PROJECT PROGRESS REPORT   CHABOT-LAS POSITAS CCD
Information Technology Equipment   October 1, 2012

Equipment Categories of Hardware and Software:

Desktop & laptops	Printers
Network switches & routers	Servers
Network monitoring tools	Wireless connectivity
Video conferencing	Streaming media
Generators & UPS	T-1, DS-3, & Opt-E-Man
Room Scheduling Software	Portal Software
Document Imaging	Firewalls
System Redundancy	Smart Classrooms
Tape Backup	Consolidated Server Storage

IT Projects and Major Accomplishments as of October 2012:

- ➤ **Award of Cisco Switches and Routers Contract to AMS.Net July 2012**

  - ▪Atacom vendor withdrew bid June 2012
  - ▪Third contract cycle, District Standards updated
  - ▪Continue to Install Switches and Routers in new facilities and renovated facilities at both colleges

- ➤**Install Wireless access for Instructional areas at both colleges**

  - ▪ Purchase of Centralized Management System in July 2009
  - ▪ Installation completed in December 2009 followed by testing and full operation completed in Fall 2010
  - ▪ Continued installation of wireless access throughout new and renovated buildings at colleges besides general student areas
  - ▪Wireless access at both colleges expanded significantly in 2011-2012
  - ▪Chabot now has 75% coverage with 44 Access Points (AP) throughout 27 buildings with those buildings remaining still being renovated.
  - ▪Las Positas has 45 Access Points (AP) with coverage throughout 19 of their 20 buildings with the final Science building still under construction.
  - ▪Continue to add Access Points at both colleges as needed.

- ➤**Expand College usage of Luminis Web Portal and Student Email**

  - ▪Financial Aid was the first area to transition to electronic email correspondence with students in place of letters/mailers in Summer 2010
  - ▪Admissions & Records also began using Zonemail in Fall 2010
  - ▪New SMTP server was installed in Fall 2011 to provide expanded and more stable services for student email usage
  - ▪Usage of Student Email by the colleges has been expanded to send out Financial Aid correspondence to students at both colleges to replace paper mailings
  - ▪Admissions & Records for both colleges has also changed over to email correspondence to replace paper mailings for some key documents and they continue to expand the email usage gradually
  - ▪Both Financial Aid and Admissions & Records utilize the SARS-CALL contact system to generate the email messages and send mass emails to the appropriate population of students
  - ▪The introduction of the Banner Waitlist in Fall 2011 accelerated the usage of mass student emails for both colleges for the primary mode of correspondence
  - ▪The usage of the Luminis Web Portal known as "The Zone" has expanded as well with the increase in student email usage of the "Zonemail "which is the standard email given to all registered students

IT Projects and Major Accomplishments as of October 2012:

➢ Evaluation of Document Imaging Systems for Colleges

- Document Imaging System allows us to migrate to a paperless environment replacing manual files with electronic media
- Reduces facility space for file storage/archives and automates manual processes to achieve maximum productivity
- Vendor demonstration performed in February and March 2010
- Admissions & Records and Financial Aid groups unanimously selected Sungard's Document Management System (BDMS)
- BDMS integrates fully with CLPCCD's Banner Enterprise System and also can be used with other non-Banner Systems
- Many other California Community Colleges utilize BDMS and information was gathered about their experiences with the product
- BDMS product purchased in November 2010 and implementation began in February 2011
- First phase of implementation focuses on student records to allow A&R to replace their old transcript system ATIFiler
- First phase also includes student information related to Financial Aid
- Project kickoff began in January 2011 and gathering of requirements with user groups occurred in February through March 2011
- BDMS software was installed at CLPCCD in April 2011
- BDMS Training was completed in June through July 2011 for the Admissions & Records and Financial Aid groups
- Financial Aid at Las Positas began using the BDMS System live in Fall 2011
- In Spring 2012, Admissions & Records from both colleges focused on the definition of the requirements for the ATIFiler data conversion to BDMS which included consolidation and reconciliation of the various document types utilized
- The ATIFiler conversion is scheduled for completion in Fall 2012 to migrate fully Admissions & Records along with Counseling to the new BDMS System
- Utilized BDMS in October 2012 for online retrieval of paycheck stubs for Direct Deposit mailers to reduce paper and postage costs
- Following implementation, transition to a Next Generation Storage Solution using SAN will be required to accommodate the increased storage as BDMS is offered district-wide
- Second phase will extend to other groups like Finance, Human Resources, Payroll, and other college departments with scanning needs

IT Projects and Major Accomplishments as of October 2012:

➤**Purchase of Enrollment Management suite with Reporting/Analysis tools in March 2009**

- Tracks student recruitment through admission to colleges
- Provides improved classroom space management with course projections and enrollment statistics
- Includes an Alumni tracking capability for the colleges
- Installed the Argos Reporting Tool in March 2012 which is scheduled to be released to users in phases starting in August 2012
- First group to use the Argos Reporting tool is Finance in Fall 2012
- Argos tool will also be used in conjunction with the Counseling Degree Works System for Student Degree Audits and Student Education Plans

