

General Information:

In terms of General Information, the following tasks have taken place this month:

- Coordinating with CMN Lab and CMP Lab on some internal projects to give the students some hands-on work.
- Having mentor meetings with Toni Mazanowski to help continue her onboarding as the new Computer Networking Instructor.
- Andy Fair and I continue to work on typical yearly ongoing help desk tickets throughout the campus.

Renovation:

In terms of the ECTS Renovation, the following tasks have taken place this month:

- Attend monthly Renovation Job Conference meetings to move forward with technology concerns.
- Reviewed entire renovation plans and first glance at technology implementation plans for renovation and presented some concerns to contractors.
- Working with vendors on new technology equipment needs for renovation.
- Andy Fair and I have begun assisting in the renovation by moving the Business Office to their new temporary home in the Skills Center

PIMS:

In terms of PIMS, the following tasks have taken place this month:

- Submitted November Student updates (not required) to reduce errors between PIMS submissions.
- Continuing Internal PIMS Monthly Meetings for more accurate data.
- Resolved the small issues with October Student and Staff submissions.
- Exploring Information on the PDE Data Summit in early 2022.

Data and Information Processing:

In terms of Data and Information Processing, the following tasks have taken place this month:

- Working with Infinite Campus to determine what internal home grown reports work with Infinite Campus.
- Along with Sandy Carr and Lisa Sorensen, provided training to Guidance Counselors and ECTS Faculty on an overview of how the SchoolMint Admissions program works.
- Created a temporary plan for the continuing issue with grade reports and will have to permanently fix for the 2022-2023 school year.
- Resolving issues with Microsoft Teams and internal network synchronization.

Servers and Network Elements:

In terms of Server and Network Elements, the following tasks have taken place this month:

- Andy Fair and I continue to have several meetings with AEC Group for their discovery phase of network assessment plan.
- Continuing to resolve issues with the update to the school firewall and firewall monitoring tool.
- Looking into forming a website redesign committee in Spring of 2022.

Hardware and Software Applications:

In terms of Hardware and Software Applications, the following tasks have taken place this month:

- Working on getting hardware quotes for Perkins approved technology purchases.
- Planning to schedule meetings with instructors who plan to get learning loss software as part of the GEER III grant that integrate our computers and network.
- Exploring the additional, currently not utilized features of Navigate Prepared.