CITO Video Conferencing with all Iowa CC's

March 1, 2007

Attendance:
Darren Z
Shannon Bowen
Jon Neff
Kris Tharp
Joe Taylor

Phase 1
- turn up 1 meg pipe into our resources.
- Video conf in board room or Mick’s office or other options/portable (package deal; tv, projector, router)
  - Hawkeye has done this and can be used as a resource.
    - They handle the schedule and coordination - bridge
  - http://www.polycom.com/products_services/1,,pw-35-185-11132-4363,00.html

Hardware – Routers and firewall
- Package deal

Software – Lic’s

First step – figure out what everyone has and what the preferred product being used is. – Jon will share the information with all

Second step – set up an additional meeting to discuss the tasks and timeline

Project Title: CITO Video Conferencing with all Iowa CC’s
Sponsor or Approver: Jon Neff
Project Description and Scope: Turn up 1 meg pipe from ICN, order equipment, install, test, communicate, determine location, ongoing support.
Most Important Requirements: Network install, communication, testing implementation. Coordination with the other CC’s.
Project Type: All, Network, Software, Hardware
Places Impacted: TBD, Board Room will be first location.
People Impacted: All community college presidents and cabinets will be using this technology to reduce travel costs.
Budget Code: TBD
Due Date: 3/15/07
Project Dependencies: CITO would like to have this completed and ready for Presidential Review in March. They want all colleges up and running. The collaboration is a very important politically.
Project Risks: We have many projects in the pipeline; this pulls some of our experts off other critical projects.