Meeting Summary

Attendance:

Present: Jonathan Eldridge, Michael Irvine, Steven Newton, Frank Crosby, John Hinds, Shook Chung, Sara McKinnon, Mary Sage, David Patterson

Absent: Greg Nelson, Kofi Opong Mensah

Agenda Items:

1. Agenda approved.
2. Minutes from May 9, 2013 were approved.
3. New members were welcomed and the committee introduced themselves.
4. Jonathan Eldridge gave a very thorough Power Point outlining recent actions planned to address some of the Technology Plan Initiatives. The report named four major areas where significant progress is being made towards the completion or initialization of the first phase of targeted initiatives. These major areas are:

   a. Faculty & Staff Computer Replacement (11.C.1)
   b. Upgrade Server Infrastructure (II.D.1)
   c. Replace Aging Voice Mail System (II.D.4)
   d. Network Upgrades & Wi-Fi Implementation (II.D.2 & II.D.3)

   The presentation listed the immediate necessity for addressing those particular initiatives at this time and then presented general equipment specifications and projected costs.
   Drafts of Project Charters for each of the areas above were provided. These documents list the key people responsible for this project, what the project is attempting to accomplish, a brief description, goals and objectives, project scope, critical success factors, assumptions, constraints, and a proposed timeline.
   Jonathan mentioned the district was able to save some money for the Network/Wi-Fi initiative due to competition for our contract. Vendors want to pull in some more business before the end of the year.
   He also reminded us that some of the initial cost of these initiatives will be covered by the Bond but recurring costs will come from the general funds.
   Jonathan said that IT has been having meetings to plan ways to streamline the implementation of these projects and the faculty and staff would be surveyed about particular needs for their computer use to help make the migration to a new computer smooth and so that important information stored on these machines is successfully transferred to the new machines.
   The presentation was greeted enthusiastically by the committee, which has worked hard to bring these advancements in technology to our district.

   Issues raised by this presentation include:

   1. The eventual replenishment of computers in Smart Classrooms and Student Labs as part of our leasing program. Jonathan reassured us that this will happen. Perhaps in the initial stages some of the new computers that are replaced will be repurposed for this function.
   2. The leasing of Macintosh computers throughout campus as needed. Jonathan also stated that this will happen.
   3. Staffing to accomplish these projects. The committee was concerned that our limited staff will be adequately augmented so that our already over-burdened IT staff can successfully manage
these projects. Jonathan assured us that the staff will augmented to perform installations and that IT is reorganizing and designing it's plan of action with this consideration in mind. He added that positions in IT will be redesigned and training provided to attain this end. He mentioned that, in the end, eventually IT costs will drop and repair, maintenance duties will become more streamlined for IT and be accomplished in a more timely manner.

4. John Hinds was concerned that Faculty and Student concerns were met within the computer replacement and network update process. He mentioned that a major problem in labs and smart classrooms for faculty and students is going from room to room and finding different operating systems on different computers. Update notices popping up also can be distracting for both the student and the instructor. Hopefully these can be addressed in the replacement and network update process.

5. The Technology Planning Committee would also like to see beforehand the proposed questions for the survey to go out to the faculty/staff regarding their office computer needs so that the committee might offer some input.

6. A question was raised regarding DegreeWorks. Inputting and training has been listed as completed but the committee is interested in whether the software is being used and by which departments.

5. Jonathan asked the committee’s help in reviewing the required 2013 annual Technology Report as stipulated in the Technology Plan. Because of the untimely passing of our former IT Director, Marshall Northcott, recent retirements, hiring of new staff, etc., the report is not yet finished for our review but Jonathan promised the report is forthcoming in the near future.

Meeting was adjourned at 3:30PM/Next meeting: September 26, 2013, 2pm-3:30pm, SMN137