Institutional Technology Planning Committee Meeting Notes
Regular Meeting
November 18, 2016 10am
Humanities- 102 TECC

Called to Order at 10:04 by Chair David Corley

Members Present: David Corley, Jackson Ng, Omar Alshykhly, James Kleckner, Logan Merchant, Cathy Harrison, Patrick Walton

1. Procedural
   a. Approval of Agenda & Prior meeting notes
      i. It was moved by Kames Kleckner and seconded by Patrick Walton to accept minutes with corrections as followed
         1. Add Cathy Harrison and Dr Armstrong to the members present at the last meeting and remove Jacob Freitas as attending
         2. Section 2d – Jackson NG wanted to make note that the issue he was having in the computer lab 123CA classroom, has been taken care of by Matt and is no longer an issue.

   It was moved by Logan Merchant and seconded by Jackson Ng to accept the corrections to the prior meeting note corrections as stated above.

2. Agenda Items for the meeting:
   a. 2018 Replacement of MAC Computers
      i. David talked with James Kleckner 2018 summer is when the computers in his classroom are scheduled to be replaced. James will need to decide if he would like regular PC's or MACs to replace them. James asked for the budget number so that he can see how much money he has to work with, he also wanted to know what would be the best solution for the IT department so that he could get his computers updated in a timely manner. David said that the PC's are easier to update, but if he wanted the MAC's his staff would work with him to get them updated in a timely manner. He will be allowed to get 20 systems for his classroom when it is time to order.
      ii. Matt was asked to look at all of the MAC's in the classroom and all of the systems have been maxed out on the RAM.
      iii. Animation software has been updated in James Kleckner' s class.
      iv. James Kleckner has asked that all computers in his classroom be updated over the winter break 2016
   b. Rotation of Faculty Computers
      i. There is a 4 year rotation for faculty to receive new laptops, per Dr. Armstrong. David Corley will get clarification; current budget rotates every 5 years. If it is every 4 years the budget will need to be revise to accommodate the demand. This will need to be taken to Consultation Counsel to be discussed and decided on. Then this be can added to the ITMP.
      ii. IT does not see a reason to rotate every 4 years the most maintenance they see is updates, cracked screens and battery replacements.

3. Student Services Master Plan
    a. Patrick Walton will have a list for the ITMP after the Tuesday November 22, 2016 meeting, the ITMP committee will have an emergency meeting on December 2, 2016 to discuss those items and prioritize them into the current list.
    b. Patrick Walton also announced that we are getting closer to having the system ready to be used in the Student Services building for photos of all of the students on campus. Currently we have the ability to do bus passes in the dorm. Soon we will be able to have student ID for all students and Staff. We can even use a bar code system for the Library. This software will need to be loaded on Student Service staff computers so they can start to take the photos. Patrick Asked that David Corley look into buying the integration for Datatel and give him the quote so he can build it into his budget
        i. In the future we will be able to use the ID system to lock and unlock doors
4. IT Project Updates(Current and Upcoming)
    a. Website – Timeframe for live date is still the Spring 2017 Semester.
        i. Cathy Harrison – Would like to have a meeting for the website committee, she would like to have live discussion on what content will be housed on the website for students and staff. David Corley said as we get closer to the live date there will be a meeting.
    b. New Campus Texting Notification System
        i. Patrick Walton would like to get his staff trained on the new texting system so that they can start sending out alerts to the student about activities, registration dates, free lunches, etc.

An emergency meeting will be held on December 2, 2016 @10am
The next regular scheduled meeting will be held December 16, 2016 @ 10am
Meeting was adjourned at 10:26am