## Minutes of the Computer Committee meeting held on 17th January 2023 at 13:00pm in the Glover Room

**Present:** Jason Randall, Ian Elliott, Charlie Weiss, Catherine Reid, Aylmer Johnson, Jason Carroll, Larry Paulson, Ignas Budvytis

Apologies: Phil Ward, Lizzy Conder, Qi Guo, Bjarne Bergh (MCR), Vithusan Kuganathan (UCS)

## 1. Declarations of Interest

None

## 2. MMA

None

## 3. Draft Budget Proposals

There is not much to report on yet as the budget is due to be submitted towards the end of March.

JR is to purchase ten new all-in-one PCs to replace those units in the student computer rooms which are over five years old.

Our room booking system (Forum) is going end of support in June as the person who supports it is retiring. JR has spoken to him and he is happy to give us the license key generation tool so we can keep it going until it stops working. We have been looking at three potential replacements which were whittled down to two. Following much research involving all stakeholders we have decided to use Kinetics who are very competent and heavily used already within Cambridge colleges. They are the most expensive option but the most polished. The alternative company were StarRez who are currently used by Darwin and St Edmunds. The June deadline means we really need to get a basic system in place by May so an emergency Finance Committee request will be submitted.

JC asked about the comparison in prices between both products. JR said that StarRez had an annual rental fee of around £28k with installation costs of £40k but the latter figure has a 35% discount. Kinetics has an annual rental fee of around £34k but has installation costs of £70k. Discussions are ongoing with Kinetics about reducing that cost.

## 4. IT Dept Report

Over the Christmas period we upgraded our core network switches in Memorial Court and Castle Court which went very well. This only took one morning.

In the last two weeks both JR and CW have been working on the annual report to Council which is on the Moodle site should anyone wish to view it.

Since the last meeting the MFD devices have been delivered to N staircase, St Regis and Castle Court and are being commissioned this week. Four more are due to arrive at the Turpin Law Reading Room, the FML upstairs computer room, Clare Court and Lerner Court.

UIS are planning to replace 61 of our wi-fi access points over the coming year as part of their rolling plan to replace them every five years. LP asked if we will ever stop offering wired connections and JR said yes. He said that St Edmunds had trialled this in one of their new developments but at present there is still a demand for wired connections here at Clare.

As mentioned at previous meetings we are using network monitoring software called Darktrace so JR has had to create a data protection risk assessment. We also need a network monitoring policy to refer to in our data protection statement which is on the website and JR has created this for the committee to review. AJ suggested that the line "the IT Dept has the right to monitor" needed amending so it was suggested it should be changed to "has a responsibility to monitor" which was agreed. This document will be put to Council later this month.

## 5. UCS Report

None

## 6. MCR Report

None

## 7. AOB

CR asked if the new Communications Manager is the person to refer to when the website needs updating and she doesn't have access. JR confirmed that this was the case and also mentioned that the website working group has been reduced to a once a year meeting where issues can be discussed and reviewed.

AJ asked if it would be possible to create a central database on the website for contact email addresses and phone numbers. JR said that unfortunately that this would not be possible in its current guise but the old website is still available until the end of March.

JC asked if there has been much feedback re website functionality. JR said that there had not been much apart from the previously mentioned issues with Raven using Oauth.

## Date of next meeting

Monday 13th March 2023 in the Godwin Room