Minutes

College-wide Technology & Capital Outlay Committee
October 12, 2007 http://irt.austincc.edu/committees/cwtcoc/
1:30 p.m. – 3:30 p.m.

Attending: Kathleen Christensen, Herb Coleman, Gary Hampton, Jackie Jarzem, Ron Johns, Eileen Klein, Brette Lea, Marcus McGuff, David Montoya, Roy Mosier, Mike Reid, Dianne Olla, Charles Quinn, Steve Self, Gaye Lynn Scott, Linda Smarzik, Richard Smith, Derek Thomas, Hazel Ward, Matt Wilson, Bill Woodhull

1. Approval of minutes of prior meeting (as posted online)  Richard Smith
   approved, motion by Bill Woodhull, 2nd by Linda Smarzik

2. FY08 Budget Update  Roy Mosier

3. Requests requiring committee approval--see attachments  Richard Smith
   [#28 Available Funding = $280,781.17]
   a. Lift Gate, Purchasing, $4,270 – approved, motion by Kathleen Christensen, 2nd by Hazel Ward
   b. Welders, Welding, $8,774 – approved, motion by Hazel Ward, 2nd by Eileen Klein
   c. Drill Press, Welding, $1,200 – approved, motion by Jacki Jarzen, 2nd by Bill Woodhull
   d. SCBA, Fire Protection, $20,507 – approved, motion by Bill Woodhull, 2nd by Linda Smarzik  By vote of the committee the request was amended. Total number of units increased to 10, totaling $40,014 – safety was a concern.
   e. iWorx, Biology, $19,000 – approved, motion by Bill Woodhull, 2nd by Marcus McGuff
   f. Incubators, Biology, $6,038.65 – approved, motion by Linda Smarzik, 2nd by Steve Self

4. VPN & Wireless update for Mac users  Richard Smith
   VPN update: Mac and PC (both XP and Vista) can now login through VPN.
   Wireless update: PCs with XP can login to either faculty/staff or student wireless, PCs with Vista can login to the student wireless only, Macs can login to the student wireless only

5. College-wide A/V Projector Standards  Richard Smith
   As departmental projectors are ordered through CWTCOC they will be tracked with IRT inventory process. Specifications for the college standard were distributed at the meeting.

6. New Money Requests (#81 and below)  Richard Smith
   Roy / Richard will contact the Deans for the areas with approved new money requests so they can proceed with purchasing. Some funds from the new money pool may be needed for the Biology Course Redesign.

7. Multi-media classroom update  Herb Coleman
   The preliminary list of classrooms to receive built-in multi-media equipment in FY08 has been compiled. The subcommittee will review the recommendations and submit the final list to the committee in November. Jackie Jarzem raised the issue of installing video projectors in labs rather than general purpose classrooms. If a department has its own video projectors, CWTCOC will try to find money for having them permanently installed.

8. Request to spend departmental funds on capital equipment  Derek Thomas
   The learning labs are requesting to purchase a print server using departmental funds.
The Department of Internal Audit is conducting a budget compliance audit of the CWTCOC budget. The audit began on October 8, 2007 and will be completed in about two months.

Future Meetings: All meetings are in HBC-201 from 1:30-3:30 unless noted:

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<thead>
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<th>Date</th>
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<tbody>
<tr>
<td>November 9</td>
<td>April 11</td>
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<tr>
<td>February 8</td>
<td>May (budget meeting TBA)</td>
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<td>March 7</td>
<td>June 13</td>
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