

Technology Committee Minutes

October 20, 2010

Present were Cindy Blanchet, Chris Hugi, Tom Rieger, Derek Hyde, Joyce Sauer, John Chovanec, Meg Picciolo, Steve Schuh, and John Hildebrand

September minutes were approved.

Athletic Facility/Arts & Activities Center Wiring Infrastructure: To provide for the needs of many groups and types of events, the following infrastructure wiring was presented for further consideration, keeping in mind if the athletic facility is to generate funds we need to be able to provide for events such as the Upward program, large tournaments, etc.:

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- **PA system** extension with Intercom into all new rooms and areas. Speakers for PA should be coordinated with other sound system needs. The current gym PA/intercom cabling and speakers should be saved. Initial plan -Athletic Facility: 2 circuits-2 speakers per circuit; Lobby: 1 circuit, 7 ceiling speakers (type dependent on ceiling material; 2 coach's offices: 1 speaker each; 2 locker rooms- 1 speaker each; concession, stage & stage prep area?) PA system has digital clock functionality that could be used in the new areas vs. extending the analog clocks of the current system. Contractor: Tim Dittman-Advanced Communications. Recommend re-zone PA at time of expansion for the entire school.
- **Phone system** extensions in coach's rooms, PAF, concession area, PAAC, stage area, lobby, etc. Phone service contractor: Jerry Wentz-SwitchNet
- **TV cable** wiring in PAF, PAAC, concession, and Lobby,
- **Power and data/network** jacks throughout; PAAC interior walls, backstage, stage, sound system board, ceiling/projector, PAF interior walls (including outlets in gym floor), lobby walls, concessions, (locations to include outlets for event registration), all offices, etc.
- **Wireless access** points in PAF, lobby, and PAAC.
- **Security system** for doors/entrances
- **Audio/Video:** distribution- local origination from PAAC to PAF, Lobby, Cafeteria, classrooms (existing wiring), alternate: Marcy Center and church; Audio/Video-local origination from PAF to lobby, PAAC, cafeteria, classrooms, alternate: Marcy Center and church.
- **Lights - Sound Distribution** throughout new facilities; lights (dimming)/sound control at sound board/main control and stage area. Sound system should be simple, user friendly, should still be able to use a simple microphone at the stage without working a mixing board.
- **Projectors/Screens/Display Monitors** and wiring in PAAC, PAF, and lobby (kiosks or wall units) (Control location/tool). Important to place the access plates/projector at a location that fits with the size and location(s) of the screen(s).
- **Video camera** setups for both gym and art & activities center. Mobile, fixed, manned/control panel, etc.
- **Clock System:** use current analog or move to digital for new areas.
- **Microphone jacks** – multiple locations in PAF, PAAC, stage, lobby. Wireless and wired
- **Speakers/sound System** in PAF, PAAC, lobby, offices; coordinate with speakers for PA system

Obtain alternate pricing to add future capabilities/features as funding becomes available.

The committee recommends meeting with heads of the various groups that will use these facilities (Auction, Festival, Athletics, Fine Arts, Youth Ministry, Children's Ministry, Adult Ministry,

Technology, Marketing and Fr. Dave, Fr. Sean) along with the general contractor/project manager, audio/video designers/contractors and/or a consultant to develop a complete plan. It was suggested we take a tour of the new Brookfield Academy Athletic facility. Discussion and decisions should be made with a clear understanding of who will take ownership for use and maintenance.

Phone System: Quotes for phone upgrades were distributed. Estimate 1 includes updating of our software to use T phones (current phones are M) and adding 32 phone ports; handsets and installation of handsets, and cost to run more wire pairs to school not included in quote. Estimate 2 adds Web-based voice mail system. Estimate 3 adds the cost of a hybrid system, but does not include cost of handsets and installation. This option would eliminate the need to run pairs of wires to the school. The good news is our current system can be expanded for an additional 32 lines. School is limited to 50 lines unless we run more pairs of wires between the parish center and school, or convert to a hybrid or VOIP system. However, if we upgrade our current system, 12 additional phones could be added to the school. Meg will contact Mark Rye-Northwest Communications to get a price to pull more lines. Our current system is a good system. Additional handsets would run \$100-150 each. Used are available and reliable. If we were to convert to VOIP all phones would need to be replaced ($\$200 \times 80 = \$16,000$, total VOIP system would run about \$40,000). We have 7 analog lines which can be used by regular phones or regular wireless phones. Currently use two for the fax machines. School must have an analog line for security/safety reasons. Training and individual set up for staff would be beneficial. The recommendation is that we continue with our current system, installing the necessary upgrades and lines and wait for the cost of future VOIP to go down. Phone Systems have been placed into the technology budget. The use of tech funds to upgrade our system has been requested. The committee recommended infrastructure costs be covered by the tech fund for existing facilities, however, the infrastructure costs for the new athletic facility and arts & activities center should be part of the construction/plan costs.

Google Apps – Email service: Currently we use Microsoft Exchange for email. We are scheduled to update the exchange server and software 2011/2012. John Waller (TrueNet Services 414.688.2880) contacted us about using Google Apps, a web-based system, for our email. (Free demonstrations available) The look would be the same as Google mail. They offer free email for educational institutions. Many schools and universities have switched (Cardinal Stritch). Their Postini Suite of programs includes a spam and virus filter, schools receive a 66% discount on the cost (per user fee per year) and Google Discovery which archives email and provides a search engine. We need to verify if we should be archiving emails for 3-7 years per Fed/State law. If we were to replace exchange, we would not have the cost to upgrade the software, but the cost to transfer each email user's email would be labor extensive. (Exchange software \$500, Barracuda Spam Filter \$1200-18 months remaining. Google does not have a shared contacts (staff is currently not using Outlook shared calendar features, including meeting requests). Derek's workplace switched to Google.

Thin clients: 14 days working. Chris solved the software problem. Package "connections" were the main issue, 10MB hub, K-2 generic login for XP machines, Save folder- custom map drive and printers & folders.

Next meeting is scheduled for December 15, 2010 at 7:00 pm in the Parish Center conference room.

Submitted by Meg Picciolo