

## Institutional Technology Planning Committee Meeting Minutes

### Regular Meeting

September 13, 2016 3:00 pm

HU-102 – TECC

Called to Order at 3:11 pm by Chair – David Corley

Members Present: David Corley, Dave Clausen, Julie Johnston, Jackson Ng, Omar Alshykhly, James Kleckner, Jennifer Tupper, Logan Merchant, Jacob Freitas

1. Procedural
  - a. Approval of Agenda  
Moved by Jacob  
Seconded by Dave Clausen, pass by consensus
  - b. Minutes Taker for Today  
Logan volunteered, no objections
2. Selection of Committee Chair
  - a. David Corley was nominated by Jennifer  
He accepted, there were no other nominations
3. Regular Meeting Schedule
  - a. Upcoming Meeting Schedule – 9/23/2016, 10/21/2016, 11/18/2016, 12/16/2016, 1/27/2016, 2/24/2016, 3/24/2016 at 11:00 am in HU102 (TECC)  
Dates and time tentatively accepted – no known conflicts at this time
4. Agenda Items for Meetings
  - a. David said he will welcome any new items prior to scheduled meetings
5. IT Project Updates (Current and Upcoming)
  - a. Document Management is live in Financial Aid, Counseling, HR, and A&R, next to be scheduled is Academic Services
  - b. Instructure's Canvas has replaced Moodle provided by Moodlerooms for the campus Online Learning Management System
  - c. Website Refresh – SectorPoint has been contracted for new website and Content Management System. Progress has been made , though there are still more features and content to approve by the website committee
  - d. Faculty Laptop Refresh – Up until now, new faculty have been prioritized since they had no other equipment assigned. Established Faculty are beginning to receive new laptops now
  - e. Expand wi-fi coverage with a focus on high-traffic areas
  - f. Digital Signs – Plans for at least 1 per building, 22' touchscreens with ability to port images to TV screens of any size.  
Julie would like to have a digital Marquee at the campus entrance of announcements and advertisement.

- g. Mass Communication via email and SMS through Regroup – Tested during the “Shooter on Campus” drill earlier. David says we are ready to import cellular numbers into the system. After that we’ll create the contact groups and train personnel on use
  - h. VoIP phones system upgrade with Emergency Response System (ERS) and mass communication system by Informacast – waiting on vendor to provide proposal
  - i. Surveillance System upgrade – researching equipment and services due to cost, system will have a tiered implementation. Proposed areas are: Campus Entrance, High Traffic Exteriors (building entrances), Child Development (interior and exterior), Cafeteria (interior and exterior), Residence Hall (public interior and exterior)
6. Agenda Items for next Meeting
- a. None proposed at this time
7. Good of the Order
- a. Dave Clausen Recommended that we prioritize the known projects, has there is some additional funding we have access to immediately. Also, Patricia Shannon will attend ITPC meetings this year
8. Next Meeting 9/23/2016
9. Adjourn at 4:08 pm