PRESENT: Mike Meyer, Lara Sugimoto, Mario Mediati, Connie Balanay

AGENDA

1. Review minutes (attached)
2. HON ITS Update
   a. Virtual Data Center
   b. New campus domain
   c. Office 365
   d. Centralized Printer Support (Xerox) (attached)
   e. Current Budget
3. Accreditation IIIC Actionable Improvement Plan Update
4. Proposed: Transfer Management of Campus Computer Labs to Academic Support Division
   a. Operational management and staffing of campus open computer labs should be transferred to the new Academic Support Division. The ITS division will continue to design, implement and manage the technical infrastructure as part of the Educational Environment Technology and Service Desk & User Support functional areas.
5. New business
6. Adjourn

Meeting called to order.

Minutes of previous meeting approved.

ITS Update by Mike Meyer covering:

1. VDI schedule and delays due to equipment errors by vendors and continuing wait for upgraded A/C in building 6 TelCom room. This should be corrected within the next month using temporary portable A/C.
2. Upgrade of classroom media technology. Reviewed plan developed in cooperation with Doug Boettner and Admin Services to delay use of building 7 5th floor classrooms for one semester allowing selective upgrade of 6th floor with minimum equipment move. 72B classrooms will continue in operation while 5th floor classrooms are upgraded with fiscal 2015 money including furniture.
3. Transfer of campus to new domain dependent on the same equipment issues as VDI.
4. Office 365 usage will be expanded slowly either with or without joining new domain. This will be used instead of formal testing period of the Active Directory federation and Active Directory account password change automation. This will be ready by March 1.

Discussion of proposed move of open computer labs to Academic Support to more directly address student learning issues. Consensus approving the planned move dependent on details being worked out with Academic Support. Meeting is being scheduled for that.

Discussion led by Lara on need for computers for registration periods. Difficult to find but the students need lots of help in filling out the online registration. On average 25-30 PCs needed for fall and spring registration. Aren’t needed the rest of the time.
Discussion continued with Mike Meyer outlining a larger issue of managing limited usage IT equipment. This has included large capacity scanners, tablets, and mobile projection equipment. When purchased by departments this tends to be wasted and unused much of the time. Connie mentioned the purchase of a laptop cart in building 7 sixth floor used only for eCafe evaluations at the end of each semester.

While HON ITS does not currently officially provide equipment loans to departments or programs this has always been done unofficially. The Counselors problems with registration and students equipment needs highlights the benefits of having infrequently used IT equipment in a common pool with formal loan procedures. This has been tested with a high speed scanner for document archiving and could provide remote Internet access dongles/wireless modems such as currently used for Early Childcare, etc. This is being considered as a new service area for HON ITS but is limited by currently staffing and budgeting.

It was agreed that Lara will discuss this with Katy and arrange a meeting to see if tablets could obtained and managed by HON ITS for this to cover the Spring 2015 registration. Full consensus that this makes greater sense than the current ad hoc individual department process.

Meeting adjourned at 1:50 PM.