Technology Oversight Committee Meeting Minutes
Metro Room, ELSC
5:00 PM
December 1, 2022

In Attendance	Name	Role
x	Jerry Kilgore	Committee Chair
x	Greg Best	Committee Member
x	Jim Hoffmann	Committee Member
ab	Aaron Horn	Committee Member
x	Terri Bjornsen.	Committee Member
x	Alisha Day	Committee Member
x	Jeff Lucas	CRCSD Technology Manager
x	Craig Barnum	CRCSD Executive Director of Digital Literacy and IT

Jerry Kilgore motioned for the meeting to begin, and Greg Best seconded. All present assented and the meeting was called to order.

The committee introduced and welcomed the two new members, Alisha Day and Terri Bjornsen.

The minutes of the 10/26/22 meeting were reviewed. Greg Best motioned to approve the minutes – second by Jerry Kilgore. The motion passed unanimously.

Jeff Lucas reviewed the proposed SAVE project plans for 2023.
- Wireless Access Point upgrades for Middle and High Schools
- Wireless Controller replacement
- Building Router/Layer 3 Switch replacement w/ Fiber Optic for ports
- ISP service renewal
- SIP Trunk Service renewal
- Phone System renewal

There was discussion on each project. All projects but the Phone System Renewal were preliminary projects due to e-Rate timelines. The committee asked several questions about each project and provided feedback. But, no vote or action was taken on these eRate projects at this meeting. There were only two questions from the committee that were not fully answered by Jeff Lucas and Craig Barnum during the meeting. Jeff Lucas will dig deeper on the remote management of mobile applications for the proposed WebEx phone system and he will also check into the maintenance language for the proposed FiberStore layer 3 switches.

The Phone System Renewal did require action. The committee had a number of questions about the scope of the project and the usability of the WebEx interface. Jerry Kilgore and other committee members had questions about the architecture of the new system and how it would interlace with the SIP Truck Service. All committee members agreed that the current design could work, but there were concerns expressed about the lack of Quality of Service traffic prioritization that could lead to disruptive latency when the new system came fully underload. The committee recommended that Jeff Lucas work with Cisco/WebEx to run a proof of concept and stress test to ensure the service will work as expected under load. The committee then voted to provisionally approve this project given the tests were completed with satisfactory results. Jerry Kilgore motioned to approve this project, Jim Hoffman seconded the motion and the motion passed unanimously.

The Committee established a meeting date of 3/1/23 to review the eRate projects that were discussed earlier.

Jerry Kilgore motioned to adjourn the meeting at 6:30 PM. Alisha Day seconded the motion. The motion passed unanimously and the meeting adjourned.

Minutes submitted by Craig Barnum