Technology Resources Team
Meeting Minutes
Date: 1/29/13
Time: 2:30PM
Location: LRC 604

Type of Meeting: Regular Meeting

Meeting Facilitator: Mike Campbell

Call to Order

    Mike Campbell called to order the regular meeting of the TRT at **2:38** on **1/29/13** in **LRC 604.**

Roll Call

    The following persons were present: Mike Campbell, Paul Kuttig, Sylvia Sotomayor, Jeremy Horton, Charles Osteen, Scott Cameron, Mike Metcalf, and Matt Hightower (via telephone).
Guests: None

Meeting Minutes Approved: 11/20/12 meeting minutes

Discussion Issues

    Topic – *Computer Hardware Standards* – Refurbished desktop computers were talked about as Staff and Student replacements. The pros and cons were discussed regarding each model available. RAM upgrades were discussed and how 8GB of RAM is now the District standard. The Dell 980 is the model available in lease returns (refurbished) that would be used in labs and for those employees who are not "Power Users" (some Staff and Faculty who only use a couple of basic programs during the day). The point was brought up about how we have to weigh the support required for older machines versus the newer machines, and also how the older computers can be upgraded with more RAM.

    The price and comparison of the various desktop models are below:

Unit	Memory	Processor	Notes	Current Price
Dell 960	8 gig	Core 2 Duo 3.0GHz	Re-furb for staff or labs	$450.00
Dell 980	8 gig	i5	Re-furb for staff or labs	$500.00
Dell 7010	8 gig	i5	New – all users	$800.00
Dell 9010	8 gig	i7	New - Power user	$1,025.00

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Action Item: Mike and Jeremy will be doing more research on the models, prices, and what is practical for replacements.

Topic – *Software: Windows 8 and Office 2013* - The jump to Windows 8 was discussed, as was Office 2013. Windows 8 will probably not be deployed across the College, but will be skipped until the next OS more geared for a professional/enterprise environment becomes available. Office 2013 will be available upon Faculty request for their student computers in the Open Labs.
Action Item: Faculty will need to decide and contact IT in regards to requesting Office 2013 or any other program for their students.

Topic – *Technology Resource Plan* – This plan for the Budget Development Committee must be completed by February 15th. The requests that are most pronounced on this plan are for iPads or netbooks for classroom use, a few other hardware requests, the RSS Polycom server request, and the multi-media classrooms at ESCC.
Action Item: Mike will put together the draft for this plan and will post it for our review. Those in the TRT committee should go through the Educational Master Planning documents to review the documents to become familiar with the requests and planning.

Topic – *IT Project Request Form* – Projects that require IT resources and will affect the entire District, should be submitted via a form that has been created by the DO so those projects can be sorted according to priority and so they can be reviewed for possible implementation. This form is for review on the group/file page. Projects will be entered on this form and a priority scale will determine the importance of the project. After a project has been discussed, this form is filled out, and then reviewed and submitted by the President to the DO for further consideration.
Action Item: Those in TRT should review the form and make suggestions on changes or additions.

Topic – *Polycom and Providea Meeting Results* – Talk of the RSS Polycom server was discussed and how it can be expanded. They are waiting for a quote from the company before proceeding with an expansion. Since the Nursing Program has received a grant to build an iTV room at the KRV Hospital, we are considering how to build a mobile classroom so the Nursing Program can be at any location (looking ahead and seeing our contract with the Hospital may expire, leaving us to move our iTV classroom). Also, the Conference room equipment is very old and ready for replacements. This has caused us to ask Polycom for solutions to these needs, which is what was presented at the meeting. These needs are also helping to drive the need for the RSS Server, so for instance an Instructor can record a session to make it available for students at a later time, who were not able to attend due to connectivity issues, etc.
Action Item: None.

Topic – *Moodle 2.2* – Moodle 2.2 is being tested for implementation. The new system is set to be implemented during the middle of the next (Summer) semester.
Action Item: None.

Information Issues
  a) None

Future Meeting Dates
  a) Next Meeting: 2/26/13 at 2:30PM in LRC 604
  b) Schedule: Once a month (twice a month or more on an "as needed basis")

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Future Agenda Items and Review of Action Items of Current Meeting:

Adjournment

The meeting adjourned at 3:46PM

Recorded by: Paul Kuttig