

**Administration Operations and Information Technology  
Roundtable  
January 11, 2012**

**Action Items: None**

**Discussion Items: None**

**Information:**

**Campus Security/Law Enforcement**

Last Friday night Brookdale's finest successfully apprehended an armed robber on the corner of Newman Springs and Lincroft-Middletown Roads. Hats off to the Brookdale Community College Police who performed in an admirable and highly professional manner.

The college's emergency management plan will be finalized by the end of this month. The police chief has reviewed the draft document with President Toms and made changes as a result. Once the plan is done, it will be important to confer further with cabinet members about the incident command structure and other features that it highlights.

The police are engaged in ongoing efforts to enhance communications among various divisions to address emergency situations as they arise at the college. Continuing concerns cover the gamut from power outages and parking lot lighting malfunctions to more severe incidents. This is a longstanding problem but historical difficulties are being eliminated on a continuous basis. For example, the police confer regularly with EDSA about student conduct and various incidents that occur. Ongoing discussions obtain also between the police and OIT to ensure that our management information system is not exposed to undue risk as a result of utility malfunctions.

**Information Technology Services**

**New Hires – Communications and Planning**

ITS and HR are collaborating with regard to the process that is followed for providing new hires with technology and furnishing a formal orientation for these individuals. The new procedure under consideration will include notifying information technology staff members about newly approved hires after the board approves them. In addition, Human Resources will coordinate with OIT so that a technology training component will be included in the new employee orientation.

**OneCard**

An RFP for a universal student identification system has been issued. The following information characterizes the scope of the RFP:

Brookdale Community College (BCC) seeks qualified vendors to submit proposals for an identification card system designed for ease of use and minimal system maintenance that will provide student access to all manner of products, services, and activities. This card system would integrate with college's enterprise resource planning (ERP) system (Datatel/Colleague) and enable all transactions to be processed over a wireless network.

The major goal of the new OneCard system is to provide for one college wide ID card that can be used for commercial activities, identification purposes, and security reasons.

More specifically the OneCard system would be used as follows:

Phase One > serve as a single photo ID system for students and staff for library transactions and to facilitate printing and manage photocopying

Phase Two (implementation will be split between phase two and phase three) > would enable point-of-sale purchases to be facilitated by food services; concession stands, and the bookstore; snack and beverage vending machine purchases; payment for various student life and fitness center activities and facilitate student identification for testing, registration, counseling, and the fitness center

Phase Three > facilitate point-of-sale purchases facilitated by food services, the concession stands and the bookstore (continuation of phase two); provide snack and beverage vending machine purchases (continued from phase two); enable financial transactions including debit/credit transactions, deposits and balance checking; and enable door access management that supports both IP and analog infrastructures, and multi-modal mass notification capabilities

The following schedule has been established for this project:

- 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

### **Portal Updates**

During the holiday break CampusEAI upgraded the Brookdale Portal to include the new quick launch directory folder structure. All of the original content migrated without any problems. Patty will with OIT add quick launch links that were previously requested by end users. These will include student monitoring, faculty rosters, and links to frequently accessed forms.

ITS continued to research problems related to students not being able to access ANGEL through the portal single sign on (SSO) quick launch application. It was determined that within Internet Explorer, if pop up blocker settings were turned on, access to ANGEL was denied. Once the pop up blocker configurations were turned off, we were able to access ANGEL. Linda contacted two of the students who were experiencing problems to validate our findings.

### **Training Updates**

Linda Bernabeu, OIT's technical trainer, is providing lessons on Windows 7 and Office 2010 to users who have received computer upgrades. These individuals received personal emails with links to workshop offerings. In addition to the Windows 7 and Office 2010 workshops, the following portal workshops have been scheduled: (click on the link to register)

January 24, 11:30am - 1pm

[Portal Profile Management \(BAC - IT Training Room\)](#)

January 26, 11:30am - 1pm

[Portal Profile Management \(BAC - IT Training Room\)](#)

January 31, 11:30 – 1pm

[Portal Profile Management \(BAC - IT Training Room\)](#)

## **OFFICE OF INFORMATION TECHNOLOGY**

### **Year End Regulatory Software Updates**

#### **Datatel Colleague – January 8, 2012**

Year-end regulatory updates include software to generate Brookdale's W2, 1098 and 1099 forms. Payroll, Accounting and OIT will generate these forms by validating data and test printing the forms. In addition to receiving printed forms, employees and students will be able to view their forms online through WebAdvisor. This new feature was implemented in 2011.

