Technology Committee Meeting Minutes
Sep. 29, 2005

Members Present: Jim Ridenhour, Gerald Beavers, Bruce Anderson, Don Carlin, Stan Groppel, Luke Henry, Al Irby, Barry Jones, Andy Kean, Jiang Li, Donna Price, Charles Wall, Reggie Wooden

Guests Present: Stephanie Taylor, Donna Johansen

New Members and Guidelines: As the committee has some new members, everyone introduced themselves. Jim Ridenhour gave a brief review of the committee purpose and TBR guidelines. There is a new guideline which allows institutions to use up to 25% of TAF funds to implement the new Banner system. Al Irby said that was primarily for Community Colleges who were having difficulty funding Banner and that APSU would most likely not need to use TAF funds for this purpose.

Approval of Minutes from 5/4/05 Meeting: Gerald Beavers moved for approval and Andy Kean seconded. The motion carried.

Print Management System: Don Carlin reported on the new VendPrint print management system that has been in use in the library. Don projected that we may save as much as $27,000 per year on printing costs if this system were in use in all the labs on campus. We have a site license which would allow us to install it in all those labs. There was much support for installation in all labs but concern that this may be a significant addition to the duties of an already overburdened OIT staff and that it might conflict with existing equipment. There was discussion that we may be able to hire a vendor to do the installation for about $500 per day and that perhaps some lab managers can assist with installation and oversight of the system. Al Irby said that President Hoppe had indicated that the OIT staff should not be given any additional duties as they were already overburdened. As one of the later agenda items involved the appointment of a lab task force to advise the committee on matters related to campus labs, it was decided that we should ask this committee to investigate the print management system further, taking all these concerns and benefits into account, and make a recommendation at the next meeting of the Technology Committee.

Recent Requisitions: Jim Ridenhour asked the committee for advice on some late requisitions, TAF05-111 and TAF05-112, that have been recently received. . Since there were some extenuating circumstances associated with these requisitions, the motion was made and approved that we proceed with funding for these projects.

DSP Labs: There has been some overrun in the cost of getting the new DSP labs functional. We should have a better knowledge of the amount of overrun in the near future and Gerald Beavers suggested that we consider approval by means of e-mail.

Operating Expenses in MMC 327 Lab: We have received a request for additional operating funds for the mac lab in MMC 327. Donna Johansen indicated that they was a software expenditure for Quark Express for that lab in excess of $2000 and that was the principal reason

for their lack of funds. We will check to see if this should have been charged to another account since the lab operating budgets do not cover software.

Proposed Network Policy: Stephanie Taylor presented a proposal to establish a policy giving guidelines for network usage. This new policy would provide specific guidelines regarding connecting network devices to and installing network services on the campus network as well as the residence hall network. A couple of minor suggestions were made pertaining to the wording of the document. The motion was made and seconded that we approve the policy with the new wording and it was approved unanimously.

Appointment of Lab Task Force: A lab task force was appointed to study issues related to lab funding. Among these issues are:

- Are there labs where the computers can be converted to a replacement cycle longer than the current 3-year cycle without significantly impairing the usefulness of the lab?
- The feasibility of converting all lab computers to a 4-year replacement cycle rather than a 3-year cycle.
- The current rate of usage of labs. Is it possible to measure this in a fair and consistent way so that the information can be used to make good decisions regarding the allocation of lab funds?
- Are there labs that may be consolidated with other labs in nearby locations?
- Can the print management system be utilized in other labs?
- Preparation of a lab budget for staffing and operating expenses for the upcoming TAF cycle.

Don Carlin will chair this task force. Other members are Nancy Smithfield, Andy Kean, and Jeff Walton.

Carry Forward Committee: Donna Johansen indicated that carry forward funds are approximately $500,000 for the main campus and $230,000 for FCC. These figures may change significantly due to expenditures that may be in the works but for which requisitions or purchase orders have not yet been received. This includes such items as the DSP labs. A committee was appointed to consider allocation of these funds and make a recommendation to the Technology Committee, hopefully at the next meeting. The members of this committee are Jim Ridenhour, Reggie Wooden, Gerald Beavers, Bruce Anderson, and Alex King.

Wireless Network: During the last funding cycle, there was a proposal to expand the wireless network. No TAF funds were recommended due to lack of funds. Normally half of such infrastructure projects are covered by TAF funds and the other half from other sources. The other half was covered by the president from year-end funds. Andy Kean moved that we fund the remainder with TAF carry forward funds. Bruce Anderson seconded the motion and it was approved. Stephanie Taylor will provide Donna Johansen with a detailed list of these expenditures.

Loose Ends:

- We postponed setting a date for receipt of new proposals for the next TAF cycle until checking with Sonja Stewart.

- We discussed establishing an authentication system to ensure that people using TAF facilities are APSU students or other APSU personnel. No conclusion was reached.
- We discussed the timely installation of software for use in online courses. The best solution is that professors get their requests in place in time for installation to occur before the course begins. Some lab managers can assist in installation procedures.

Meeting Dates: Dates of Thursday, Oct. 27, and Thursday, Dec 1 at 2:30 p.m. were set for the next two meetings of the committee.