College Wide Technology & Capital Outlay Committee

Minutes: September 26, 2008  HBC 201 1:30 – 3:30 p.m.

Attending: Kathleen Christensen, David Duncan, David Fonken, Sandy Gaskin, Gary Hampton, Jacki Jarzem, Ron Johns, Eileen Klein, Jackie Mauldin, Marcus McGuff, Dianne Olla, Charles Quinn, Steve Slef, Gaye Lynn Scott, Linda Smarzik, Richard Smith, Steven Spurlock, Reed Stoddard, Derek Thomas, Judy Van Cleve, Hazel Ward, Matt Wilson, Bill Woodhull

1. Committee
   a. Membership – new members introduced themselves
   b. Select Co-chair, Ron Johns elected co-chair; nominated by David Fonken 2nd by Bill Woodhull

2. Review of FY09 Budget  http://irt.austincc.edu/committees/cwtcoc/techplan.html
   a. Not accepting requests for new purchases
   b. Items 1-20 basically same as last year. Some items e.g. Lexia & Weaver software maintenance will move to # 28 next year which is software and maintenance packages
   c. Items 21-30. #23 based on FY08 requests, #26 additional multimedia classrooms, #27 video projectors. Two standard projectors for FY09, the small/travel projector is no longer capital
   d. Funds for some packages are in multiple locations, i.e. replacement, new or software/maintenance
   e. No budget transfers for purchases. Departments initiate purchases requisitions and then they’re approved by CWTCOC chair. This process is better for record keeping and recommended by internal auditing.

3. Requests requiring committee approval

4. Replacement Plan – new Dell models, laptops, projectors
   a. Dell Rep will attend the October 10 meeting and bring new models
   b. Cable locks will be purchased with laptops
   c. Change from automatically providing desktops to laptops for new teaching faculty and replacements machines for current teaching faculty. An announcement will be sent to full time faculty alerting them of this change. Approved - motion by Bill Woodhull, 2nd by Charles Quinn. Desktops can be requested rather than laptop.

5. Printers
   a. Ikon program working well. Toner cartridges are ordered through Ikon and inkjets through ELP or office depot. New faculty/staff receive black & white laser printers.

6. Research Teams
   a. review new technology for college-wide or departments, i.e. lecture capture, 2nd life
   b. present recommendation to CWTCOC at February meeting prior to budget process

Next meeting: Friday October 10, 1:30 - 3:30 pm HBC Board Rm. # 201