

## University Technology Committee Meeting Minutes 05/04/10

**Attendees:** Kendra Boggess (Academic Affairs), Jamie Boggs (Advancement), Andrea Campbell (Div. of Education), Cassidi Hall (Student Government), Christi Lamb (Enrollment), Susie Lusk (Registrar's Office), Steve Meadows (CAT), Bill O'Brien (Beckley Center), Rosalie Peck (Div. of Languages and Literature), Joan Pendergast (Div. of Social Sciences), John Spencer (Computer Center), George Towers (Academic Affairs), Lynne White (Facilitator)

**Absent:** Athletics, Business Office, Div. of Business, Div. of Fine Arts, Div. of Natural Sciences, Human Resources, Library, Residence Life and Housing, Student Affairs

1. The University Technology Committee convened on May 4, 2010 at 3:20 p.m. in the Concord Room.
2. Minutes from the April 20, 2010 meeting were approved as submitted.
3. Continuing Business:
  - a. Printer management proposal
    - i. Keith Hungate from Xerox presented a brief analysis of printing at Concord and potential resource and cost saving measures that could be considered.
      1. Currently, every department orders own supplies;
      2. Have 105 networked printers (not including large multifunction copiers), generating an estimated 100,000 black and white and 15,000 color pages per month;
      3. Most of the networked printers generate data about pages printed, toner levels, maintenance status, etc. Could set up software on a computer to detect when a printer needs supplies and automate supply ordering;
      4. Ordering supplies would be centralized and in-house billing generated by Business Office based on pages printed per copier; monthly usage reports could be provided to each department; high and low usage printers could be identified;
      5. Projected net savings of \$1000/month (cost of 2.8 cents per page)
      6. Contract would include printer repairs, supplies (ink, maintenance kits, but not paper); support almost all HP (not inkjets), Lexmark, and Xerox;
      7. Would start with large, networked printers; could set up a trial period;
    - ii. Committee unanimously approved a motion to recommend seeking bids for a one year trial of managed print services on campus.
  - b. HEOA new regulations regarding copyright
    - i. Lynne White distributed a draft "Appropriate Use of Copyrighted Material" plan, outlining how Concord is addressing the four components required by the federal legislation:
      1. Technology-based deterrents;
      2. Mechanisms for education and informing the Concord community about appropriate vs. inappropriate use of copyrighted material;
      3. Procedures for handling unauthorized distribution of copyrighted material including disciplinary procedures; and
      4. Procedures for periodically reviewing the effectiveness of these plans.
4. New Business:
  - a. iPADS on campus
    - i. A brief discussion was held about the impact, if any, of the recent iPad product release. While there is no plan to provide technical support for iPad devices on campus, iPad

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owners should be able to use their devices but will experience certain limitations due to the lack of Java and flash support on the device. For example, Banner and certain functions within Blackboard (like assignment submission) require Java, while MyCU and Concord webmail don't.

5. Information and Reports
  - a. Project Status
    - i. Lynne White presented a PowerPoint with the updated project status; will be added to committee's website.
  - b. Summer Plans
    - i. Summer plans were included in the project status PowerPoint.
  - c. Summer/Fall Needs
    - i. The following additional activities were identified by committee members:
      1. Complete analysis and set up pilot for online course evaluation;
      2. Pilot web conferencing (DimDim, WIMBA) for online courses.
  - d. Other
    - i. Dino Sweeney wanted to inform the committee that based on his April 6 discussion with the committee, he has made some user interface changes to the Student and Faculty tabs in MyCU and would like faculty, staff, and student feedback on the changes.
6. The meeting was adjourned at 4:25 p.m.