

## Institutional Technology Planning Committee Meeting Minutes

### Regular Meeting

November 19, 2015 10:00 am

HU-102 – TECC

Called to Order at 10:08 am by Chair – David Corley

Members Present: David Corley, Dave Clausen, Julie Johnston, Jackson Ng, Cathy Harrison, Logan Merchant, Jacob Freitas

1. Procedural
  - a. Approval of Agenda  
Moved by Cathy  
Seconded by Jacob, pass by consensus
  - b. Minutes Taker for Today  
Logan volunteered, no objections
  - c. Approve Minutes from 5/17/15 Meeting  
Moved by Julie  
Seconded by Jacob, passed by consensus
2. Regular Meeting Schedule
  - a. IT Project Updates
    - i. Document Imaging – David  
On schedule, planning to begin document migration in February
    - ii. Website – David  
The mock-up is ready for review. D. Clausen suggested the President's Cabinet be given a chance to review as well before moving forward
    - iii. Network Switch Refresh – David  
Roughly 60% complete. Awaiting additional equipment pieces to implement the MDF "Core" switch. Should be able to complete by January.
  - b. Items to Add to ITMP
    - i. Security Cameras - ~\$50k  
Suggested to implement new central managed IP camera system to combine areas of concern for surveillance and review. Suggested adding parking lots and campus entrance to areas of coverage. Suggested use of HD cameras in Sports Center for events and publicity.
    - ii. Emergency Test Alert System - ~\$5k/year  
Suggested for Opt-in communication system for students and staff for emergency updates and possibly for mass and targeted communications. Has been observed as the easiest and most responsive form of communication with students. Our Emergency Communication system, SynApps Announce, has an endpoint integration with system called "EverBridge" which may be a possible candidate.

- iii. Cisco Emergency Responder - \$14k  
Allows for greater visibility for 911 calls on campus. Records exactly which phone called 911 in which building and room. Allows emergency responders to call back to that extension directly to verify emergency if required.
  - iv. Uninterruptible Power Supply (UPS) for network equipment - \$40k  
Would allow voice and data communication during power outages.  
Suggested target goal, 1+ hour.
  - v. Additions from other master plans?  
None reported at this time
3. Agenda Items for next meeting
    - a. Reprioritized list of Master Plan costs – one time and ongoing
  4. Good of the Order
    - a. Jackson Asked about new laptops for faculty and staff, or battery replacement.  
David said there was some funds in the equipment budget for new batteries.
  5. Next Meeting 12/3/15 at 10:00 am
  6. Adjourn at 10:43 am