

**Administration Operations and Information Technology Services  
Cabinet Roundtable  
November 9, 2011**

**Information Technology Services**

**ACTION ITEMS: None**

**DISCUSSION ITEMS: None**

**INFORMATION:**

**Gorman Hall Kick- Off Meeting**

Gannett Fleming (GF) company representatives met with OIT to kick-off the Gorman Hall project. A general overview of the project was discussed including specifics on such items as office space, data center and office layout, configuration of the UPS, server locations, cooling units, insulation, and the condition of the exterior. GF will provide Brookdale a preliminary design by the end of November.

**ITAC**

In preparation for the November 9<sup>th</sup> ITAC meeting, Patty provided a revised version of the ITSP for the council to consider. This latest iteration incorporates feedback from the new members. The implementation grid, which operationalizes the ITSP objectives, also will be shared with the group.

In parallel to finalizing the goals and objectives outlined in the ITSP, ITAC will concentrate on clarifying roles and responsibilities in support of the end user and infrastructure throughout the College (Note: this is also an objective in the ITSP). In this regard, OIT has made significant progress on entering the roles and responsibilities for their area on the portal wiki. ITAC committee members are able to view the wiki entries on the portal.

The portal wiki and the ITSP implementation grid will be discussed during the ITEC meeting scheduled for Monday, November 7.

**OIT Brown Bag**

The OIT Brown Bag “Are You Secure,” which occurred on October 31, 2011 was a great success. In keeping with the Halloween spirit, Ben Broder “tricked” the participants by demonstrating how easy it is for a hacker to recover a simple password that was created by one of the attendees. Of course the real “treat” was Ben’s presentation when he shared valuable insights on the evolution of cybercrime, popular scams and how they work, and tips on reducing risk on your computer, browsing the web, and email.

**OneCard**

Patty Kahn met with Chic Raimondi to review the OneCard RFP, which has been reformatted into the template used by Purchasing. The timeline is as follows:

RFP Advertisement	January 5
Pre-proposal Meeting	January 17
RFI’s Due	January 24
Answers to RFI’s	January 30
RFP Response Date	February 14

Interviews and evaluation	
Creation of short list	February – March
Award	April

**MUG**

Information Technology Services attended The Marketing Users Group meeting (MUG) on November 3, 2011. Highlights of the meeting included a discussion of the Brookdale website redesign, reviewing many points that were discussed during the focus group sessions. The theme that resonated was how the new website will get the message out. What is Brookdale’s focus? In this regard, Union County College’s website was displayed, which seemed to be more “people” focused and not just pictures of empty buildings. Finally, the challenge of communicating events and important information both internally and externally was discussed.

**Training Highlights for the week of 10/31/11**

<b>Project/Description</b>	<b>Status</b>
Created documentation for Adobe Connect Pro 8 and training for Cathleen Goode	Documentation is complete and Linda met Cathleen Goode on November 3, 2011 for training.
Coordinating Cabinet Outlook Training	Linda spoke with Barbara Brennan to coordinate potential dates in December.
Coordinating Dean’s Outlook Training	Linda is coordinating with Sue Desiderato for a potential training date of November 17, 2011.
Portal Poll Training Governance – follow up	A poll was posted on the Governance portal page; 100 replies were received from Faculty and Staff. Gail Harrigan is coordinating with Robert Quinones to post on the student portal page.
Portal Web Form Recruitment – follow-up	Kristen Worthley reported that she is testing the form with her colleagues before making it available to Recruitment.
My Profile Training for FYE students	Four training sessions have been scheduled for November and December for My Profile Portal Training. Linda is working on creating the training outline and documentation. Linda will contact faculty who are teaching the HUDV classes in order to inform students about these workshops.
Training for new laptop/computer recipients	Linda contacted all users who are scheduled to receive new computers and offered training in Windows 7 and or Office 2010.

### **Website Redesign Project**

Brookdale's website redesign project kicked off this week with an onsite visit from members of the SGHE remote Web Services team. The Web Services team met with constituents of the College and hosted interviews to gain insight into the departmental business needs. The redesign effort is targeted to be completed within a 6-8 month timeframe. Discovery findings will be compiled and analyzed during the month of November with the first draft of the written summary available for Brookdale review by December.

### **Service Now Requests – Application Support**

This week 24 requests were opened and 22 requests were resolved. Currently there are 150 open requests.

### **Software Updates – Datatel Colleague**

Datatel Colleague Software Updates for September and October were installed in the Updates account on November 2<sup>nd</sup>. User testing is to be completed by November 28<sup>th</sup>. These updates are scheduled to be installed in the Production account on Sunday, December 4<sup>th</sup>.

