

**USF Health  
Campus Security Camera System Meeting  
May 21, 2013  
1:30 – 2:40pm, MDC 1419  
MINUTES**

**Attendees Present:**

**Brian Ippolito –USF Physical Plant  
Christopher Martinez – USF IT  
Stan Douglas – HSC Facilities**

**Frank Wassenberg – HSC PD  
Ken DeShong – HSC IS  
Nathan Rice – USF IT**

**Mike Klingebiel – USF UP  
Robin Jones – HSC Facilities**

**Members Absent:**

**Nainan Desai – USF Physical Plant  
Robert Westfall – HSC PD**

**George Ellis – USF IT**

**Hoang Nguyen – USF Physical Plant**

- I. Welcome:** Stan Douglas welcomed attendees to this meeting and summarized the agenda. Also the minutes from the last meeting were reviewed and approved (contingent on any further notes from PPD)
- II. Meeting Overview:** Items/issues from the last meeting were discussed by the group and most will continue to be “a work in progress” until resolved. Hence, as per the last meeting, the group developed some outline CSCS improvement strategies for HSC area. What follows are progress updates and discussions on these plans.
- III. CSCS Improvement Strategies and Action Items (as established from the last meeting)**
- A.** PPD and USF IT will work jointly with USF Health Facilities/IS to determine the exact number of analog/DVR and IP cameras in the HSC area inventory, and develop a draft plan which will include converting units, needed systems connectivity, and the estimated cost associated with this work.
  - B.** PPD/USF IT to work with Health IS to identify and resolve network firewall issues and identify the number of necessary switch ports required to support all planned IP camera change-outs.
  - C.** PPD and USF IT (Health IS to assist) will quickly work to resolve network/firewall issues related to the IP camera web viewer on Health UP computers to allow HSC Police to view pertinent areas of responsibility. Followed by resolving the same for certain HSC Facilities personnel workstations. Note that dedicated viewing workstations may be required due to firewall issues.
  - D.** Health Facilities will request new camera installs using the current Space Impact Request process. The newer IP cameras have a mechanism to notify PPD when a HSC camera fails. On receiving such notice from the system, PPD will contact Health Facilities (4-3017).
- IV. Progress Updates and Discussion Corresponding to Items in the Above Section**
- A.** The following are bullet responses for the above corresponding letter item:
    - i.** Approximately 80% of the actual HSC camera inventory has been confirmed and is being documented on building plans and spreadsheets for review.

- ii. Confirmation of the CSCS existing conditions will also include ID'ing data closets to determine the amount of CSCS infrastructure expansion necessary in order to support IP cameras and system conversion being planned.
  - iii. The new proposed IP web-based network will require more switch ports to support new cameras and analog cameras needing replacement.
  - iv. The approach to determine overall cost of the plan may include several methods, i.e. phasing, by department, by college or school, etc.
- B. The following bullet responses contain updates of the USF network firewalls and associated issues:
- i. Methods of protecting firewall openings, which will allow HSC to connect to the CSCS was discussed.
  - ii. Possible alternate methods of connecting HSC to the CSCS via the web are being discussed.
  - iii. The PPD/IT/HSC IS newly formed Technical Work Group have been discussing a number of alternatives to address the Firewall issues associated with the CSCS.
  - iv. UP indicated that connectivity to the CSCS with mobile laptops has to also be addressed.
- C. The following bullet responses correspond to the latter item in the above section:
- i. Efforts to totally connect Health UP to the CSCS are still ongoing. However, PPD has setup a stand along workstation for Health UP to connect to in order to use the CSCS IP cameras.....but results are questionable.
- D. The following bullet response correspond to the latter item in the above section:
- i. PPD indicated Greg See is the POC for all CSCS camera installs/repair/replacement request.

**V. Action Items and Next Steps (as they correspond to the above):**

- A. Next Steps
- i. A draft version of the HSC Plan will be presented at the next meeting by HSC IT and Health Facilities.
  - ii. A proposed funding/phasing approach will be presented for the Plan at the next meeting.
  - iii. The MDN proposed camera inventory/plan drawings is deemed critical and will be presented as the first part of the developed plan at the next meeting.
- B. Next Steps
- i. The Technical Work Group will report on possible Firewall solutions or work on "work a rounds".....other possible IT Network solutions will also be presented.
  - ii. A schematic diagram of the network/firewall layout will be presented by PPD/IT.
- C. Next Steps
- i. The PPD Workstation solution for Health UP will be confirmed and we should have both WS's running for IP camera web viewing by the next meeting.
- D. Next Steps
- i. HSC Facilities will offer some suggestions on how to improve new camera installs/repair process.

**VI. Meeting adjourned at ~2:40 pm**

**VII. Minutes submitted by Stan Douglas, HSC Facilities**

**Next Meeting: June TBD, 2013 @ 1:30 pm, in MDC 1419 (USF IT to provide suggested date)**