Members \ Attendees:

- ✓ Aronson, Jason
- ✓ Cecil, Jesse
- o Collins, Josh
- ✓ Coughlin, Nancy
- ✓ Donaldson, Matt
- o Fernandez, Maria

- ✓ Fields, Mark
- o Groppi, Kelly
- o Kaae, Desiree
- ✓ Klever, Mark
- ✓ Kuhlemann, Anne-Marie
- ✓ Nordin, Chris

- ✓ Perlas, Char
- o Rexford, Nathan
- o Walton, Patrick
- ✓ Witherell, Meghan

WAN Improvements Initiative Proposal

Matt Donaldson presented the "WAN Improvements Initiative Proposal" from the Technology Services department. He began by reviewing the College's current Wide Area Networking (WAN) and describing its two limitations: a bottleneck in the Yreka-Weed link and a single point-of-failure with the Internet connection on the Weed campus. He then explained that the proposed initiative would upgrade the bandwidth of the Yreka-Weed link from 100Mb to 1Gb and implement a second Internet connection on the Yreka campus. This would overcome both limitations and be especially useful if, in the event of a natural disaster, it becomes necessary to move business operations to the Yreka. Because these links would be provided by CENIC at no cost, the initiative would result in approximately $12,000/year savings in WAN costs to the College.

He then provided information on the resources that would be needed to implement and maintain the proposed solution. It is estimated that it would take 100 hours of IT staff time – 20 for the IT Director to handle the contract work and perform project management, and 80 for the Network Administrator to work with outside entities to design and implement the new solution. Because this position is currently vacant, this initiative will have to wait until this position is filled. No additional time would be needed to maintain this solution going forward.

It is estimated that it would cost $80,000 to implement this project. There are no costs to implement the new circuits but a new Internet connection will require the implementation of an additional firewall. This is estimated to be $80,000 based on the costs of implementing the existing firewall. This would be funded by the Physical Plant and Instructional Support Grant, which was discussed in greater detail in conjuction with the Classroom\Lab Project Planning below. The additional recurring cost is estimated to be $19,000 for annual support and software renewal, based on the cost of maintaining the existing firewall. Much of this can be funded by reallocating the ~$12,000 savings from the WAN connections to the IT department's budget. For the remaining $7,000, IT would look to identify other areas to reduce costs or request a budget increase.

Reviewing the Enterprise Application Steering Committee

Matt reminded the committee that, about a year and a half ago, an Enterprise Application Steering Committee was formed but, after the loss of the Enterprise Application Manager (Barbara) and the Systems Analyst\Programmer (Max), it has since gone dormant. He then reviewed the purpose, responsibilities, and membership as defined in that committee's charter. He then enumerated both current and upcoming initiatives\projects to make the case for resuming this committee and asked for feedback.

Meghan asked about the implementation of CVC Exchange – Part II. Matt reported that the College is currently committed to implementation as part of a cohort in February.

Classroom\Lab Improvements Project Planning

Matt gave an overview of a planned Classroom\Lab Improvements Project. He clarified that this is not a formal proposal but just an information presentation designed to get feedback prior to submitting a proposal. He indicated that this project would have three objectives: define the classroom\lab services in the IT service portfolio, define the technology standard for all classrooms and labs, and refresh the technology in all of the classrooms and labs over the next 3-4 years. He explained that the refresh would be funded by the Physical Plant and Instructional Technology Grant and reviewed the rough-order-of-magnitude (ROM) estimate of what the refresh would cost. He reported that he would be meeting with the Academic Senate in February to make the same presentation and to solicit participation in the definition of the service and standards.

Upcoming Meetings

Because faculty will be off contract, the January meeting will be cancelled. In February, CTE will present a proposal about the integration with a career development website known as Jobspeaker. Most of the meeting will be devoted to a presentation on the FY22-23/FY23-24 Workstation Refresh as well as the Workstation Standardization project that will launching at the time. March will be largely reviewing the FY23-24 Operational Plan.

Chris asked whether workstations would be refreshed as-is or would be upgraded to laptops. Matt explained that this would be evaluated for each position being refreshed. He mentioned that there are 3 types of workstations (desktop, laptop, and mobile) and explained that which is needed will depend on the nature of the work done by the position, including whether it is approved for remote work.