Institutional Technology Planning Committee Meeting Notes
Regular Meeting
December 16, 2016 10am
Humanities- 102 TECC

Called to Order at 10:05 by Chair David Corley

Members Present: David Corley, Omar Alshykhly, James Kleckner, Logan Merchant, Cathy Harrison, Julie Johnston, Jacob Freitas

1. Procedural
    a. Approval of Agenda & Prior meeting notes
        i. It was moved by Kames Kleckner and seconded by Julie Johnston to accept minutes with no corrections.

2. Agenda Items for the meeting:
    a. **ITMP**
        i. USDA grant will be place as a higher priority order. Change from #6 to #3.
        ii. #5 will be taken out, this was an accreditation issue. The item was rectified by using the single sign on for computer use. We are doing everything we can to protect the students. David Corley will discuss with Dr Armstrong to make sure this can be removed.
        iii. Onetime expenses will be combined (numbers 3,4 & 5)
    b. **Rotation of Faculty Computers**
        i. There is a 4 year rotation for faculty to receive new laptops, per Dr. Armstrong. David Corley will get clarification; current budget rotates every 5 years. If it is every 4 years the budget will need to be revise to accommodate the demand. This will need to be taken to Consultation Counsel to be discussed and decided on. Then this be can added to the ITMP.
    c. **Graphic Lab**
        i. Facilities – space issue not enough space if both are on the desk
        ii. Can we get a unit that does both functions needed with a 28" display
            1. Surface Studio is a possibility ($4200 each for high-end)
        iii. Could help with FTE students are looking for the latest and greatest in technology
    d. **Website**
        i. The go live date is Spring 2017 January or February time frame.
            1. Users are encouraged to send updated content to Jake
            2. Cathy Harrison voiced her concern with the Home page there are things missing and is not user friendly.
                a. Cathy asked that there be a link that will allow our students to get to orientation. Also the perspective student section needs to be updated before we go live.
            3. James Kleckner will be offering a flex day activity called Photos for the website. (To be held in Jan or Feb 2017)

Because there was no Administrator in attendance at this meeting David Corley will email an Administrator to get approval for all decisions and changes to the ITMP

The next regular scheduled meeting will be held January 27 @ 11am
Meeting was adjourned at 10:45am