circuit for KRV. There is not committed date for that as yet. IWV will go to 100Mbps (as compared to the 15Mbps we normally get). ESCC usually gets 5Mbps and will get the 100Mbps upgrade (piggy-backing on the Digital 395 line). KRV has 6Mbps out and will be upgraded to 20Mbps. This should improve our connection service and speed of file transfer, printer access, etc.

**Action Item:** none.

#### Topic – Short Throw Projector:

The presentations to the Faculty members and TRT were successful to where everyone was in agreement that we need to purchase and install the projectors. The plan is to update four of the East Wing classrooms this year/beginning of next, as there is funding available for that upgrade.

#### Topic – Sound Systems:

We are in the process of providing and updating the audio systems around campus so microphones, speakers, and mixers are being installed in the Student Center and some of the sound system has been updated in the Lecture Center. The upgrade has cost around \$500 and we are hoping to finish the installation by the second week of December.

**Action Item:** We are working with M&O in this project and need to install equipment.

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Topic – Multi-Media Equipment:

Instructional Equipment funding has been granted by the State and we are hoping to update the iTV equipment (doc-cams, TVs, etc.) and other instruction equipment (including the computer labs) into the budget. We are hoping to get a \$1.5 million dollar budget from the State over the next five years for upgrading and replacing equipment.

The budget breakdown is as follows:

<b>Item</b>	<b>Quantity</b>	<b>Cost</b>
ITV Rooms	3	\$99,000.00
Smart Classrooms	5	\$51,750.00
Lab Desktop Computers	112	\$112,000.00
Lab Laptop Computers	30	\$39,000.00
<b>FY Total</b>		<b>\$301,750.00</b>

The schedule for this is as follows:

**LRC**

709 – Presentation – Year 4

710 – Presentation – Year 4

722 – ITV – Year 3

604 – ITV – Year 3

631 – Presentation – Year 3

**Main Building**

122C – ITV – Year 1

122B – Presentation- Year 2

246 – Media Cart – Year 1

350D – Smart Classroom Year 5

330 – Presentation – Year 3

331 – Presentation – Year 3

334 – Presentation – Year 3

**East-wing**

202 – Media Cart – This year

203 – Smart Classroom – Year 5

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204 – Smart Classroom – Year 5

205 – Presentation – This year

206 – Smart Classroom – Year 5

207 – Media Cart – This year

208 – Presentation – This year

210 – Smart Classroom – Year 5

**GYM**

405 – Media Cart – Year 1

**Art**

Roaming – Media Cart – Year 1

**Welding**

192 – Media Cart – Year 1

**CDC**

Room O – Media Cart – Year 1

**Bishop**

110 – ITV - Year 1

122 – ITV – Year 2

120 – Presentation – Year 2

160 – Smart Classroom – Year 2

161 – Smart Classroom – Year 4

170 – Smart Classroom – Year 4

176 – Smart Classroom – Year 4

**Mammoth**

202 – ITV – Year 1

206 – ITV – Year 2

208 – Smart Classroom – Year 2

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209 – Smart Classroom – Year 4

212 – Smart Classroom – Year 5

214 – Presentation Room – Year 2

215 – Smart Classroom – Year 3

217 – Smart Classroom – Year 3

### **KRV**

Room 1 – Media Cart – Year 1

Room 2 – ITV – Year 1

What has prompted this push for replacing equipment is the need for new codecs for the iTV rooms. It is realized that if a codec goes out, it could be a couple of months before we could have it replaced. Having new codecs in place and new equipment in place will keep us from losing iTV classrooms during a semester. We also hope to have “hot-swappable” codecs in reserve in case one does go out, we can quickly replace it. Many rooms with media carts will get Instructor stations and all the rooms with Instructor stations will also have ceiling mounted speakers. We will also be removing the TVs during the upgrades and just using the short-throw projectors (in the rooms where TVs are not needed).

**Action Item:** We as a committee reviewed the list of equipment needed.

### Topic – Ped-Tech:

Updates from Ped-Tech were discussed by Matt Hightower. There were no new items to report, but they have discussed equipment needed.

**Action Item:** None.

### Topic – VOIP Phones and Early Alert:

Mike Metcalf asked if the VOIP phones or system had the capability to broadcast the signal to speakers so people in the Gym or elsewhere on campus could receive the alert. Mike Campbell said the system does have that capability, but our current phones do not. The issues of the last drill were discussed and Mike Campbell explained the issues with our system of how it calls 15 phones before moving on to the next block of 15. This is why there were delays experienced around the campuses. Our delays were amplified because of our various campuses and because the system was trying to route those calls over the WAN in order to reach some of the phones at remote campuses. This caused a delay in our system when the WAN traffic slowed the connections. The DO and the vendors are working on resolving this issue so it does not happen again.

Mike Metcalf also brought up how the Student Center and hallways do not have any way to receive alerts. He also mentioned that if the Instructor has the phone speaker down, it may not alert the classroom. However the phone system overrides the volume and will alert the class regardless.

**Action Item:** The DO, CC, and the vendors are working on resolving this issue. After connecting to the 395 line, we should see increases in speed and reliability.

### Topic – Student Requests:

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Alex has brought a survey to the students and one of the questions he asked was do students see a need for any other technology, equipment, or have any requests or feedback. Alex said he would keep us updated on the responses.

Mike Campbell brought up how IT has been spending a good amount of time trying to increase and improve the login times and the system performance. We are trying to make sure that the hardware and the software needs are balanced with the changes we make to the systems. We are researching why slow login times happen over time and are changing services in the systems and in practices.

**Action Item:** Alex will bring us the results of the survey. IT is still in the process of researching the login times.

### **Information Issues**

- a) Friday (11/21) will be when IWV and ESCC cut-over to the Digital 395 connection. Network access and Internet access (on campus) will be experienced during that time. Moodle and online classes will not be affected.
- b) The InsideCC Portal (Luminance) will eventually be discarded as a platform. Moodle is updating in 18 months and the current “portal” will not be compatible. The new version available is not considered a good upgrade, so a new platform is being researched. This is not an immediate concern, but it is up and coming in the future. IT will keep TRT and everyone apprised of the changes that are decided upon by Faculty and those of the District who are researching and deciding upon the new systems.
- c) The December meeting was rescheduled for January instead of December. Alex also asked if we could choose a different day of the week and Mike Campbell said we would tailor the meeting times to everyone’s schedules.

### **Future Meeting Dates**

- a) Next Meeting: January 21, 2015 at 3:00PM in LRC 604
- b) Schedule: Every third Wednesday at 3:00PM in LRC 604

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

No agenda items or review of actions at this time.

### **Adjournment**

The meeting adjourned at 4:05PM

**Recorded by:** Paul Kuttig

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