➤**District Data Center Backup and Recovery Features**

- Verification of successful operation of the Generator and HVAC backup equipment in new IT Building occurred from April – October 2010
- Generators for Data Center have been exercised during campus power outages several times successfully to accommodate construction activity
- Backup units for HVAC for the Computer Rooms have been tested to confirm full operation in case of a failure for multiple scenarios
- Adjustments have been made to the automated processes for the HVAC backup units with successful results
- To support the remote equipment at Chabot, existing UPS was relocated from Chabot Building 300 to 200 in January 2011
- Ordered new upgraded UPS and solicited bids for new Generator to support the Chabot Building 300 remote server room

➤**Purchase and install Generator and new UPS for Server Room at Chabot in Building 300 after building renovations are completed**

- Chabot Building 300 renovations were completed in December 2011
- District ITS Computer Equipment was relocated back to Building 300 from the temporary Building 100 space in December 2011
- New UPS for Building 300 with added capacity was installed and tested in November 2011 in Building 300
- New permanent Generator was installed and tested in December 2011 to provide the remote Data Center with Disaster Recovery capabilities
- These new UPS and Generator installations complete the full cycle for Disaster Recovery features now available at all District Data Center locations at Las Positas and Chabot colleges to provide for full operation on a 24/7 basis
- The Disaster Recovery plan was prepared in August 2010 as part of the college Accreditation and the UPS and Generators complete a significant milestone for the District Data Center sites

IT Projects and Major Accomplishments as of October 2012:

➤ **Relocation of District Data Center from Chabot to new IT Building at LPC completed April 3, 2010**

- Spring break was selected for move due to minimum impact on students and faculty
- Installed IBM servers in new environment which support the Banner Enterprise System
- Relocated all other District servers to LPC for general services such as GroupWise email and activated new network infrastructure at LPC
- Email and network services were restored within 1 day and Banner services were restored within 3 days

➤ **Equipment for new IT Building at LPC to house District Data Center**

- Completed installation and testing of full Generator and UPS capabilities for the new IT Building for the District Data Center
- Completed design to configure two new IBM servers that support Banner Enterprise System in September 2009
- Provides expanded capacity and full redundancy with two identical machines synchronized for disaster recovery
- Award of IBM Server Hardware/Software Contract to Chouinard & Myhre, Inc. in December 2009
- Includes Vision Solutions Software for automatic asynchronous interface between the two IBM servers
- Purchased laptops with storage cart for usage in the Training Room with flexible layouts for training classes with PCs or general conference meetings in February 2010
- Purchased other equipment for new building which included network switches, printers, and PCs in March 2010
- Installed Oracle Dataguard on IBM computers in December 2010 followed by several months of testing, and final production release was completed in July 2011

➤ **Award of Cisco Switches and Routers Contract to AMS.Net in September 2009**

- Second contract cycle, District Standards updated
- Continue to Install Switches and Routers in new facilities and renovated facilities at both colleges

➤ **Award of Desktop/Laptop Contract for HP units in May 2009**

- Third contract cycle, District standards updated
- District has 4-year life cycle for PCs

