

**CalREN Video Services Oversight Committee Meeting  
September 27, 2005 11:00am – 12:00noon Telephone Conference Call**

Attendees:

For CCC:

Phil Howard, State Center CCD  
Jack Lemley, Butte CC  
Catherine McKenzie, CCC CO

For CSU:

Jeff Layne, CSU Chico  
John Rolon, CSU CO  
Patrick Thompson, CSU Fresno

For CENIC:

Sherilyn Evans  
Kelly Stack

For K-12:

Alan Phillips, Imperial COE

For UC:

Kim Dorsey, UCOP

ABSENT:

Lou Albert, LACCD  
Mike Arnold, Kern CCD  
Dave Barnett, Santa Cruz COE  
Jim Dolgonas, CENIC  
Jorge Mata, LACCD  
Roger Parker, CSU Hayward  
Dave Reese, CENIC  
Mike Shannon, UCOP  
Mike Van Norman, HPR-TAC and UCLA

Kelly Stack began with a description of a bug in the PCS software that does not enable people to book rooms independently of equipment. Polycom projects a fix will be available for that bug by the end of October. The Committee felt that the bug was not serious enough to delay rollout. Some noted that they would want to use the room-only feature once it becomes available.

2. Timeline for rollout (latest timeline as of 10/4/2005):

2nd Week in October:

- start beta testing with volunteer sites (listed below)
- make scheduling system available on read-only basis for members of Oversight Committee
- make training web site available for volunteer sites and Oversight Committee

ASSUMING NO DELAY-CAUSING BUGS APPEAR DURING BETA TESTING,

1st Week in November:

- announce CCC-Confer training sessions

2nd Week in November:

- begin phased rollout including software and training web site

End of January:

- All sites operational with PCS Scheduling system; retire interim scheduling system web site

Spring:

- One-day face-to-face videoconference events in northern, southern and central California with vendor showcase, general videoconference training, and specific training for PCS scheduling system

Volunteers for Beta Testing:

CSU Fresno

CCC Chancellor's Office

Cal Poly SLO

CSU East Bay

UCSD

UCOP

3. In order to have the ability to maintain operations during a hardware failure on the scheduling server, we need to run two servers simultaneously and enable a "failover" feature. This requires that we buy a second "redundancy" license for PCS. The cost is approximately \$57,000. There is no additional maintenance fee required.