#### *Project status*

- Have been installed in the Updates account and are available for user testing.
- Have been installed in the Production account.
- No system downtime was required.

#### **WebAdvisor 3.1.6 Upgrade - Datatel Colleague**

Datatel released a new version of WebAdvisor which resolves the browser compatibility issues users were experiencing sometimes when they were accessing WebAdvisor. EDSA helped test this new version before it was installed. An entirely new WebAdvisor will be released soon, which is based on constituent self-service. Currently, the release is targeted for the first quarter. This release will be a major upgrade to the existing WebAdvisor and is on the OIT project list for 2012.

#### *Project status*

- Was installed in the Production account on Sunday, January 8, 2012.
- Users may have experienced 1 to 5 minutes of downtime.

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

Web UI (User Interface) is the new Datatel interface accessible via the web which will replace the desktop version. Due to the architecture of the interface, older Datatel custom reports require rewriting to execute. Programmers continue to convert custom reports for use in Web UI and are delivering them to end users to test.

#### **Web UI Server – Migration to VMware**

The Datatel Web UI server has been migrated to the new VM cluster. This cluster has built-in redundancy, and if one of the host servers goes off-line, it will switch to another one automatically. This will vastly improve the reliability of the system and keep down-time to a minimum. This new VM cluster also has additional hardware resources which should improve performance of the server as well.

#### **E-Commerce – Datatel Colleague**

Datatel released a new version of e-Commerce in order to ensure institutions are PCI compliant. According to the PCI Security Standards Council website, 'The keystone is the [PCI Data Security Standard \(PCI DSS\)](#), which provides an actionable framework for developing a robust payment card data security process -- including prevention, detection and appropriate reaction to security incidents. Brookdale accepts credit card payments, which necessitates our requirement to follow these standards.

### *Project status*

- User setup of Colleague parameter screens has been completed.
- PayPal payment gateway setup is underway.
- User testing and OIT customizations will begin as soon as the payment gateway is setup is completed.

### **ImageNow – Datatel Colleague**

- The Accounts Payable ImageNow application plan for Web UI was moved into LIVE.
- Work has begun with the President’s Office to electronically transfer the BOT minutes into ImageNow.

### **Bookstore POS Software Upgrade**

The Networking Team has completed another software and database version upgrade (version 11.0.198) to the Bookstore Booklog POS Software. This entailed the upgrading the database version as well as the application version of this software on the Bookstore Server and all POS terminals in the bookstore. This release version was designed to repair a lot of minor issues for the Book Buyback segment of the application in preparation for the upcoming season. This is the third software revision/upgrade within the last month.

### **BIOS Settings Project – KACE Preparation**

The BIOS settings project continues in both the HEC’s and on main campus in preparation for KACE start up. The BIOS settings – those at the base level of the PC – are being set to Wake-On-LAN in preparation for KACE, and the ability to “wake” units in labs for the purpose of doing updates “en mass,” and software loads. All Higher Education Centers are being done first, since these are critically important for being able to use KACE in areas that might ordinarily have need for a physical visit. This will not interfere with the “wellness” visits, which the technicians will continue conducting on a weekly basis. These visits primarily ensure that there are no problems that have gone unreported at the Higher Education Centers. We have also begun the same process on main campus.

### **Academic Labs Update**

- Larrison Hall 212  
The lab has been set up with 25 new PC’s, replacing the older ones. All units have Windows 7, Office 2010, and the new KACE agent on them. All available asked for and received software has been installed.
- Larrison Hall 231  
The lab has been replaced with 23 new PC’s; all units have Windows 7, Office 2010, and the KACE agent installed. All older units have been put in storage for future recycling.
- Larrison Hall 313  
The lab has been replaced with 23 new PC’s; all units have Windows 7, Office 2010, and the KACE agent installed. All older units have been put in storage for future recycling.
- Larrison Hall Writing Labs, and ATEC002

All Writing Labs in Larrison Hall will be upgraded to Office 2010, as will the shared Writing Lab in ATEC002; this at the request of the Writing Department. Installing Office 2010 in these labs will not adversely affect any other departments sharing ATEC002.

