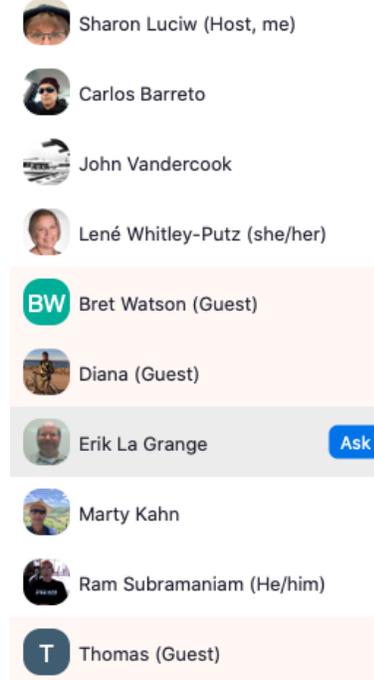Date: April 28, 2023

Subject: FH Prioritization meeting

Attendees: Bill Matsumoto on vacation. Kurt cannot make it.

Sharon Luciw (Host, me)

Carlos Barreto

John Vandercook

Lené Whitley-Putz (she/her)

BW Bret Watson (Guest)

Diana (Guest)

Erik La Grange   Ask

Marty Kahn

Ram Subramaniam (He/him)

T Thomas (Guest)

New Action Items:

Previous Action Items:
-John to send the PT Faculty spreadsheet to Ram and Kurt – ask the Deans to get the PT faculty to return the computers. **Update 4/28/2023: Done – 10 were overdue. Received 5 back. A report was delivered to John today and will review. John speak to Kelly about making changes to the PT Loaner form so we have all the data needed to manage the program.**
-Bill: Move equipment slated for x to x
       -8607 to Toyon
       -3206 to Altos
       -8609 to 1901
-SV122 (Child Dev/EMS) to 3603 – easiest thing to do – ON HOLD Kurt needs to check in with Teresa on this one. Ram said EMS really wants to do Flex/Hyflex. In case students are sick or cannot be on campus – it's a long day of 6.5 hour lecture. Kurt will need to speak to the Faculty about this. Need to schedule the class etc. **Update 4/28/2023 – no update***. New faculty member so response delayed – not starting till Summer.*

-3401 to 3603

√- Sharon: Can you please add Zach Cembellin to the attendee list for this meeting. He's the new chair of Foothill's Technology Committee. **Update 4/28/23 DONE**

√- Sharon get the latest report of the loaned out PT Faculty Covid Relief Laptops. Share with the college. *Update: 2/3/2023 No update.* **Update 3/2/2023 No update. See above.**

-Sharon - Update the MM Charters to include the Hazardous Materials testing, remediation or the hazmat vendor performing the penetrations and bracket mounting during MM equipment installations. Update 5/5/2022: Pending ; 6/2/2022 Pending; 6/1/6/2022 Pending training on how to update a charter in BMET. Update 7/7/2022: Pending BMET training on how to update the charters. 7/21/2022 Sharon was trained on 7/19/22 on how to do this in BMET. 8/4/2022 Update Still pending. 8/18/2022: still pending. Sharon to inform Tonette about the added expense of HAZMAT work for MM project – using Measure G funds. Update 10/21/2022: No update. Update 11/18/2022: Sharon look to Justin to help with this. Sharon to find out the plan for backfilling Karen Lauricella who is back for about a week from medical leave but will be out again 11/23 to 1/6/2023. Need to confirm Todd Nelson will backfill – Sharon to speak to Facilities management about a full time backfill for Karen. There is a one year timeframe from when equipment is declared surplus to have it removed from FHDA property. 1/20/2023 No Update on the Charter update. The updated spend plan should include the costs for hazmat work for MM installs. 1/20/2023 – Karen Lauricella back to work. 2/3/2023 no update. Update 3/2/2023 No update. **Update 4/28/23 No update.**

Decisions:

Discussion:

Multimedia:
Bill is on vacation this week.
5605 – supposed to be doing the install – equipment has been delivered – when will the equipment be installed? When going into Lene's office – please lock the door when leave.

