

Information Technology Advisory Council Meeting Minutes – February 16, 2017

Present: D. Baker, J. Bishop, S. Fletcher, T. Hutchins, R. Ives, B. McElhone, D. Pantaleo, J. Ratliff, J. Rose, B. Graening, K. Lewis, G. Fredericks, S. Myers, A. Moss

Absent: J. Taylor, D. Benard, L. Evans, L. Taylor, J. Stasiuk, J. Abbott, T. Batson, R. Adams

Guests: A. Snead

1. Welcome – T. Hutchins welcomed the council members.
2. The minutes of 10/28/16 were approved.
3. The 2017 Technology Plan was discussed and approved with T. Hutchins agreeing to add a link to the Web Focus Report within the Technology Plan. D. Pantaleo asked about the rotation of computers in classrooms. T. Hutchins told her we are now on a 5-year replacement schedule.
4. The 2016 IT Survey results were discussed.
5. Updates
 - a) Banner – T. Hutchins
 - Conversion of Banner ERP software from HP UNIX platform to Dell Linux is complete saving about \$40,000 annually in hardware/software maintenance cost
 - A committee was formed to investigate/research CRM's (customer relation management software) and make recommendations to the college.
 - Eight additional staff will receive WebFOCUS report-writing training to help address the current programming backlog.
 - b) Moodle – G. Fredericks
 - Upgrade coming in August from 3.0-3.1. Summer testers needed. If interested, contact Lynn or Marilyn.
 - Email will be sent to all instructors regarding courses open and those needing to be left open.
 - c) Groves – J. Rose
 - University Center has moved to TTC. IT was very supportive.
 - Amphitheater upgraded to HDMI. Projector relocated.
 - All media carts upgraded.
 - d) Museum - B. McElhone
 - Planetarium and Science on a Sphere installed. Kudos to IT.
 - Innovation Gallery moving towards final designs
 - Last Challenger mission is May 31, 2017
 - Capital planning includes two new security cameras
 - Point-of-sales – credit card processor hiccup
 - e) Libraries - J. Ratliff
 - Library is part of Michigan Academic Library Collaborative that provides 24/7 research assistance via chat and they are now looking at new software vendors for their service.

- Students use the DVD drives on library computers to watch assignment-based DVD movies, access supplemental textbook content on CD-ROM and use the drives to get course-pack content on CD from instructors. As student computers are replaced, please keep in mind as of 2017, students need DVD drives.
- Libraries are working with EMT, RSP and NURS departments to make sure we're meeting their needs now that they've moved to the CAH.
- We've use the WoW carts in CAH for library instructional sessions.

f) AITP - D. Pantaleo

- Going to the National Collegiate Conference in April. Working with Bronson who is hiring our students' part time. Bronson people speaking at the next AITP meeting.
- The annual web project is for St. Monica's boys scouts

g) Media Services – S. Fletcher

- Last recycling event collected over 5,000 pounds of electronics. Working on scheduling a spring date.
- New AV on-line reservation system is up and running
- New full-time AV person on board
- Walk-up printing increasing
- More on-line requests than drop-off requests
- Printing receives 1,500-2,500 requests per month during fall and winter semesters

h) Network – A. Snead

- Updating wireless
- Purchased wireless tools to help tune our wireless access points
- Compass has been replaced with Accuplacer and ALEKS (ALEKS is in an evaluation period)
- MAT Lab remodeling in 4150 complete
- Administrative Computing and Network Services IT staff now all housed in the 2190 area

6. Other

- A. Moss – X-rays from the TTC library were needed at the BHLC. They were photographed by Joe Smigiel and are now being used at the BHLC. Staff help in the new building is great.
- B. McElhone – brought up the subject of Ransomware
- B. Graening – Internet security increased for all employees. All new employees are receiving security training. We have Camtasia and Snagit license for all faculty and is available by calling the help desk.
- G. Fredericks – There will be training sessions for Camtasia and Snagit. Curtis Bonk is keynote speaker for fall Seminar Days.

7. Adjournment: The meeting was adjourned at 9:30 a.m.