**Technologies Advisory Committee Meeting**

Minutes

September 7, 2010, 3:30 p.m.

GUC 207

The meeting was **called to order** at 3:30 by Dan Burton, outgoing Chair. Members present were Dan Burton, Bruce Gordon, Katie Kinney, Ranee Mitchell, Janelle Sorrell, and Andy Taylor, Thomas Calhoun, Debbie Chaffin, Donna Tipps. Also present was Randall Horn and guests Stephen Putman and John McGee. Ian Loeppky did not attend the meeting due to other job responsibilities.

**Minutes** from the April 22, 2010 meeting were presented. Bruce Gordon made a motion to approve the minutes as presented with a second from Katie Kinney. The motion was approved with no objections.

Dan Burton then asked for **nominations** for Vice-Chair for the 2010-2011 school year and noted that the vice-chair would become the committee chairperson in the 2011-2012 year. Katie Kinney nominated Bruce Gordon and the nomination was seconded by Dan Burton. The motion was approved. Janelle Sorrell volunteered to record the committee’s minutes for the upcoming academic year. The meeting was then turned over to Andy Taylor, incoming Chair for the 2010-2011 school year.

The first order of business was an **update on the technologies budget**. Randall Horn reported that there was approximately $65,000 left from the funds noted in the April minutes. $45,000 is budgeted for a campus wireless controller. Also since April, 150 more all-in-one HP computers and 50 laptops have been purchased and 150 more all-in-one computers have been ordered. The first 150 will be installed in five computer labs on campus which are in need of upgraded computers. The next 150 will replace the oldest classroom and office PCs on campus. It was noted that there are approximately 600 more computers which need to be replaced, even after the 300 new all-in-ones are installed. The 50 laptops will replace aging Gateway laptops in use by faculty/staff members and it is hoped that they will last until the end of 2010 at which time there may be additional funds available to purchase more.

It was also noted that most of the fixed-cost contracts have an increase annually which causes some difficulty in projecting the cost for the budget.

Stephen Putman provided a **security update**, stating that new employees do not get a computer to use until they have completed the security training. Also he hopes to add a video update for training with a brief online quiz so that faculty can complete this training in a timely and convenient manner.

A **content management system update** was addressed by both John McGee and Randall Horn related to a request by Jeremy Britten for software to manage the entire UNA website. A lengthy discussion followed with comments on the cost of this type of software and its pros and cons. It was noted that the software may require external web hosting. Randall Horn noted that he would recommend this for continuity in case of a disaster which affects the campus.

A motion was made by Ranee Mitchell: The Technology Advisory Committee recommends pursuing content management and off-campus web hosting for the university’s web presence. The motion was seconded by Bruce Gordon and carried with no opposing votes.

**Old Business**

Dr. Burton summarized and explained the IT Policy proposal for the benefit of new committee members. Basically UNA is operating under a restrictive policy from 1996 which was adopted by the Trustees, and was deemed appropriate at the time. The current problem is that faculty/staff wish to add programs/software to their office PCs and this is not permissible under the old policy unless the changes are approved. IT personnel must then add the programs. The current proposal would allow different levels of accessibility based upon the person’s job. Presently the Faculty Senate is considering this policy and TAC is awaiting feedback from the Faculty Senate meeting later this week.

**New Business**

B. Gordon requested a plan to prevent disruption of UNA’s computer systems in the event of a disaster. Randall Horn states he is working on this and will present it at a later meeting.

Due to the lateness of the hour the TAC Charge and Reporting Line will be discussed at the next meeting. Membership has already been addressed, with the chair of the CIS Department, Paulette Alexander, being added to the committee.

After discussion among the members regarding an appropriate **meeting time**, it was agreed that the meetings for the rest of the fall term will be on the first Tuesday of the month at 3:30 in GUC 207. (October 5, November 2, December 7, 2010).

A **motion to adjourn** the meeting was made at 4:50 PM by Ranee Mitchell, seconded by Janelle Sorrell, and carried.