Minutes: Institutional Planning Committee
December 11, 2013

Present:
    Members: Julie Johnston, Jackson Ng, David Clausen, David Corley, Michael Giampaoli
    Guests: Elaine Theobald, Jeff Lang, Marita Dimond, Aeron Zentner
Absent:
    Logan Merchant, Lori Collier, Deborah Loeffler, Tammy Robinson
Meeting called to order 10:06 am

Minutes taker for today, Michael Giampaoli, learned that punishment for being the last person to complete the quorum was to have to take minutes.

Motion to accept minutes from 11/21/13 ITPC Meeting made by David Clausen, seconded by Julie Johnston, passed unanimously

ITMP Update discussion:
- Library requests: New printer request is replace on the priority list by safety concerns about the stacks in the mezzanine
  - Calling in outside contractors would be expensive
  - Plan to move computers downstairs up to the mezzanine and stacks upstairs down to the ground floor is an economical alternative
- Aeron Zentner suggested charging a "technology fee" of perhaps $1 to students to help offset technology costs
  - Dave Clausen said that was a possibility but keep in mind that LCC needs to try to keep fees as low as possible
- Marita's request for a $150 larger computer screen prompted a general discussion suggesting that items under a certain cost (perhaps $250) could be covered by a departmental supply budget for each department
- Version 2.5 of Moodle will be implemented by the end of December
  - Space on Moodle is an issue: old classes need to be removed or more space purchased or both
- Several items were moved from one-time costs to ongoing costs and vice versa
- Question arose regarding the $200K 5-year refresh budget: is inflation accounted for?
  - This will be assessed from year to year
  - Current amount includes money for servers, switches and other major cost items
- Budgeting must account for costs now paid for by the current Title III grant that will stop when the grant runs out in two years
- Dave Clausen: When we are asking for new equipment are we making sure that there is not old equipment that can be removed from service to help defray costs?
- Technology affects more than one department: some items on the IT Master Plan were qualified with "pending Deparment X Master Plan"
- Care must be taken when asking for equipment that all possible costs in addition to purchase price be considered
  - Physical space, human resource needs, memory storage, outside help requirements, cost effects in other departments, etc
  - Was memory storage increases better accomplished with hardware on campus or by "Cloud"?
    - This would be a consideration for future upgrades

- Dave Clausen: Is the college continuing to move forward after the major refresh two years ago: we do not want to stagnate as in the past
  - Dave Corley: we are okay for now but should begin to plan for changes now so as to not become outdated
- Jeff Lang expressed concern about the subscription costs for outside "posse" work done on campus for IT work
  - Increasing the budget for IT training to prepare LCC IT staff for "higher level duties" was discussed

A quick meeting will be scheduled next week if possible to approve the ITMP 2014-19.
Meeting adjourned 11:01am.