

Technology Committee Meeting Minutes

Sept. 12, 2012, 3:00 pm, Business Division Conference Room

Present: C. Elliott, C. Shumate (Library), W. Hicks (Housing & Residence Life), J. Alexander (Social Sciences), L. Bowe (Natural Sciences for D. Hill), M. Litton (Language & Literature), T. Philpott (Student Affairs), S. Lusk (Registrar's Office), C. Lamb (Admissions), K. Bennington (Fine Arts), G. Towers (Administration), M. Cork (SGA Student Representative).

Academic Technology Services and Administrative Technology Services will all function as one unit supervised by and underneath the umbrella of CU Technology Services.

Action Item: M. Litton motioned to accept the \$24,000 estimate to replace the computers in Lab A 307 (Req. #: R1300145). The motion was seconded by J. Alexander. After no discussion, motion was passed unanimously.

Discussion Items: Banner hosting being moved to WV Net. Advantages: more robust disaster back-up and recovery. It will also reduce day-to-day demands for Oracle Database Manager with Banner. Banner has been installed in WV Net test community. We will need to have a portion of campus test this for less than one month, understanding that anything completed in the test area will not be transferred to or appear in the actual Banner production data (it is a testing module only). The cost due to WV Net by CU annually would be \$54,000 annually. Significant cost avoidance (\$71,000 savings in the first year) for the university. A motion was offered by T. Philpott and seconded by M. Litton to initiate the test phase of Banner in the testing environment. The test phase will last no more than one month. After discussion, motion was passed unanimously.

Mr. Elliott discussed the need for a Banner Steering Committee to be developed. This committee would function as an independent, separate entity from the Technology Committee. The function of this committee would involve policy development, procedural steps, workflow improvement, quality improvement, etc. This would also provide an avenue to improve transparency. Terri Philpott moved that the Banner Steering Committee be formed. The motion was seconded by William Hicks. When a vote was called for, the motion passed unanimously. The next step is to form this committee. Membership of committee will be selected from the various administrative and division offices. This committee would report information to the Faculty Senate. Jessica Alexander suggested that this subject be brought up at faculty senate on 09/24/2012 as to how faculty members will be selected...appointment vs. election.

Two candidates for the Database Administrator position will be interviewed tomorrow and Friday. This position was previously held by Delano Sweeney.

The search process has begun to replace the computer programming position that will be vacant after Friday. This position was held previously by Tabatha Pack. ISP Contract – New phone system (Frontier Communications). Bandwidth will improve and cost will decrease. CU will be going from 80 Mbps per month to 200 Mbps per

month. Business Office and Technology Services will be meeting next week. A company has been called in to look at required updates/changes that would allow the live streaming of athletic events (Ruckus); this company has also been asked to provide an estimate for improving Wi-Fi availability in the dorms and in other locations on campus.

A current network reconfiguration has been completed by S. Meadows. This has significantly improved the speed of internet services and allowed \$24K worth of equipment to be freed up for utilization in other projects/purposes.

Help desk hours have been extended to 9:30 PM with the use of student workers.

J. Boggs has provided excellent work in the on-line tutoring schedule implementation. It is currently located under current students, at the Drop-In tutoring selection.

William Bailey is CU's videographer. He has produced a DVD for Jim White of his entire lecture series. This has also been made available online to students.

Class schedule format has been reconfigured for clarity. T. Pack, S. Lusk, & the Registrar's Office have been invaluable in implementing this needed change.

Classroom maintenance: Helpdesk calls for classroom support will have a 15 minute response time. All classrooms were tested and systems maintenance performed prior to the beginning of classes. Wes Ward was instrumental in the maintenance of the classroom technology.

Technology Department currently has 3 vacant positions: these positions were previously held by D. Sweeney, T. Pack, and W. Meador.

Voice Over IP (VOIP) Phone System: All phones will be converted to the new phone system by Wednesday, October 10, 2012. The new telephone system has good integration while improving features with a decreased cost. Analog landlines will be advertised in the event of an emergency. Training will be held October 4, 5, 8, 9, and 10. S. Meadows, S. Hatfield, & W. Ward have been invaluable in the implementation of this new system.

Exchange e-mail migration target completion dates will be discussed in future meetings. This will occur prior to June, 2013 due to the fact that the Merack System will not be renewed. This will save approximately \$10,000 in hardware and software costs.

Software implementation improvements include the electronic version of the Catalog that will be online prior to the end of October, 2012. Degree Works will also be implemented electronically so that students will have the ability to assess their own academic progress and current standing.

Minutes prepared by Terri Philpott. Minutes approved at the Sept. 26, 2012 meeting.