<p align="center">Campus Technology Committee (CTC)
December 11, 2023
Minutes
Meeting held via Zoom</p>

Present: Darcy Janzen, Ana Marie Almeda, Julie Masura, Patrick Pow, Alireza Boloori, Jarrod Call, Jayna Estacio, Ralph Bane, Susan Wagshul-Golden, Bill Fritz, Y Jenny Xiao, Andrea Coker Anderson

Absent: Sean Schmidt, Paul Lovelady, Christopher Knauss, Slava Miasishchev, Wes Lloyd, Lisa Hoffman

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1. Updates
    1.1. Three cameras are being installed near the exterior elevator close to the Mattress Factory.
    1.2. CP 109 is now a Macintosh classroom. Those computers are being moved to WHT-104.
    1.3. CP 108 is offline while we are installing new systems. The goal is to have it back online by Spring 2024.
    1.4. implementing Interfolio RPT IT will pick up the cost for all faculty for this coming academic year. Deans will decide to implement. The SIAS faculty commented on its ease of use. Tiers of review are helpful for administrative purposes, not a steep learning curve. The campus asked the vendor to make some adjustments to make their product ADA-accessible.
    1.5. Technology Recharge Fee is a charge assessed based on the number of faculty and staff on our campus. Increases due to Microsoft 365 licensing cost, 13% last year. This year the TRF Committee has recommended 4%. Likely this will go through all the levels of review as requested.
    1.6. Digital Accessibility of Web Content. The DOE issued a notice that said all content from now on has to be in compliance, including all password-protected content. If an older item is posted on our website but is currently being used by members of the public to access or participate in public services, it must be in compliance. Please click the link here from the ada.gov website for an example. UW IT Tacoma has a PDF checker that can be used to help remediate older PDFs. The issue at Berkeley College is mainly with faculty items, not the campus website. We have three years to make sure our campus is in compliance. A review of Autumn 2023 courses reveals that we are at 67% compliance at UW Tacoma. What are we being asked to do as members of the CTC? Encourage your faculty to use Ally. Have alternative text on images and tagged pdf documents correctly. Andy will bring the issue up with the deans as well. If there is anything that the CTC can do to assist, please bring that back to us.

2. UW Tacoma Emergency Preparedness solution proposal emergency alert/ management systems (Susan Wagshul-Golden). Link to the slide deck here.
    2.1. The Verkada camera system was selected. They do have some AI, but we are not using facial recognition. We can pull the cameras up in real-time and share with emergency responders regarding certain buildings and parking lots where we have had high crime. A camera policy is being worked on tri-campus. If the campus used sound recording as part of a security feature, this would be reviewed by the AG's office, UW Facilities, and UW Tacoma leadership. There

would also be appropriate signage indicating that sound recordings are being leveraged as a part of a security feature. No sound is currently being recorded; the above is to explain the process in case sound recordings are pursued in the future. The cameras recently were instrumental in stopping an incident at Court 17.   The officers monitoring the cameras noticed the behavior of two individuals that were inconsistent with someone gaining normal access. The cameras showed where the individuals had forced entry into the building. They had burglar tools in their bags. One of the individuals was taken into custody by law enforcement.

2.2. Panic buttons are in place in certain places. Panic buttons do not take the place of 911 calls. These panic buttons are not wireless.

There are intrusion alarms in WSC and the Whitney Art buildings that connect to 911.

2.3. Computer automated locks. By 2024 all classrooms will have automated locks. Court 17 Garage has had zero crimes this quarter because we have the garage door on access control instead of just leaving the garage door open. Each driver should badge in when entering the garage instead of tailgating. Each commuter is registered as having parked in the garage this way. If you see someone trying to gain entrance without using a card, use the power of "Hello, how can I help you?" Direct them to the external elevator to get into the space. There is a proposal in the works to reprogram the time for non-residential students to enter the garage to 7:00 am so that those who have 8:00 am classes will have time to park and get to class.