Computer Labs/Staff Faculty
See spreadsheet.
-Fine arts – idea lab refresh – will refresh 5 at time since lab not heavily used this quarter. Every Friday starting today.
-100 devices for CTIS and Biology and BSS – PRs completed except for the Psychology classroom. Dell shipped 9 of 10 – waiting on the 10th to arrive.
-Disability Center and Psyc serv – PR's created
-6403 PR created.

100 machines for spring quarter and another 50 for summer.

6402 – previously replaced by DELL All in Ones. Lene asked if there are any iMacs on campus? Idea Lab and the Library lab 3600. Valarie approved replacing the iMacs with Dells. Recommended based on the type of sw used. Faculty were very happy with the Windows computers.

New Business:
What is the cost for the standard computers:
https://ets.fhda.edu/policies-and-procedures/documents/HW%20standards%203.24.2023.pdf
Bret said wanting to purchase more computers for Student Loaners. Paul S. in the library manages the Chromebooks now. Maybe his job description can support managing Laptops.

Lene said staff want to use Surface Pros. IF the computers are not yet at refresh age – then push them over to PT Faculty loaner program or for student check out at the library.

Lene – said maybe use some used computers for hack a thons…. If donated needs to go through the foundation and board item.

Previous Discussion:

Multimedia:
-6505 ready – minor punch list
-3201 – similar -in progress this week done on Sat and ready for Monday spring quarter, Deans know. Training will be available to use the zoom feature
-HAZMAT testing going on in many rooms, results next week; includes conf rooms.
-Plan was to reassign zoom/hyflex equipment to conf rooms. 8607 – reassign equipment to a conf room? Horticulture / Vet tech. Originally were going to be zoom rooms and did not make them zoom rooms. One of the rooms in this area was going to Toyon. But maybe Horticulture may want zoom? Ram said all students are coming to campus so will redirect 8607 to Toyon 8609 and into 1901.
-Change order for 8607 and 4006 – upgrades planned
-SV 122 waiting for quote
-Take ceiling microphone array etc. form 3401 and over to 3603(zoom equip) and 1901(Switcher). Bill will update the spreadsheet.
-Quote for KCI Patio system – will confirm with Gay in a week or two.

-4501 and 02 waiting on change order
-See spreadsheet
-Bill added Dynasign equipment to the MM G budget.
-AVI/SPL have yet another new sales person… have a backlog of quotes for us.
-Should be able to do several rooms at a time.
-Online learning – have equipment and will install soon (Lene).
-1211 – IDEA Lab – was under consideration for HyFlex – holding off per Kurt. So will add 1211 to the standard refresh list since very old.

Computer Labs/Staff Faculty

-Have quotes for DELL equipment. (100)
-Idea Lab – they are finally ready – had two test machines for a while. Decided it this week will replace equipment in phases 5 at a time during the spring quarter instead of waiting for summer.
-4716 and 4718 have quotes; creating PR
-DSS and Veterans center in progress;
-Ultrasound desktops – ETS working with the instructor – sw old and only works on Windows 7; under discussion.
-BSS Psych – computers arrived – creating the software image – same image as existing Veterans center; 10 new laptops out of dean's budget – adds 10 more to the existing 10.
-Disability center – PR created.
-Psych Services – 5422 refresh working on this.
-6403- PR Created. Same software image as 6402.
-3500 iMac Lab – holding not used much if at all.
-Learning resource 3525 – waiting on ETS Human resources.

Surface Pro – in the past bought as secondary device but for PSME want it to be their primary computer. John said did order a couple more devices – Robert Cormia and one other instructor – Fong Lamb.   Jennifer ? already has her surface pro. If there are more requests, they need to contact John V. Special Order and higher level of effort for configuration and support

heavily used. Do we really need to upgrade them. Thomas said we can upgrade to newer OS so we should be able to keep them.   I asked we wait on 4004.
-Language Arts 6403 – spoke with Valerie – faculty are happy with it. Want another lab refreshed 6403 since they will be using the lab again. Same sw image as in 6402. Switch from an Apple Lab to a PC lab.
-3525 John will speak with the folks who use the room. Apple lab were 50 and took 10 out to move to the Village. 7 years old. Due for refresh right before the Pandemic. Put on hold. On an older OS. They are functioning. I said if not breaking, not a security risk and no one is complaining we hold off for another year for a refresh.
-8711 – the computers are here and waiting for ETS to create the sw image before replace.

