

General Information:

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

- Developed an in-service training plan for how to reveal many aspects of Infinite Campus for the staff.
- Assisting with the New Teacher Orientation for all new employees on basics of technology.
- Training Pam Pence the new High School Secretary with new Registrar tasks and responsibilities.
- Reviewing repair requests and considerations provided by lab instructors for technology.
- Attended Educational Administrative Retreat to provide feedback and viewpoints.

Renovation:

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

- The technology department will be working on reinstalling technology items in the south addition for the start of school once allowed back into areas. Some will be permanent installs and some will be temporary.
- Working with Advent/Avaya on the setup and conversion to the new phone system per the renovation.
- Working with Church and Murdock to verify area by area proper correct network wiring configurations.
- Determining what internal renovation items are needed for the renovation.
- Attend Renovation Job Conference meetings to move forward with technology concerns.

PIMS:

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

- Resolving Child Accounting 2021-2022 ECTS Submission with Sending Schools
- Reviewing 2022-2023 PIMS Manual Changes for the upcoming new school year submissions
- Updating Infinite Campus to support new PIMS changes
- Continuing Internal PIMS Monthly Meetings for more accurate data.

Data and Information Processing:

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

- Finished (and verified with the High School Secretarial Staff) all new Student records are correctly loaded into Infinite Campus for the 2022-2023 School Year
- Working with Infinite Campus SQL Engineer to develop/tweak summer conversion scripts.
- Working with Infinite Campus to determine what internal home grown reports work with Infinite Campus.
- Finalized new/returning student creation and linking to proper security groups and Microsoft Teams for the 2022-2023 school year.
- Finalizing SchoolMint extract to Infinite Campus and roll over procedures.
- Exploring options with ComDoc for accounting tracking and printer consuming.

Servers and Network Elements:

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

- Andy Fair and I repaired the hardware in the server that failed when the server rack had to temporarily move for the renovation.
- Andy Fair working on server migration from the legacy server hardware to the new server hardware with AEC Group assisting as needed.
- Verified the Network Backbone network switch configuration unknown prior to the server migration.
- Designing a new modified enhanced network logical addressing schematic for the renovated/new equipment.

Hardware and Software Applications:

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

- Ben Igras (Summer Help) successfully setup new DDE desktop computers, repaired issues in Room 18, and logically cleaned student laptops for the start of school.
- Renewed many of our software licensing products for the 2022-2023 fiscal/school year.
- Updated Digital Certificate security on main ECTS website, RCTC website, and internal websites.
- Waiting for Sports Therapy & Exercise Science computer equipment to arrive to setup.
- Will begin to order laptop replacements from Perkins funding and will install per the Technology Plan.
- Will write a survey for the Instructors regarding laptop replacement that will take place in 2022-2023.