### **IT Doctors for Spring Term**

The IT Doctors will be available at the beginning of the spring semester. From Tuesday, January 17<sup>th</sup> through Monday, January 23<sup>rd</sup> two IT Doctors will be stationed in Larrison Hall, and the Bookstore area. These stations will provide a location where students are able to ask for IT assistance regarding their email, checking WebAdvisor, and logging into the Portal. Laptops will be available to demonstrate accessing online resources have been readied for this occasion.

### **Data Center Recovery Update**

#### Redundant ISP

A Request for Proposal (RFP) is required to proceed with the purchase and implementation of a redundant ISP (Internet Service Provider). OIT is in the process of creating the initial draft to provide to purchasing for review.

#### Co-location

The initial draft of the RFP is on target to be completed by next week to provide to purchasing for their review.

### **DISCUSSION OUTLINE FOR REGIONAL EVENT**

As mentioned in the last roundtable, a major information technology event is being planned for this coming spring. AO&T expects to draw participants from sister institutions in our region, members of NJRUG and beyond. SunGard Higher Education has agreed to sponsor the event and in light of the progressive combination of SunGard and Datatel, the latter will be invited to also join as a co-sponsor.

The following is a draft discussion outline to initiate a conversation about hosting a regional event.

- I. Introduction of Regional Event
  - a. Purpose of event
    - i. Host thought leadership topic for institutions in general area
    - ii. Facilitates networking and sharing of best practices among college presidents
  - b. Why institution selected
    - i. Strong thought leadership
    - ii. Customer institution with strong results
- II. Design of Regional Event
  - a. Typically half-day event at institution (often including lunch)
  - b. Invitees are presidents and select cabinet members from other higher education institutions in the region
  - c. Agenda topics TBD by president – topics could include
    - i. Student Success
      1. Expert/guest speaker that shares student success trends, initiatives, case studies both outside and inside the class

2. Ability to bring in experts to discuss, facilitate conversation re: engagement in the classroom, how to support faculty in supporting different learning styles, new technology
- ii. Visioning and strategic planning for institution – how to vision, build an integrated strategic plan, make evidence based decision making – what that means for meeting workforce development needs, enrollment targets, etc.
- iii. What is the Value of an associate degree? Guest speaker and roundtable discussion
- iv. Executive Summit on Funding – with institutions trying to manage higher costs with declining dollars, how do we structure the academy, bring in new revenues?

### III. Roles and Responsibilities

- a. Institutional responsibilities
  - i. Identify date for event
  - ii. Provide feedback on draft invitee list
  - iii. Participate in one phone meeting to jointly draft the detailed agenda
  - iv. Provide final approval on detailed agenda
  - v. Send event invitations
  - vi. Develop any institution-led presentations
- b. SunGard Higher Education responsibilities
  - i. Identify and manage venue logistics, if not on campus
  - ii. Create initial invitee list for institution review
  - iii. Create invitations and marketing materials for event
  - iv. Jointly draft detailed agenda with hosting institution
  - v. Submit final agenda to hosting institution for approval
  - vi. Develop any SunGard Higher Education-led presentations
  - vii. Work with participating institutions on any participating institution-led presentations or discussions
  - viii. Draft initial roundtable discussion designs for hosting institution approval
  - ix. Order and pay for any meeting-related food and beverage service

### IV. Defining Event

- a. Gauge interest
  - i. General idea of hosting regional event
  - ii. Which topics of greatest interest?
  - iii. Whom would you like to include? (institution type, roles)
- b. If interested, agree on time to schedule meeting to draft initial agenda, invitees and define timing for event.

## Facilities Planning and Construction

### Small Projects (<\$40k)

After attempting to coordinate projects of this size into the regular daily work schedule, the reality dawned that there are simply too many of these ad hoc projects to perform with the expected or desired promptness of clients. In order to expedite completion of projects of this sort, Facilities wants to ask requesting departments to prepare procurement requisitions in advance to cover out-sourced design services. Facilities can obtain services from vendors or contractors on the on-call list to get this work performed under college supervision as it should be. Beyond design services, the funding for the work on

these projects may be uncertain. Facilities is trying to better fulfill its responsibilities for expenditure planning but needs help from divisions, departments or units who request projects.

