Minutes
Information Technology Policy Committee
February 25, 2005

Present:
David Yee, Doug Re, Peter Goldstein, Donald Lind, James Hsiao, Don Griffin, Mamie How, Ophelia Clark, Joe Jah, James Rogers, William Beaver, Pam Mery, Robert Lam, Bob Gabriner

Call to Order – David Yee

Dates for the future meetings have been rescheduled as follows:
March 18, 2005
April 22, 2005
May 20, 2005

Minutes
Minutes for December meetings were distributed and approved with some final changes.

Old Business

a. Banner 6 Conversion – James Hsiao
   Banner 6 conversion was successfully implemented on February 22, 2005. There were about 10 callers seeking assistance with the Banner Help Hotline and all of the technical glitches were able to be solved on the same day.
   Joe Jah wrote a script to view # of people logged on to INB servers, which prevents users overloading one server when the other server is available.
   Doug Re pointed out that the success in this Banner upgrade is due to good communication with the non-banner group, Banner Help Hotline, and good testing plans for pre-conversion & post-conversion.
   Peter Goldstein mentioned that there won’t be any Banner upgrade allowed in less than 12 months.

b. GroupWise 6.5 Upgrade Update – Doug Re, Robert Lam
   Doug Re reported that hardware for GroupWise 6.5 will be installed and tested for recoverability, functionality, and preparing for the spring break conversion either on 3/26 or 3/29, depending on the power outage schedule.
   During conversion period (2-4 days), there will be no email accepted from outside and senders will receive message of CCSF not accepting email. Faculty and staff will have no access to their mailbox for 1-2 days.
   Peter Goldstein suggested re-phrasing the message in order for senders to receive a message about the conversion.
   Robert Lam reported Novell is no longer supporting GroupWise 6.0 and if we perform upgrade in the middle of the semester, we can set up trainings w/client upgrade for users while school is still in process.
Don Griffin and Bob Gabriner suggested changing method of communications to allow users to better understand how IT select time frame for technology upgrades, and a minimum of 3 months may provide sufficient amount of time for users to be prepared and understanding the upgrade process. Robert Lam also suggested guidelines for upgrades should be added in the next agenda.

New Business

a. **Planned Power Outage – Doug Re**
   Power to the Ocean Campus will be turned off on 3/25 in order to perform maintenance, no computer services during this period. If 3/25 is not a holiday, it will be postponed to 3/28, Monday.

b. **&c. VPN Usage Policy & Access – Doug Re**
   VPN is a device which provides security protection through connections (Broadband, DSL, etc) into databases from outside of CCSF network.
   Future discussion topics will be rules & regulations for users at home, overtime issues, who should use VPN, and should CCSF provides home internet service to VPN users.

d. **Request for Service Form – David Yee**
   David Yee handed out a form for feedbacks after upgrades, which will collect information from users regarding problems or service requests.

e. **Computer Satisfaction Survey – David Yee**
   David Yee suggested leveling out users and providing training according to users’ levels, getting an idea of how things are handled for different users.
   In April - will discuss copy of the 2001 survey as sample, and pass to TLTR & ITPC to sign off on survey issues.
   In May - needs data & results will post online.

Other Business

a. **Web-Time Entry – Donald Lind**
   Donald Lind reported the Web-Time Entry will eliminate paper, printing cost, and storage and space issues. David Yee suggested that ITPC should discuss more before going to DCC. Peter Goldstein advised Donald should bring up the Web-Time Entry issue to Labor Management Council before implementation.

b. **Update Technology Plan – Bob Gabriner**
   Bob Gabriner mentioned that City College should have an updated technology plan; it will benefit accreditation for the College as well as organizations.

Area Reports
a. **Director’s Report – Doug Re**
Success in Banner 6 Upgrade will be using as a model for GroupWise Upgrade.
In the next few weeks, Internet connectivity will be changing from 45mb to 1 Gig
connection. End users will not notice the difference.

b. ETO Report – Mamie How
Pam Mery will create a survey on ETO programs reviews.
Instructional Computing Lab remodeling is processing on schedule.

c. Programming report – James Hsiao
Online parking permit had demo on 2/24/05, it needs some flow changes to modify the
program, students can purchase parking permit online in Summer 05.
Library is using block grant to set up a server in the library, programming office is
assisting in writing a program on collecting student data for the library learning center.

d. Administrative Application Group – James Hsiao
Expand Administrative Application Group beyond only Banner.
Create a group of people for ITPC to prioritize plans and software upgrades.

Next Meeting – March 18th (Friday)
11:30 AM – 1:30 PM