

standard and we are going back to what we can maintain. Everything is under control now, but we need a list with the office number and cabinet. Some doors have a lock from inside. Abel is willing to visit each area if requested. VP Regalado will send him the list of all Student Service departments in the building. Abel worked with users while the group was waiting on Nick and Larry.

- 11:40 joined by Maureen O'Brien and Vera Brodetskaya from the Business Office.
- Nick to address the CISCO phones at 11:47 with SSB occupants - Agenda and handouts
- Counseling computers will be up tomorrow or late tonight; Larry stated that IT can stop by today to give them DEC access. Payroll is up and running; Nick stated IT will check punch list. Larry stated that they will have profiles uploaded ASAP their goal is to have each department operating at 90% by Friday. Counseling needed phones at walk in area. Note that the voice mails and greeting did not get transported into the new system and must be reset again. The current default password is 123456. Main phone line routing is based on phone directory from our main directory and confirm and master list was passed around to be given to Nick. You cannot transfer a call back to the operator. Dial by name directory will not work until all the names are in the system.
- Nick requested that each department let IT know how they want the phone to ring and routing sequence, you can specify how you want the routing (max amount of lines determine the number of simultaneous calls you can receive). No more 8000 series numbers, new numbers will be issued.
- Everyone will have the same chance to pick up the phone. When you do a hunt group it is not efficient you can lose calls and it causes confusion. The equal chance pick up is more efficient, you can have it flash w/o the ring. Personal extensions should go to voicemail, but the main line will go to the others (line appearance). The main line must have an email box connected to it, everyone can view those messages. The system can be set up to say "your call will be returned." IT will go to each department next week to address needs. VP Regalado - when will the remainder of the campus be on cisco? Nick responded that there are six projects ahead of the complete Cisco roll out. The faculty complains that they can't reach us on their phones. IT explained that there should not be trouble going from analog to digital. Local calling is Southern California any other numbers have to be secured by department.
Computers: Tomorrow all equipment will be moved into the business office for security and one month the machines will be reviewed. All old computers will be tagged for data security of profiles, but all profiles will be maintained. On Friday about 9am or 10am IT will go to each office and test workability, business office, A&R, Fin Aid, Counseling, etc. Credit cards and registers will be brought on Friday. The ATM machine needs to be located in this building after the bookstore move during spring break.

Important Dates

March 12- Accreditation team arrives on campus

March 13- Transfer Fair, MSA Quad

March 14- Health Fair, MSA Quad

April 2 to 6th - Spring break

May 19- Celebrating Excellence and GC/SSB ribbon cutting

June 5- Commencement

Next meeting: Thursday, March 22, 2012, 10 a.m. to Noon

SSB Conference Room

WEST LOS ANGELES COLLEGE

9000 Overland Avenue, Culver City, CA 90230
T. (310) 287-4333 | F. (310) 287-4443 | www.wlac.edu