Date: November 15, 2022

Subject: Central Services Prioritization meeting

Attendees: Sharon Luciw, Pam Eberhardt, John Vandercook, Bill Matsumoto, Thomas Marks, Kevin Metcalf, Erik La Grange, Duc Nguyen, Patrick Satana

Sharon Luciw (Host, me)

Bill Matsumoto

Erik La Grange

Kevin Metcalf

Duc Nguyen

JV John Vandercook

P Pam (Guest)

PS Patrick Satana

Thomas Marks

New Action Items:

Previous Action Items:
-John V. will order stickers that say *Non-Bond and Refreshed* and a Sticker with *Surplus*.
Update 11/15/2022 John researching
- SURPLUS Process - Board Approval – creating reports for the board reports – Joel Cadiz is asking ETS to do this – It was Anthony C.'s job - should not be ETS responsibility. And we need to add more staff to the AMP system since Walter left we need to add another – TWO items here -Sharon ask Joel and Todd and Sharon talk to Jory in 1-1 mtg. In the meantime John V. email Joel C. and Todd Nelson – tell them you need to add another person to have access to the AMP/Surplus system (Duc). Who is using the AMP system for what? Just for board approval to get rid of surplus? Or is accounting using too to get things off the books? Meaning those capitalized items being depreciated are then marked as fully depreciated. Update 10/102022: Sharon will listen in on the College Surplus meeting this afternoon. Ask who on Joel's team will be responsible for the AMP system to create accounts and remove accounts and extract reports for board reports. John spoke to Todd a month ago that Karen would be back in two weeks to remove surplus e-waste but Karen is still out of the office. We our out of room at De Anza and

same at Foothill – D240 trailer is near 100% full. No room for incoming equipment. John had to ask Anthony who went to Foothill to create the account for Duc. **Update 11/15/2022: Joel said nothing would change for CS and technology surplus process in a De Anza meeting. But what does this mean – if nothing changed then someone from Facilities should be pulling the reports for the Board items. Sharon to check with Joel. Eric O. used to do this when it was Purchasing's responsibility so it makes sense he could do it now in his new role. Karen Lauricella is still not back from medical leave. We are out of space for surplus and incoming. Karen was supposed to be back November 2nd. Facilities originally said they would fill in for Karen and they have not. Sharon to follow up on this – Talk to Jory about this!!**
-**ACTION SHARON:** Once Purchasing staffs up or before Annette leaves – get a meeting with Purchasing on how to best work with them – review our past Process for prioritizing ETS PRs. We don't currently have an issue on delayed Purchase Orders. **Update 9/12/2022 Annette still working for Purchasing. Update 11/15/2022 Annette will be still there on 1/1/23 – Maria is retiring 12/31.**

New Decisions:

Previous Decisions:
√In the FileMaker Database – under purchase information – FH, CS, DA, or OEI. Set in the database: Bond-G.   Will have to go back and clean up what was inputted prior to today – search by Measure G to update.

√-D120 MM Refresh on hold until hear otherwise. –*Update 4/6 Jory said Training room go ahead upgrade. Update 5/31/2022: Rest of building still on hold.*

Discussion:

Computers:
Good shape for faculty/staff orders.
FH Library – refresh some computers – reference desk? Employees using them too? There are student employee computers assigned to the reference (under staff computers) that needs to be added. Some computers in the library with the tech account removed – Apple Computers – John to follow up on this. Do some research on this. Make sure if remove a surplus computer and replacing it because it's too old make sure it gets out the door and not re-deployed. Sounds like we need yet another sticker / stamp – Do not re-deploy.
DA Library – LCW 115 – overdue for refresh – moved some out of OML – Need okay from prioritization committee then will order. Get help from the Library tech staff.

Multimedia:

-Annette and office manager at AVI/SPL – having issues providing documentation to back up the cost increases they are requesting. Asking for letter head documentation.
-D120 Training room site walk complete. Are we using the collaboration rooms? Staff using to make a zoom call for privacy.
-D160 Conference room for the police.
-Facilities turning the Breakroom in D160 into a conference room – they asked for Wireless. Joel hasn't asked for any MM equipment.

Other Info:

Trying to get the electricians to put in permanent Electrical for the Move-n-cools emergency cooling – would be 4 hours power outage. Bldg. 5800.

Aruba Maint Support – (Sharon found the Nyansa Invoice PO info) Pam is checking on the Aruba equipment maintenance & support.

Previous Discussion:

Staff/Faculty Computers/classrooms:
-Apple is delaying shipment of the MacStudios- was supposed to be here in July for DA and the delivery date keeps pushing out.
-Idea Lab at FH – still waiting for equipment. So on hold
-Faculty staff – continue to deploy a lot of equipment – do check to make sure the equipment is up for refresh and monitors are needed. When an employee already has a monitor at home the dept needs to purchase the 2nd.
-Asked Pam to order more equipment – sent quotes to Pam last week.
-Getting low on Apple MacBook pro 13" more popular than the DELL laptops. Waiting on a quote.
-Probably will run out of equipment – monitors.

PROCESS UPDATE:
-Are we going to get different color asset tags for the department purchased peripherals. We should. But always check the database for the funding source.   Don't use Red or Green. Get a sticker that says **Non-BOND**
-Do we have a tag that identifies equipment as already surplused – use a Red pen now – would like a sticker. People are using surplused monitors as 2nd monitors. And Surplus computers are used for TEAs. So we should have a different color tag for surplus – red is used at FH and green at DA for regular assets. So pick a different color other than green or red for surplus. Sticker that says **REFRESHED. If have a status of REFRESH in the Database means the equipment is still in use and not officially surplused.**

For equipment officially surplused – meaning on the list and board approved for removal – means cannot be used elsewhere on campus – place the SURPLUS sticker on the device.

Multimedia:

Extending AVI-SPLs contract – new sales person and new engineer so paused until get this restarted.