IT Projects and Major Accomplishments as of October 2012:
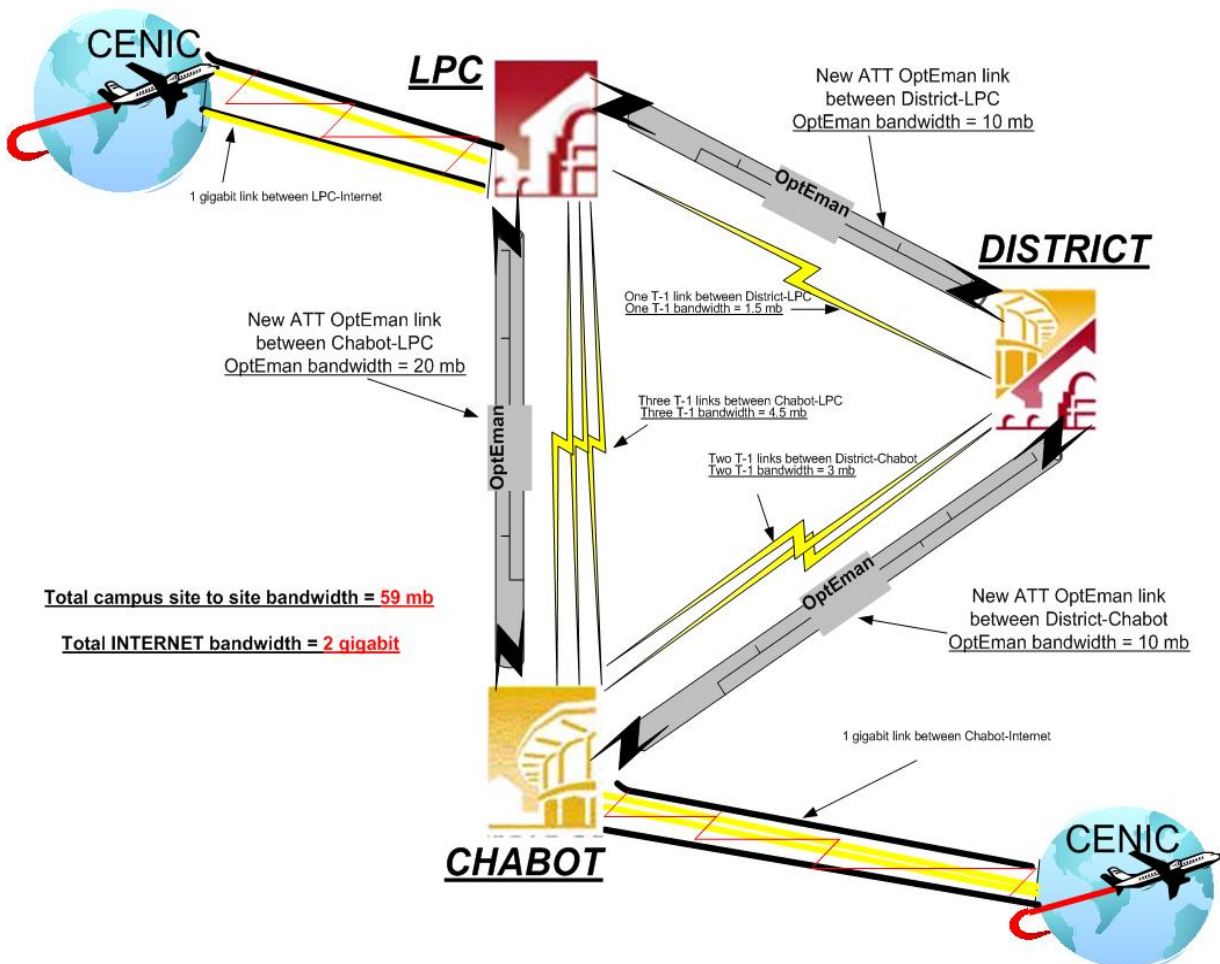
> **Expansion of AT&T Opt-E-Man metro Ethernet Wide Area Network (WAN)**

- Implemented new Opt-E-Man in 2008

- Installed new satellite site in Dublin in July 2009

- Expansion completed to accommodate the relocation of District Data Center in April 2010 – bandwidth 10 mb increased to 20 mb

- Concurrent upgrade of college Internet lines provided by CENIC (state funded) due to increased traffic caused by expansion of Smart Classrooms
    o Previous 45 meg lines replaced with 1 gig lines
    o Completed Chabot CENIC gig expansion in November 2009
    o Completed LPC CENIC upgrade in process in May 2010

- Now have adequate bandwidth capacity to pursue other new technologies for the classrooms within the Measure B plan such as Streaming Video
- Opteman configuration can support the District move to Dublin site with no changes

IT Projects and Major Accomplishments as of October 2012:

➢ Completed Conduit Rerouting for both colleges as part of Central Utility Plant which continues as new construction necessitates it

➢Installed a fully integrated consolidated Tape Backup System for Enterprise Systems in 2009

➢Implemented CollegeNet Room Scheduling for online facilities management and room inventory capabilities in 2009

➢Installed PCs, MACs, printers, and laptops as needed based on renovation or new building completions

➢Expanded the number of Smart Classrooms throughout the colleges with new updated equipment

➢Installed new servers which included added redundancy where applicable for 24/7 operation

➢Virtualization of servers is currently underway at Chabot College using a pilot group in Fall 2012 to migrate to thin clients in various computer labs and the library and this will be extended to both colleges where appropriate.

IT Major Projects Planned for 2012 - 2013:

➢Continue to implement Document Imaging Software for Electronic File Storage to other groups at the colleges and district

➢Migrate to Consolidated Next Generation Storage Solutions such as SAN where appropriate to support extended storage needs such as for the Document Management System BDMS

➢Implementation of Virtualization of Servers for both colleges and district where appropriate, especially in the college computer lab environments where software availability for students is critical

➢Design and install centralized Streaming Video Services district-wide which includes Lecture Capture software capabilities

➢Install additional Video Conferencing capabilities throughout District

➢Continue installation of Computer Equipment (4-year replacement life cycle)

➢Continue Server Upgrades & Hardware redundancy as needed

➢Continue to Expand Wireless Connectivity at the colleges

➢Continue to expand and upgrade the technology enabled "Smart Classroom" at the colleges

➢Continue to perform upgrades to edge switches and desktops to take advantage of the emerging technology to migrate from 100 MB fiber to 1 GB fiber then to 10 GB and 100 GB to support additional bandwidth as needed for media convergence

➢Continue Network Infrastructure upgrades to support Facilities plan