

Technology Prioritization and Impact Review Committee  
3/8/18 – RPL325 adjusted kdw 3/16/18 approved 4/26/18

Scheduled meeting – 1:00 – 2:00 pm in RPL325

**Agenda 1: Call to order by Mr. Ken Wester 1:03 pm**

**Attendance: 7**

Mr. Ken Wester            Mr. Wyatt Watson            Mr. Brent Drake  
Mrs. Amy Pennington    Mrs. Jessica Holloway    Mr. Matt Pipkins  
Mr. Clay Moore

**Not in attendance: 7**

Dr. Mohamed Abdelrahman    Mrs. Niki Schwartz            Mrs. Laury Fiorello  
Ms. Bernadette Hinkle            Mr. Chris Rambo            Dr. Debra Hunter  
Mrs. Sandy Cheffer

**Agenda 2: (Review Minutes)**

**Mr. Wester** proposed that this and any further meetings be considered a quorum as long as Mr. Wester and at least 5 other members were present. All present in agreement! **Mr. Wester** asked if the December, January and February minutes had been reviewed, all agreed. **Mr. Wester** asked for a motion to approve those minutes as written, motion by **Mr. Moore**, second by **Mr. Drake**, none opposed. Minutes approved.

**Agenda 3: (Report on Two-Way Texting System)**

**Mr. Wester** - opened the discussion and informed every one of the Memo (See I Drive – February) sent out to Dr. Bedsole and the group concerning the recommendation on two-way texting. A general discussion on the product arose and **Mr. Drake** asked about supporting Advancement and **Mr. Wester** and **Mrs. Holloway** stated that there may be an RFP and that question would need to be evaluated at the time the RFP product choice is reviewed.

**Agenda 4: (Transfer Student System)**

**Mr. Wester** - opened the discussion and requested any additional review sheets be submitted. **Mr. Wester** will be compiling these comments and returning to Dr. Bedsole for comment and review. Consideration is tabled until this additional information can be reviewed and returned to the committee.

**Agenda 5: (Discussion of Phone Number Change Possibilities for University incoming numbers)**

**Mr. Wester** brought up that Student Services, Enrollment Management and OIS were talking through a number of thoughts concerning incoming 1-800 numbers coming into campus, the 968-0389 information number, the 964-0583 directory number and other numbers concerning getting ahold to the University. Through the discussion of Communication Strategies with MARCOMM, these are being reviewed. **Mr. Wester** stated that we all need to be aware and in the conversation over contact methods, call attendants and the costs of these lines and systems. **Mrs. Pennington** discussed how the 0389 number was affecting their office and the requirement of additional student workers to answer this line while handling changing priorities on these students time. **Mr. Wester** also mentioned the level of call burden on Admissions as well. There was considerable overall discussion on published numbers and where they might be published and etc.. All in all this is an important issue and we just need to be aware of anything changing and understand the impact of incoming call communication into the University.

**Agenda 6: (Discussion of What If's Budget)**

**Mr. Wester** indicated that with the possible flat budgets, a normal 6.5-8% increase in cost of operating on the Technology Budget, some though decisions might have to be made and that he will draft a few examples of the budget in that consideration but we need to understand the impact and review how we may adjust the budget if required. Prioritize these and make recommendations.

**Agenda 7: (Round Table)**

**Mrs. Pennington** brought up a conversation on the University Sexual Harassment, Alcohol and Drug Prevention Program Training video system for Students, Faculty and Staff. That Student Services, HR and the Title VI Office are all involved in determining how to continuing to move forward with these services. The contract/license is up for renewal and will likely cost more and should be looked at from a University level as an encompassing product for all campuses. It was suggested by **Mr. Wester** that **Mrs. Fleming** submit a proposal for consideration and review by this committee. Initial costs estimates are in the range of 57K, but may need further quoting if Ozark Campus is to be included. All agreed that this should be submitted for review and recommendation. **Mr. Wester** brought up the letter from Assessment Office concerning replacement of TracDat with WEAVE and the impact on the Technology Budget, that TracDat was defunct and the Assessment Committee had recommended WEAVE, Assessment would kick in 7500+ to offset the impact to the budget leaving about a 3000.00 increase to Technology. It was **Mr. Wester's** recommendation, if none opposed, to move forward since the cost increase were low and it had already been through legal, assessment and OIS for approvals in concerns of compatibility and fit.

**Meeting closed at 1:59 PM**