### **Web UI - Datatel Colleague**

Web UI user training sessions have been scheduled beginning the week of November 7<sup>th</sup>. To date, approximately 27 sessions and 164 employees have been scheduled.

### **SMS Text Messaging**

All setup and programming modifications have been completed and moved to the Production account. Currently only being used for notification of waitlist course availability when the student has opted in via WebAdvisor to receive text messages.

### **Gainful Employment Reporting – Datatel Colleague**

OIT is working with the Registration office to setup the reporting parameters and test the process.

### **VMware Cluster Expansion**

The networking team has installed and expanded the VMware presence that Brookdale. With this expansion it will now allow Brookdale to take advantage of VMware's V-motion technology. This technology will allow our VMware environment to be more fault tolerance minimizing downtime; it allows a running server to move from one VM host to another without interruption.

### **Financial Aid PCs**

The final PCs that were requested by the department to be put on hold are now being rolled out to the Financial Aid Department. All units will have Windows 7 and Office 2010.

### **Open House – Information Sessions Project**

The Rapid Response Team of OIT will help set up laptops and a printer for the Open House-Information session, planned for November 13<sup>th</sup> by OBCD and other BCC departments. Currently, the request is for laptops (5) and a printer. Details are still being confirmed by OBCD, as the RRT follows through and stays in the loop for support.

## **Campus Safety**

**ACTION ITEMS:** None

### **DISCUSSION ITEMS:**

On Tuesday, November 1, 2011 at 1:55 pm, Police conducted a fire drill at the LAH building. Issues that arose during the drill are as follows:

- People not moving to the assembly areas.
- Blocking of the exits outside the south entrance because people did not move away from the building.
- No one with a megaphone moving people to the assembly areas.
- Staff who refused to leave in a timely manner.

### **INFORMATION:**

#### **Emergency Preparedness**

Work continues unabated to enhance emergency preparedness at Brookdale. Unfortunately, such efforts are sorely needed. This week President Toms will meet with Administration Operations and Information Technology senior staff members to review the recently revised Emergency Management Plan for the College. Among other things, this document stipulates the location of the incident command center in cases of crisis or catastrophes and the methods of communication that College officials will use and rely upon.

The College met with officials of the American Red Cross and the Monmouth County Office of Emergency Management to review the use of Brookdale as an evacuation center in cases of natural or man-made calamities. A formal agreement already exists between the College and the Red Cross but some items sorely needed review. Among the most significant of these was the provision of food and medicine for evacuees who may be in need. The range of possibilities is quite wide for use of the College as an evacuation center. The length of use could extend from a few days to months. This experience raises a host of questions about College readiness per se. Clearly, some interdepartmental discussions are appropriate in this regard. For example, we need to imagine a host of situations that might require us to shut down classroom buildings for lengthy periods. This could create enormous difficulties with respect to science labs or holding other classes off site.

#### **Department News**

The New Jersey Division of Criminal Justice has awarded the Brookdale Police Department \$1,692.00 under the State Body Armor Replacement Fund for fiscal year 2011. Funds are to be used by the Department to offset the cost of purchasing replacement body vests for police officers. Vests need to be replaced every five years.

Police Chief William Sandford attended the semi-annual Middletown Office of Emergency Management meeting held at Croydon Hall. This is a part of the BCC Police effort to work closely with Middletown OEM in their continuing emergency preparedness effort.

Police responded to 1,009 calls for service during the month of October 2011 including nine motor vehicle accidents, twelve first aid calls, one fire call, one disorderly person, four criminal mischief, three thefts and three arrests.

Police issued 46 parking summonses, one parking warning, seven verbal smoking warnings, 55 BCC smoking citations, five Middletown smoking ordinance complaints, and one (1) Middletown Court State summons for smoking. They did not issue any written smoking warnings.

OCTOBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
WRITTEN PARKING WARNING	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
VERBAL SMOKING WARNINGS	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	3	0	0	0	0	7
WRITTEN SMOKING WARNINGS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BCC CITATIONS	0	0	20	10	0	2	0	0	0	6	5	3	7	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	55
MIDDLETOWN PARKING SUMMONS	0	0	2	8	0	0	0	0	0	2	4	18	2	0	0	0	2	1	1	0	0	0	0	1	1	3	1	0	0	0	0	46
MIDDLETOWN SMOKING ORDINANCE						1	0	0	0	0	2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	5
MIDDLETOWN SMOKING SUMMONS (2C)																			1	0	0	0	0	0	0	0	0	0	0	0	0	1

## **Facilities Planning and Construction Management**

**ACTION ITEMS: None**

**DISCUSSION ITEMS: None**

### **INFORMATION:**

#### **Master Plan**

Facilities are gearing up for the presentation of the FMP 2020 to the Board of Trustees during its regular monthly meeting on December 15, 2011. The current two-volume tome prepared by H2L2 consultants is being condensed for the presentation, which will follow closely upon the heels of a presentation to the Board of the institutional strategic plan. That presentation will explain the Brookdale roadmap for the next five years, which provide direction for the strategic plans in educational services, information technology, facilities, campus security and law enforcement and emergency preparedness for the next five years.

#### **Renewable Energy**

Solar Energy remains a topic of continual concern for the College as other institutions and surrounding communities repeatedly announce how much money they plan to save in the not too distant future. Brookdale has not been idle on this front, although discussions about solar energy prospects or possibilities have not led anywhere. At least, the Board of Trustees has not considered a solar energy proposal of any great import. All of that is changing now as facilities staff members meet with officials from Middletown, other towns and various institutions of higher education to learn more. Purchase power agreements are under consideration now as are the options for obtaining solar renewal energy credits (SRECs) from the Department of Energy. Buildings and Grounds Committee members are quite knowledgeable about phenomena such as these. It stands to reason, therefore, that renewable energy will be a recurrent agenda items for the committee in the months ahead.

#### **Right to Know Inspection**

Brookdale was pronounced fully compliant in the Right to Know area on October 27, 2011 by the New Jersey Department of Health and Senior Services Inspector who had visited the College periodically from late April until then. During an earlier visit he had specified that some departments had expired and somewhat excessive supplies of chemicals. Facilities worked throughout the month of October with Biology, Chemistry and the Jewelry Studio to rid the facility of these. If anyone has any questions regarding this or the annual survey they are advised to call Rich Frank at extension 2753. All of the departments affected by Right to Know have updated guides with customized inventory lists. The latest survey is for year 2010. The next survey will be done in July 2012 for the 2011 year.

#### **Wall Higher Education Center**

Facilities has scheduled an environmental grade cleaning of modular classrooms 123, 124, 125, 128, 129 and 130 at Wall during the long weekend over Thanksgiving. Facilities Management and Engineering will be onsite to ensure proper boundaries are set with barriers to prevent removed materials residue from spreading to other areas.

#### **New Central Utility Plant Manager**

Jim Lenox will report as the new Central Utilities Plant Manager on Tuesday, November 8<sup>th</sup>. He will be touring the Lincroft Campus and the Higher Education Centers during the remainder of the week with Rich Frank.

**Arena Bleachers**

Facilities were made aware of a potential mold condition on the aluminum surface of the Arena bleachers on the morning of November 7, 2011. Facilities Management and Engineering inspected the affected area that day. On the face of it the offending material does not appear to be mold. It appears to be residue from a spilled liquid which has corroded the aluminum surface in a few areas. Regardless it will be tested and the areas will be cleaned.

**Larrison Hall Siding**

Facilities has a proposal to repair the siding on Larrison Hall and the specified amount is below the threshold for alternate pricing or BOT approval. The item will be submitted to Purchasing the week of November 7, 2011 to get this work completed before the weather turns ugly.

**Rain Gardens**

Facilities staff is near completion with the newest rain garden located adjacent to the east entrance to parking lot 6. The storm drain that is situated in the middle of the rain garden had to be raised 8 inches. The storm drain cover was removed, additional rows of block installed, and cemented in place to prevent sand and debris from washing into the storm drain. Facilities plans to install Delaware stone around the perimeter of the garden to ensure proper drainage.

**Arena**

This past weekend Brookdale hosted a women's expo. In preparation for that expo, Facilities installed the graduation stage to accommodate the needs of the event. In total, 118 hours were spent setting up and cleaning up for this event.

**School Dude**

Facilities received and responded to 248 school dude work order requests from the campus community between October 31 and November 6, 2011.

**Library**

Facilities set up their lift and replaced nearly 100 ceiling tiles in the Library outside rooms 117 and 125 last Friday. Our plumbing contractor also repaired a broken pipe in the men's room outside Library 123.

**ATEC**

Our plumbing contractor replaced 100 feet of piping for the sanitary sewer line in ATeC last weekend. The one and a half inch pipe was so calcified it could not be snaked causing backups in the sink in the second floor kitchenette. Piping was replaced with a two inch pipe.