### **SLC - Student Activities Relocations and Bookstore Pre-Order Pick-Up Window**

Design work has begun to clarify the scope of this minor project to relocate functions within the student activities organization. Bill Golubinski also consulted Bookstore staff members to determine the functional requirements for a project to create a new pick-up window for pre-ordered books.

- Communications Media TV Studio/Editing Lab
- CVA photo editing lab
- LAH computer lab conversion LAH111 or LAH109

### **ATeC Vestibule Flooring**

The east entrance vestibule walk-off matt was replaced 12/27/11 as a free mock up by a manufacturer seeking our opinion of the flooring product. Unfortunately, the installation was unacceptable and will need to be re-done. The manufacturer visited the college, acknowledged the sub-par installation effort and offered to coordinate a replacement effort on a Friday night/ Saturday. We will coordinate closing the ATeC entrance according to the building's users' convenience. More than likely we will re-direct users to the north entrance (by CAR) or the lower level entry (by the link to MAS).

### **Solar Energy Feasibility Study**

Kevin Settembrino of Buck Simpers Architects has provided a draft solar energy feasibility study for us at no cost. Having been given some feedback already, he will be prepared for a face to face presentation with Facilities on January 19, 2012. This will likely become an agenda item at the February Buildings and Grounds Committee meeting. It is also probable that we will propose entering into a power purchase agreement (PPA) with a solar developer who will be able to take advantage of any construction funding available in the form of tax rebates. The PPA provider would also assume all responsibility for system maintenance and repairs.

The initial loosely developed proposal is for a 2,500kW+ system capable of generating 17% of our current electrical energy load and saving \$2.4 million over 15 years. This equates to about \$13,000 of savings per month but requires a significant commitment to occupy vast areas of open space. Only the proposal for Northern Monmouth features roof-top mounted panels.

### **Gorman Hall Renovation**

After a few more on-site meetings with three uninterruptable power supply (UPS) manufacturers and a host of Gannett-Fleming engineers from different disciplines (electrical, fire protection and mechanical), a pre-schematic package of designs was submitted for our review on 12/23/11. OIT staff provided feedback and a meeting is scheduled to discuss the designs and provide feedback on Friday January 13, 2012. We were also able to secure a service contract on the current UPS which will ensure reliability for the next six months and enable the UPS equipment to be purchased as part of the construction project and not as a separate direct purchase.

### **Central Utility Plant Upgrade (CUP)**

Non-binding mediation is now being sought to resolve the dispute between Brookdale and Framan Mechanical. It is not yet known what will constitute a settlement.

## **FMP 2020**

The December 15<sup>th</sup> board of trustee meeting featured a presentation of the Jubilee Plan (Dr. Toms) followed by a presentation of the Facilities Master Plan (Dr. Sulton). The integration of the ESOP and ITSP into the Jubilee Plan holds the promise of prioritizing facilities projects in the future.

## **CHHanGE**

Bids were opened on January 5, 2012 for the revised scope project to relocate the Center for Holocaust Human Rights and Genocide Education (CHHanGE). The prices for the base bid were below the projected budget, which afforded opportunity to include several of the add-alternates. Additional alternates may be included via change orders to be funded by remaining contingency funds after the project reaches a point where unforeseeable issues have materialized and no longer present significant problems. The award of this project to a recommended contractor is planned for the February BOT meeting after all budgetary calculations have been made, contractor selection has been completed and due diligence performed.

## **Performing Arts Center (PAC) Rigging**

Together with Dean Bill Burns and staff members from the PAC, Facilities is recommending a contract award for providing the services required to document the repairs for bidding to Clarke Caton Hintz (CCH). CCH's price was the lowest and their proposal addressed all of the major aspects of work including extensive site supervision and commissioning the equipment. A project kick-off meeting is expected to take place later this month following the BOT contract award.

## **Alterations to Human Resources offices**

Work on this project has made progress, but it is too slow. The quotes received will be assembled in January and a final scope of work will be recommended for BOT approval at the February meeting. The work will proceed around the on-going operations of the HR office (during off hours) with a minimum amount of disruption.

