

IT Advisory Committee Minutes

Monday, January 23, 2006

3:00 pm in Kettering 328

Present: John Sikula, Vickie Taylor, Wendy Schag, Beverly Heimann, Bill Weiss, Dave Lifer, Don Prezioso, Boris Kerkez, Roger Beckett, Curtis White, Dreama Knight

December minutes were reviewed and approved. Several changes will be made before minutes are posted to the IT Website.

Carryover Agenda Items/Updates

IT Funding for FY05-06 - Funding for IT is stable to maintain operations for the remainder of the year. No additional budget reductions are expected.

IT Funding for FY06-07 - Reductions will carry over to the next fiscal year

IT Budget Enhancement Options - Funding for the following year will depend on decisions that need to be addressed.

- Tech fee increases, increasing student labor and looking at the maintenance contracts that increases while budget remains the same.
- IT will not employ a "Charge Back" model for equipment/services to AU community at this time.

IT Staffing

- Kurt Eckert (Assistant Director of Networking and Telecom) will be resigning for a position at Kent State
- Larry Norris will be retiring at the end of June.
- Unsure if we'll be able to get approval on filling the positions.
- Curtis and the other IT managers are reviewing staffing levels to make sure we're staffed to meet the needs

Information and Updates AU will be hosting a HelpDesk Summit in February.

- Currently there have been 20 institutions interested.
- This is a great opportunity to get HelpDesk staff networking and sharing ideas.
- This will be a half day summit and hopefully an annual event.

Grant Initiatives

- Nursing Grant Submitted - No news on this grant according to Wendy Schagg
- HP Grant (laptops for Science dept.) This is due in Feb. Boris Kerkez is contacting others with HP grant info.

- Smarter Kids Foundation -We are now able to use 2 vendors (MCPc and Media Integration) for discount pricing on Smart Technologies equipment (smartboards, symposiums, synchroneyes, airlines, etc.).

Construction Update

Kettering West side is complete.

- Currently there are 4 labs and 2 classrooms. Only the 4 labs are online.
- Two laptop carts for the labs are still unfunded.

RSSC tech proposal is pretty much finalized there are still a couple thing to go over.

- The cabling is being installed and the hardware installs should start over the next few weeks.

COE updated technology proposal will be reviewed and reworked. Funds should be within the budget. Unless there are delays things should be on time.

New Items

E-mail Accounts-Beverly Heimman addressed the issue of e-mail accounts for new and separating faculty. Several new faculty members have had delays and problems with getting accounts created. Some discussion on how long after a faculty leaves is their e-mail account active and what can be done to improve on the delays and problems.

- Curtis stated that we provide e-mail for retired faculty, but not network access. If accounts are not used they will be deleted. Removing faculty that are no longer employees is information provided to IT by Personnel.
- Don Prezioso said that no one is removed automatically. It sometimes is necessary form dept. heads to keep the communication open. Deans, chairs and dept. heads need to make decisions. E-mail accounts can also be forwarded. New faculty members are added when their courses are recorded in Colleague. Again, this is not automatic.
- The Registrar's office generally assigns this information to Colleague. Even if an adjunct taught several years ago they may still be in the system but accounts are not active.
- Curtis added that accounts also maybe deleted but username may have been reassigned with a new address. Don commented that usernames should always be the same as WebAdvisor.
- Don stated that it's important that the Deans know to make sure Colleague is updated. It's not a good thing to rely on solely Personnel. Curtis added that AU doesn't have much of a turnover, so sometimes it takes awhile for personnel information to get update.
- Vickie Taylor added that non-faculty is on request.
- Bill Weiss asked if anyone intervenes with e-mail and the after leaving. Don replied that this is the same as graduating seniors and is not automated.
- Bill asked if access to network is deactivated. Curtis said that is does, but Don added that it does for students only. Students at 6 mos or 30 days with no activity.

A warning is sent 2x's before accounts are deactivated and it is possible to reactivate.

- Vickie asked if students that forward their e-mails also get 30 days with no activity before accounts are deactivated. Curtis stated that all accounts are licensed and keeping forwarded accounts active would be costly.
- Boris wanted to know if there is a database where all employees are kept. Curtis said that it's really hard to identify exactly who is an active employee because adjunct faculty are not terminated by Personnel between contracts. Boris asked if the Payroll dept is able to keep better records and according to Curtis Payroll is more accurate.
- Boris stated that a central place is necessary or not much can be don't to maintain the system. Curtis added that the process needs fine tuning and would like to avoid situations where someone is terminated, but still has access to the network.

Classroom Technology (KSC Technology) - Curtis gave a brief demonstration of the technology in Kettering 328.

- The room is equipped with 4 speakers, a fixed projector, and a manual projector screen.
- All classrooms will have fixed document cameras.
- There is a DVD/VCR player, several mics, wired and wireless keyboard and mouse.
- New software is being tested that can monitor the status of equipment in each room. At an instance problems can be detected and help dispatched. This will help reduce class downtime resulting from technical problems.
- The Smart WS 100 Airliner wireless panel that connects to the PC allows faculty to move around the room. Just like a smartboard but mobile.

Finance and Facilities Committee IT - Curtis gave a brief PowerPoint overview of the presentation presented to the board. All the material was included in the Board of Trustees handout and posted on the IT website.

- Referring to the presentation, there are currently no other schools just like AU. It hard to find colleges to compare AU to.

Board of Trustees Materials -Curtis gave everyone a handout with the Board of Trustees material along with the Finance and Facilities Committee IT briefing.

- Referring to the Core Data Service survey, it's very hard to get an accurate bench mark. AU is very unique and it doesn't quite fit any one category completely.
- Vickie Taylor stated that the new video conferencing at the Seminary need to be added to the report.

Comments

- Bill Weiss asked if more bandwidth would ever be considered. Curtis explained that usually there is enough, but in some situations (Christmas card online) the bandwidth will be increased.
- Bill questioned if it's possible to increase the bandwidth for a certain time and then drop back. Curtis stated all schools see a peak usage agreement. To keep the

- cost down we have on occasion had it increased but increasing the bandwidth is not something we want to consider right at this time.
- Dave Lifer asked if it's best to shut off the data projector after using it. The projector should shut off on its own. A bulb should have 2,000-2,500 hours of life. IT replaced 8 bulbs in Dauch in December. When new projectors are purchased IT is buying extra bulbs along with hot spares (projectors). Curtis also noted that all projectors in the new buildings will all be the same make and model. Bill Weiss asked if the projectors have times that will shut it off automatically. Curtis said yes along with the new software IT can monitor and shut down if necessary.
 - Currently there is no refreshment plan for the new equipment in Kettering but this will be addressed. The equipment in Dauch will need to be replaced starting this summer but there are no funds to do so at this time.

Curtis asked the committee to keep him in the know. He sometimes has as many as 30-40 projects going and addresses them as money becomes available.

Next Meeting- February 20th at 3:00 p.m. in the RSSC

Send Curtis agenda items on or before the 17th.

Motion to Adjourn