<p style="text-align:center"><u>Minutes of the Computer Committee meeting held on 27th April 2020</u>
<u>Conducted by email round-robin (due to the Covid-19 restrictions)</u></p>

Present by email: Jason Randall, Allison Lewis, Ian Elliott, Charlie Weiss, Aylmer Johnson, Catherine Reid, Ben Cole (UCS), Rouchelle Sriranjan, Jason Carroll

1. Declarations of Interest

None

2. MMA

AJ asked if anything had been sent out to students to remind them about the importance/benefits of using cloud storage. JR said that he had sent information to AJ but not to the students so therefore agreed to send something out. **JR has emailed an advisory email to all students**

3. Minutes

Minutes of the last meeting were approved.

4. Budget Update

The Bursar has requested a 0% increase from all departments or a reduction if possible.

A pre-budget planning meeting was conducted with the Senior Management Accountant, budgetary figures were generally rolling over from the previous year's actual send figures to lower budgeted spend. JR foresees some issues as the actual figures lack provision for forward planning. There will be increased software costs for Microsoft EES licenses, estimates have been emailed to HODs to assist with their planning. The new budget will be discussed in more detail before being finalised in May.

Regarding specials, the 3rd phase will involve replacing core switches on each three sites. The cost for this phase will be £30,527. The expenditure was approved by the Estates Committee for spend in 20-21.

It is planned that we will replace two photocopiers on F staircase which are now around 6-7 years old and unreliable. A cost analysis was performed and presented to the Bursar. It was decided to undertake a 5 year lease arrangement commencing in FY 20-21 instead of an outright purchase.

5. IT Department update

Network refresh: Phase one of the refresh has been completed. The Phase 2; the second half of the edge switches were delivered in April. A Special request was approved for the purchase of the Phase 3 switches in the next financial year. We were asked whether we could defer this purchase, but due to the advanced age of the old hardware, the risk was thought too high not to.

Microsoft Windows 7 and Server 2008 went end of life in January. The team were all involved with the upgrade efforts, approximately 60 PCs/laptops and 7 servers were upgraded with Windows 10 and Server 2019 operating systems. All servers and Admin computers were upgraded in time, thus avoiding any problems of un-patched vulnerabilities.

As part of the efforts to cope with the COVID-19 outbreak, the IT department has prepared eleven new and checked and reconfigured 26 more laptops for use by staff. Several of these laptops were previously in use by Conferencing.

The UIS have brought forward their release of Microsoft Teams to enable it to be used during the pandemic. It has been a steep learning curve, after a lot of support calls most Staff and Fellows have managed to get connected. There have been concerns regarding the use of Zoom as a videoconferencing platform, in particular security and privacy. This has prompted the College to issue guidance for Zoom, mostly relating to the settings needed to make it safer. The UIS have since issued their own guidance and analysis of its security. We have advised all to use Teams in the first instance, and Zoom where large scale conferencing and multi-camera facilities are required.

IT have been able to work from home and operate with occasional site visits. The daily backups were reconfigured to write to disk; only the weekly backups are committed to tape for longer-term storage. AL has needed to visit site to attend an Architect's meeting for the Old Court works. Risk assessments are have been created to ensure we take all precautions. We have had one hardware failure, a UPS battery in Castle End which was replaced in conjunction with a visit to change backup tapes which require a site visit every three weeks.

6. **UCS Report**

BC had nothing to report.

7. **MCR Report**

RS had nothing to report

8. **AOB**

CR gave an update on the Library and archives:

Physical Library and Archives are closed, including the three library computer rooms. Library enquiries being handled remotely via email, video call or telephone call. Cambridge College Libraries Forum (CCLF) now meeting via MS Teams. Archivist PC now outdated and needs to be replaced. This will be included in Library & Archives budget proposal. Thank you to all IT staff for their help during the transition to home-working.

Date of next meeting

Date of next meeting: Monday 1 June 2020, Location: MS Teams meeting (TBC)