

Meeting Minutes

Meeting: CPT/IT Coordination Meeting
 Meeting No: 3
 Location: CPT Conference Room
 Meeting Date/Time: Monday, October 17, 2016 @ 2:00 PM

Invitees: Mark Henderson, Pierce College
Antonio Sanchez, Pierce College
 (Attendees in Bold) Larry Kraus, Pierce College
 Rolf Schleicher, Pierce College
 Sheri Berger, Pierce College
 Greg Whaling, Pierce College
Natasha Godoy, CPT
Kurt Supinger, CPT
Richard Estrada, CPT

Guests:

Meeting Purpose: This meeting is to discuss CPT/IT coordination efforts for Bond projects

ITEM	DESCRIPTION	ACTION	DUE DATE
	NOM SCHEDULE		
Phase 1	Substantial Completion: estimated Nov 2016 FF&E Target Delivery Date: 95% complete <ul style="list-style-type: none"> Completion date for IT scope to be scheduled 2 weeks after delivery of computers. Delivery of balance of computers TBD based on Occupancy Date. Occupancy Date: TBD	N/A	
Phase 2	Substantial Completion: TBD FF&E Target Delivery Date: TBD Occupancy Date: estimated Jan. 2018	N/A	
	NOM		
3.1	1604 Student Computer Lab - Architecture <ul style="list-style-type: none"> (37) iMacs have been imaged and were delivered and set-up in the computer lab on 9/26/16 Awaiting patching to switches by DCS Whaling – All cables to be patched in labs 10/17/16 – Patching not completed Once notice of patching completion is received, IT is to configure computers to add to campus network – completion schedule is TBD based on Occupancy Date. Construction Scope Pending: All data cables have been terminated but it was communicated to BBC that 50% of the cables were not punched into cable trough. Completion TBD but should not affect IT configuration. 	DCS Whaling	8/15/16 10/21/16
3.2	1613 Student Computer Lab - GIS <ul style="list-style-type: none"> (20) HP computers have been imaged and were delivered and set-up in the computer lab on 9/27/16 Awaiting patching to switches by DCS Whaling – All cables to be patched in labs 10/17/16 – Patching not completed Once notice of patching completion is received, IT is to configure computers to add to campus network – completion schedule is TBD based on Occupancy Date. Construction Scope Pending: All data cables have been terminated but it was communicated to BBC that 50% of the cables were not punched into cable trough. Completion TBD but should not affect IT configuration. 	DCS Whaling	8/15/16 10/21/16

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ITEM	DESCRIPTION	ACTION	DUE DATE
3.3	<p>600, 800, 900, 1000, 1100, 1600, and 1700 Staff Computers</p> <ul style="list-style-type: none"> All computers have been imaged and are awaiting delivery at GST's warehouse See attached NOM Computer Deployment Floorplan for deployment locations. Computers will be delivered and set-up by GST. They will require IT configuration to add to campus network. NOTE: (16) computers were already deployed for new hires before Fall 2016. These will be disconnected/relocated/reconnected by RPM at time of move. Per IT, 2 weeks will be sufficient time to deploy the resources to get all staff computers ready for occupancy 	Kurt S.	TBD
3.4	<p>Tech Refresh Deployment</p> <ul style="list-style-type: none"> IT provided a Tech Refresh Deployment List on 8/10/16 and will provide an updated list at our weekly meeting. The RPM will review list and make adjustments to NOM Computer Deployment Floorplan. 10/17/16 Antonio provided a reformatted list – no changes to previous list. TFL Team and IT Manager agreed that all new Bond-purchased monitors will be installed as ordered. Users who received a Tech Refresh computer will be instructed to label their computer for relocation by RPM. A new SFF will be provided to IT in exchange. 	Antonio S.	Weekly
3.5	<p>Data Port Activation Plan</p> <ul style="list-style-type: none"> A plan was submitted to DCS Whaling on 7/22 to identify data ports requiring patching to support FF&E computer, phone, and MFD installs. RPM to submit an updated plan with cable terminated by BBC from 7/22 to present 10/17/16 – Updated Data Port Floorplan was emailed to IT Team on 9/29. Updated Data Port Matrix was distributed at the meeting. Soft copy will be emailed with meeting minutes. Hard copy was requested by GW and is with RPM for pick-up. BBC still to terminate data at a few locations per RPM Field Observation Report. 10/17/16 – Kurt to work with BBC on missing data pulls, which are highlighted in yellow on the plan/matrix. 	Kurt S.	Before Occupancy
3.6	<p>WAP</p> <ul style="list-style-type: none"> WAP data port locations were submitted to DCS by R. Estrada Instructions to download licenses was submitted via email to DCS Whaling on 8/2/16 DCS notified RPM of challenges with obtaining licenses through HP portal. RPM submitted updated instructions from HP to DCS. DCS to notify RPM if successful with download. 10/17/16 – Richard noted that WAPs have not been patched in yet 	DCS Whaling	10/21/16
3.7	<p>Phones</p> <ul style="list-style-type: none"> Connection of SIP server is pending. Once configured, DCS can connect CPT conference phone and forthcoming phones in 1021 and 1024E. 10/17/16 – No update 	Pierce College	10/28/16
3.8	<p>MFD</p> <ul style="list-style-type: none"> Configuration of MFDs to occur during 2-week time period after occupancy date. 10/17/16 – Existing MFDs for 4-5 locations in 1000 to be relocated by RPM. Reconnection by Canon to be coordinated by LK. RPM working with PMO to provide direction to Larry K. regarding Foundation MFD 10/17/16 – Response from PMO was provided to LK on 10/13. LK/SB to determine whether existing MFD will be relocated from Foundation or 8340 to 1001E or whether a new one will be purchased by the campus. 	Larry Kraus	10/31/16
3.9 NEW	<p>A/V</p> <ul style="list-style-type: none"> Per Antonio, approx. 10 rooms remain to be configured. KS provided BBC contact info to obtain access to these rooms: Neri – (909) 771-4202 Bobbi – (818) 940-8789 Antonio stated that some computers will need to be re-imaged in order to update Microsoft suite: 	IT	10/21/16
3.10 NEW	<p>Utology</p> <ul style="list-style-type: none"> 'Help' button was removed from user screen and IT is working to determine process for Help Desk. Process for distribution and re-pairing of pens was discussed. Initial plan to distribute a pen to each instructor poses challenges that need to be worked out. Advanced training will be coordinated once occupancy is obtained. 	Info	
3.11 NEW	<p>Servers</p> <ul style="list-style-type: none"> Antonio stated that the Utology server is up and running. IT to provide status of servers for balance of equipment [e.g. Staff and student computers, phones, MFDs] 	IT	10/24/16

Next Meeting: **Monday, 10/24/16 at 2:00PM** [Note: Meeting minutes were not distributed for Meeting #2]