City College of New York

**INTEROFFICE COMMMUNICATION**

To: Dr. Vincent Boudreau, President

From: Gregory Kim, Student

Subject: Computer Upgrade Report - CCNY

Date: February 06, 2019

The purpose of this memo is to present my impressions of the computer lab here at CCNY when I first visited on February 1, 2019. I used the computer lab at the NAC building to do my English homework, which includes using a Microsoft Word software to type my assignment. I also used the computer lab at the Steinman building, where I used a software called SolidWorks to do an assignment for my Manufacturing Processes and Materials class.

**Summary**

In general, I was concerned about several issues regarding the computer labs at both the NAC and Steinman buildings. I found that some of the services and infrastructure needed an upgrade. In particular, the keyboards should be changed and a new computer lab should be built at the Steinman building.

**Discussion**

The computers at the City College NAC library have keyboards that are not user friendly when a person types on them. The keyboards right now are old such that when the user types on them, more effort is needed to press on the keys. I come from CUNY City Tech where the school have keyboards that allow the user to expend less effort and energy when typing than the ones that are currently here at City College.

Another issue that I encountered is when I had to use the SolidWorks software, where it is only installed in computer labs in the Steinman building. This application is used to draw and build models on a computer file. This file can later be used to manufacture objects that are based on the models in the computer file on a computer-controlled machine. The problem is that the SolidWorks software is only installed in computers in classrooms, where sometimes classes are in session. The students who do not have class have to leave and have to wait until after the class is over.

The solution I propose for the keyboard issue is to buy new keyboards such as the ones City Tech uses. We can consult with their IT department and ask for their recommendation. By investing in these newer keyboards, the users at City College will have a better experience in which there will be less stress on the user’s fingers when the person types. This will increase the students’ productivity as well as be better for their health.

For the SolidWorks issue, the school should create a new computer lab in the Steinman building, where students can have free access to it at all times without there being a class in session. This lab should accommodate enough students to do their homework when using the SolidWorks application. This will help students who have a busy schedule since they do not have time to wait for a classroom to be opened. Another solution is to provide each engineering student with a free copy of the software, so they can install it at home. This will save time as well as improve a student’s productivity.

**Recommendation**

I would like to talk to you, when you get a chance, about negotiating a deal with Computer Dynamics to buy the keyboards and build a new computer lab at the Steinman building. I think we should ask McKinley and Rossiter to participate in the discussion. Give me a call (x3442) and we will talk. I hope that you agree with my letter and decide to provide funding for these ideas. This will greatly benefit the students and serve City College well in the future.