New Business:

Part Time Faculty Loaner list spreadsheet:
-Highlighted in Yellow loaned for over 3 quarters is the max so they are overdue. Quantity 9
-A few months ago Kurt felt the loaner program should end. It was for during the Pandemic when PT faculty could not come to campus and teach.
-ETS need guidance from the College.
-Ram said there are two exceptions**: Viji Jagnnathan and Carmelyn Fatima Paguio – were traveling. Okay for them to return. Ram will find funds to get them permanent computers and an office.**
-John to send the spreadsheet to Ram and Kurt – ask the Deans to get the PT faculty to return the computers.
-Non highlighted in the list – not due to return as of yet.

Date	Building Name		Building Age	Funding Source
Room Number	**Room Use Type**	**Last A/V Upgrade Date**	**Primary Contact**	

Assessment Criteria	Good	Fair	Poor	Notes
Room Dimensions				
Sightlines				
Ceiling Height				
Seating Arrangement				
Cable Pathways				
Room Lighting				
Room Acoustics				

Ambient noise				
ADA Console				
Equipment Storage				
Dual Front Displays				
Dual Rear Displays				
Hazmat				

Required Support Services	Yes	No	Notes
Electrical/Cable Pathways			
Paint/Mounting Hardware			
ETS Network Support			
HAZMAT Issues			

Recommendations	Yes	No	Cost Estimate	Timeline Estimate	Notes
Refresh Existing A/V Design					
Zoom Client Design					
Flex Zoom Room Design					
HyFlex Zoom Room Design					

General Notes

Criteria	Good	Poor
Room Dimensions	Square shape	Narrow and Deep/Wide and Shallow
Sightlines	Good sightlines	Poor Sightlines
Ceiling Height	10'-15' ceiling	High Ceiling/Low Ceiling/Vaulted Ceiling
Seating Arrangement	Level Seating	Stadium/tiered seating
Cable Pathways	Accessible cable pathways	Limited accessible cable pathways/Concrete walls and windows

Room Lighting	Balanced Room Lighting	Low lighting instructor area/Direct sunlight /Pendant lighting (hot spots)
Room Acoustics	Sound dampened/acoustic paneling	All hard surfaces/loud echo/high ceiling
Ambient noise	Low ambient noise level	Loud HVAC/sound transfer from nearby rooms
ADA Console	ADA friendly, adjustable height teaching console	Fixed non-adjustable teaching console
Equipment Storage	Equipment AV rack with available space	No AV rack/AV rack has no available space
Dual Front Displays	Adequate space for two front of room displays	Front wall cannot accommodate two displays
Dual Rear Displays	Adequate space for two rear wall LCD displays	Rear wall cannot accommodate two LCD displays
Hazmat	No Hazmat Concerns	Hazmat concerns such as asbestos, lead paint or mold

Key Zoom Room Features	Refresh Existing	Zoom Client	Zoom Flex	Zoom HyFlex	Notes
Instructor Facing Camera (Auto Tracking w\presets)		X	X	X	Zoom Client uses Handheld Remote for Camera
Ceiling Microphone Arrays		X	X	X	Ceiling Mounted Microphone Arrays (1-3 based on room size)
Dedicated Zoom Room PC with iPad Controller			X	X	Requires Zoom Room Subscription
Dual Front of Room Zoom Room Projector or LCDs			Optional	X	Display can be any combination of Projector and LCD Displays
Student Facing Camera			Optional	X	
Dual Back of Room Zoom Room Monitors			Optional	X	(Display 1) Zoom Share and (Display 2) Gallery View
Dual Instructor Console Zoom Room PC Monitors			Optional	Optional	
Specialized Camera(s)			Optional	Optional	Add additional Camera's for Special need locations
Interactive LCD Display			Optional	Optional	(2nd Front Display) Gallery View or Interactive PC/Annotation