

Meeting Minutes

Meeting: CPT/IT Coordination Meeting
 Meeting No: 1
 Location: CPT Conference Room
 Meeting Date/Time: Monday, September 26, 2016 @ 11:00 AM

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**
 **Will be added to future meeting invites

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: TBD 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: TBD	N/A	
	NOM		
1.1	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 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
1.2	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 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
1.3	600, 800, 900, 1000, 1100, 1600, and 1700 Staff Computers <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 fore 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

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ITEM	DESCRIPTION	ACTION	DUE DATE
1.4	Tech Refresh Deployment <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. 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
1.5	Data Port Activation Plan <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 BBC still to terminate data at a few locations per RPM Field Observation Report. 	DCS Whaling N. Godoy	8/15/16 9/29/16
1.6	WAP <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. 	DCS Whaling	10/6/16
1.7	Phones <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. 	Pierce College	10/28/16
1.8	MFD <ul style="list-style-type: none"> Configuration of MFDs to occur during 2-week time period after occupancy date. RPM working with PMO to provide direction to Larry K. regarding Foundation MFD.. 	PMO	10/7/16

Next Meeting: **Monday, 10/3/16 at 2:00PM** – Kurt Supinger to lead next two meetings, if there are issues to be addressed.