2.4. Omnilert (I.e. UW Alert) does not notify visitors of an incident because you need a UW netid to access it. There is a low adoption rate for Omnilert among students, staff, and faculty.

Fire alarm panels require a person at each of the 22 panels to send out a building-wide notice. When testing the alarm panels, noise feedback issues occurred on some speakers, and a system limitation issue surfaced: the system cannot distinguish between a test and an actual emergency, so additional sirens are triggered in the lobbies of some of our buildings.

2.5. This map shows access pathways for the public. It also shows the places where students, staff and faculty need RFI cards to access.

The blue phones are a part of our external mass notification. There are some gaps in this specifically along Pacific Avenue and the Court 17 resident apartment courtyard. These messages are live broadcast so a person would have to call in to receive the message. In addition, the current method is not ADA-compliant. No visual aids (strobing lights, voice to text) for those in the external community.

2.6. Electronic Bulletin TV screens are not ADA-compliant. The web banner is only helpful if a student staff faculty or visitor was on the web page to see the alert.

All emergency panels are being upgraded with prerecorded messages. UW alert will be changed to opt out starting January 2024 to close the SMS gap mentioned earlier. This was a tri-campus decision.

2.7. UWT entered a MOU with the City of Tacoma Emergency Management. This involves geo fencing coordination so that segments of the campus can be notified to shelter in place, lock down or evacuate as needed based on the type and scope of an event. This would cover our retail spaces. One thing to note is the individuals would have to have a mobile device to take advantage of this.

UWT entered a MOU with the free Pierce County Emergency Management system to help us provide information in real time.

2.8. In November 2023, UWT leadership visited the Pierce County Community College Puyallup location to see their successful web-based solution that integrated existing equipment that is ADA-compliant and one IP address based (as opposed to the 22 locations that have to be

manually pressed here at UWT). The goal is to have one IP address initiate a notice that leverages blue phones, fire PA systems, desktop notifications, smart phones and VoIP phones. This link shows how Valcom takes existing equipment and integrates them for real time notification.   This is a similar system to the one in use at Pierce County Community College. We received bids over the summer to do the work needed. A budget request is being put together for indoor alert, web platform messaging, desk top alert, geofencing, double sided speaker to text for all buildings, suites, and classrooms.
This may be done in a phased approach.
If there is technology grant funding because of the UWT Minority Serving Institution status, we would like to partner along those lines. We also serve vulnerable populations so potential funding for them should be leveraged.
Share the above information with your units.
Share the faculty preparedness in the classroom link.

2.9. Questions:
Will automatic locks be used for all classrooms/buildings? *Yes. They will be similar to a fire pull station.*

How are we doing with getting students with evening classes card access? *Three things happened: There was a husky card outage over the summer, we upload certain groups to have access after-hours but because UWT campus security was not on the account we had limited access to the vendor, a script removed UWT temporarily from the Seattle system. These three issues have been rectified.*

What type of feedback is needed from the schools with the proposal above in mind? *Ask if any faculty are interested in going to PCC to see the system at work. If any faculty knows of any grants, please let us know. If it becomes necessary, an opportunity for private funding of some of these elements might become available.*

What do we want faculty to do from a safety perspective? *Yes, we can ask faculty to ensure that doors are not wedged open.*

In some computer classrooms, only the faculty were able to access classrooms. Is that by design? *Yes. We can look at making a shift in policy as a CTC, for example allowing student card access for the first ten minutes of class so that faculty who cannot hear a knock on the door are not tempted to wedge the door open.*

Is it possible to have students in certain rosters/programs to be given access? *Yes. If the unit sends a roster of students to Campus Safety this can be done.   Art Building, Urban Studies, School of Engineering, certain labs and science programs are examples of this being done. This is not done automatically but can be sent in by the unit.*

3. The meeting adjourned at 1:30 pm.