

Information Technology (IT) Subcommittee

Meeting Minutes for July 20th, 2023

Date: Friday, August 11th, 2023

Time: 1:30 PM to 2:30 PM

Location: Room 3511 **OR**

Zoom: <https://ubc.zoom.us/j/61793824821?pwd=cDJlck1xbitjUFcvZG5XRmNXbFY3Zz09>

CALL TO ORDER: 1:39 PM

ATTENDANCE:

- Ian Caguiat (*Vice President Administration, Chair, voting*)
- Hong Lok Li (*Chief Technology Officer of the Society, Vice-Chair, non-voting*)
- Amber Dhaliwal (*Financial Coordinator, voting*)
- Henry Li (*Associate Vice President Administration, voting*)
- Anna Shubina (*Vice Chair of the Operations Committee, voting*)
- Tanvi Pandhi (*Operations Committee Representative, voting*)
- Justin Lieu (*Managing Director, non-voting*)
- Eric Lowe (*Senior Communications and Marketing Manager, non-voting*)
- Grace Zhao (*Systems Administrator, non-voting*)

LAND ACKNOWLEDGEMENT - Ian (next meeting: Henry)

I would like to begin by acknowledging that the land on which we gather is the traditional, ancestral, and unceded territory of the xwməθkwəy̓əm (Musqueam) People.

ADOPTION OF AGENDA: APPROVED/REJECTED

AGENDA ITEMS

1. CCTV Project Initial Discussion (20 minutes)

Vishwa: We had issues seeing the person's face in recording, but could not view clearly. Destruction of the property has occurred. We experimented with tape lines on the floor at different distances, and the cameras could not pick up the lines.

The cameras are old and not clear and in need of upgrade, likely reaching the end of lifespan. We working with Hong to look at cloud based systems

Ian: What's the UBC average lifespan for CCTV?

Hong: Typically it is 5 - 10 years, some good quality cameras can last for 10 years, most last for 5 years. Majority of cameras in the Nest is 8 years old, reaching the end of lifespan

Vishwa: We are looking at monthly installments instead of lump sum payments for new CCTV

Ian: Do we have any estimates?

Hong: We are waiting on quotes. We still have some time for planning, and we want to choose the most cost effective option. This project will take a few meetings to get through

[Michael joins.]

Hong: We will give Michael 10 minutes to update us on his role.

Michael: We have been looking for alternatives to CCTV replacements, looking at vendor supply, may change our systems technology going from servers to cloud based. Infrastructure needs to be updated, cabling pathways, camera mounting, and camera positioning need to be evaluated. A common problem is that cameras are typically mounted on ceilings, but for evidential use, it's hard for cameras to capture full facial image as they are too high up. We might look at realignment of cameras to get better images of faces. The pricing for these upgrades are part of a lease contract, and we will need to gather funding.

Hong: Michael has been working with me on CCTV since the early 2000s. The building has been using CCTV for almost 2 decades now. Since this is a IT and Building project, Michael provides invaluable advice.

2. Update—IT Support to Student Clubs (5 minutes)

a. Google Workplace

Hong: Most student clubs are using Gmail, so they can not use Microsoft Teams. IT department has been helping them set up Google Workspace. We can help clubs setup a @club.ubc.ca domain

Ian: Do we need to help clubs pay?

Hong: Clubs need to register a domain name for all members gmail accounts

Justin: If clubs are all using Google, there's a problem since we are using Microsoft

Hong: Clubs are very loose, they are always changing

Justing: How are we making sure FIPPA compliance

Hong: The situation is loose

Ian: Do we have a contract for UBC to allow our clubs to use Google Workspace for our clubs?

Justin: I think this might be a conflict with UBC.

Hong: In this case, the clubs are using their **personal** Gmail accounts, therefore it has nothing to do with UBC technically. The use of google workspace is only for making their email look like it is from a club with a professional domain.

Eric: UBC Sailing Club, UBC Dance Horizons. The AMS has our own Google Account for various reasons. Dance Horizons and Sailing Club also has access to our account. Can I kick them off?

Hong: Yes, before we needed to authorize their account with admin access. You can kick them off now.

Justin: I'm fairly certain UBC extended access to all students for Microsoft 365

Hong: But, we will then need to convince the clubs to use Microsoft 365. UBC microsoft is also different from AMS microsoft.

Justin: We need to work with UBC more, since now by supporting the use of Google Workspace with for clubs, we are contradicting with UBC policy who wants us to use Microsoft.

Hong: Clubs are often using their personal accounts. Clubs are not necessarily using accounts part of the AMS.

3. Adobe Echo-Sign Account Transfer (5 minutes)

Hong: the electronic signature software renewal procedure was not followed, and last year the contract was unable to be signed. We are merging with the AMS IT Adobe portal. We now have unlimited authorized users to sign. It is extremely important for the IT committee to approve and authorize signatures. IT committee is useful for auditors to review our expenses

Ian: How much are we currently paying

Hong: \$700,000 (did not hear clearly) per year.

Ian: Who pays for the current Adobe Echo-Sign

Hong: VP Admin, you have already paid

Ian: I did?

Hong: Let me double check

4. Xerox C8000 Versalink Color Printer (5 minutes)

Hong: We don't want to purchase a printer, we want to get a lease contract instead. \$86 per month of lease, whereas it will cost \$6000 to purchase. It is much more cost effective to lease. All of our printers are lease agreements

5. Simply Voting (5 minutes)



Hong: the email blast feature in Simply Voting is complete.

NEXT MEETING: TBD.

ADJOURNMENT: 2:27 PM