

University Technology Committee Meeting Minutes 02/23/11

Attendees: Beckley Center (Susan Cheek), CAT (Steve Meadow), Div. of Business (Susan Robinett), Div. of Ed and HP (Andrea Campbell), Div. of Natural Sciences (David Hill), Financial Aid (Debbie Turner), Student Affairs (Marjie Flanigan), Web Services (Jamie Boggs), Lynne White (Facilitator)

Absent: Advancement, Athletics, Business, Computer Services and Institutional Research, Div. of Fine Arts, Div. of Languages and Literature, Div. of Social Sciences, Human Resources, Library, Registrar's Office, Residence Life and Housing, Student Government

1. The University Technology Committee convened on February 23, 2011 at 3:30 p.m. in Rahall 103.
2. Minutes from the February 9, 2011 were approved.
3. Continuing Business
 - a. None
4. New Business
 - a. None
5. Work Session
 - a. Document management on campus ("electronic filing cabinets")
 - i. Committee members were charged with examining current routines associated with the handling and filing of paper to see if and where electronic filing cabinets could used.
 - b. Campus-wide print management
 - i. Steve provided an estimate of how much printing and copying is being done campus wide (networked copiers and printers). He reported they are still in the data gathering phase which is phase I of a two phase process.
 - ii. A campus-wide print management system is estimated to provide approximately \$20,000.00 in savings per year.
 - c. Mobile apps
 - i. Discussion deferred but committee members encouraged to think about where mobile apps would be useful.

Submitted by Andrea Campbell