## **NJCU at Wall**

Results of the indoor air quality testing after the Thanksgiving cleaning were favorable with the exception of one section of ductwork that still contained mold. It was recommended that we replace those ducts. The replacement was completed on Jan 3rd and we anticipate holding classes in all of the modular construction addition classrooms. Additionally, pending NJCU sign-off from their occupational safety authority, we plan to move NJCU's on-site staff to office space within the addition. That move is tentatively scheduled for January 11.

With the mold remediation behind us, the joint BCC-NJCU facilities committee awaits further direction the academic programming committee. An inter-institutional partnership agreement featuring provisions that address space utilization and programming is also needed.

## **Energy (cost) Management Projects**

During the December BOT meeting, it was announced that the Collins Arena was issued Silver LEED certification for the building renovation that was completed in December 2010. LEED designation (Leadership in Energy and Environmental Design) is the US Green Building Council's system of metrics that determines the sustainability of a building. The college's initial goal for the Arena/BREC project was to achieve a basic LEED certificate, however, the exemplary work of our design team at Clarke Caton Hintz and Sink Combs Dethlefs and the efforts of our contractors yielded a grade one level higher. LEED has two higher levels beyond Silver. These levels are Gold and Platinum. Institutions of all types, including the GSA, that are committed to being environmental stewards have policies in place requiring all new construction to achieve some level LEED certification. They even pursue LEED-EB for their existing building's Operations and Maintenance.

Facilities is resuming its work to acquire New Jersey Board of Public Utilities Chiller rebate. This was a possibility that Facilities Performance Engineering created for us for us. The amount we are expecting as a rebate for our high end, energy efficient chillers is in the neighborhood of \$290,000.

Rich, Bill and new plant manager Jim Lenox are planning to attend the NJHEPS (New Jersey Higher Education Project for Sustainability) conference on Friday, Jan 20. The conference is about funding energy related projects through available grant, rebate and financing opportunities. Hopefully we will be able to come back with some ideas for sources to supplement our infrastructure budget and get the campus more "Green".

Brookdale is in the process of switching to Firm Transportation (FT) Gas Service at several of our sites. The college has been pursuing NJ Natural Gas to convert our existing gas meters to meters with cellular phone technology which enables meters to be read several times per hour. This in turn gives the gas company up-to-the-minute data about regional demand so they know how much gas to purchase. Not purchasing excessive gas saves the gas company money which they share with us. For example, on the service that feeds the Lincroft Campus Central Utility Plant, the savings would hover around \$8,000/month. Over the course of a year this is real money!! Proportional savings are expected from all meters being installed. We'll keep you posted on this hot topic as progress is made.

### **Plant Operations**

- At Freehold, the elevator pit sump pump was repaired. An elevator contractor will inspect the hydraulic seal this week.
- At Gorman Hall, the air handling unit that serves the lower level was repaired (replaced the motor).
- At the Brookdale Administrative Center, the air handling unit serving the president's suite shut down due to a flame failure reset and was returned to service.
- On Saturday, January 7, 2012, the air handling unit serving the human resources area overheated due to a space temperature sensor failure. An operator shut down the AHU and contacted ABC to return it to normal operation.
- At Wall, we repaired an air handling unit and returned it to operation.
- At the CUP, the boiler manufacturer responded to erratic operation of the "watch dog" system that was causing the boiler to go off-line intermittently.

### **Grounds and Maintenance**

#### **Lighting Replacement**

Light bulbs and repairs to lighting were made to the Math Department, MAS hallways, Chemistry, Biology, CVA and the gallery during the winter break.

#### **Ceiling Tile Replacement**

Ceiling tiles were replaced in the A&O offices, Bookstore, and Long Branch HEC.

#### **Storm Drains**

Buildings and Grounds staff replaced storm drain covers that were damaged on Arena drive.

#### **Tree Cutting and Pruning**

The County Shade Tree Commission has been working this past week campus wide cutting dead trees along Museum Drive and the Campus Gateway path as well as trimming dead branches on trees campus wide.

**Work Orders**

Buildings and Grounds received 262 work order requests between December 19<sup>th</sup> and January 6<sup>th</sup>. Of those 262 requests, 178 are completed, 20 are scheduled to be done in the near future, one is a duplicate and 63 are a work in progress.

**Recycling**

Facilities received a certificate for electronic recycling. On November 29<sup>th</sup>, 139 computer and electronic components were picked up by Advanced Recovery for recycling. Electronic components totaled 7,012 lbs. of recycling.