

Scheduled meeting – 1:00 – 2:00 pm in RTH456

**Agenda 1: Call to order by Mr. Ken Wester 1:00 pm**

**Attendance: 9**

Mr. Ken Wester	Mr. Wyatt Watson	Mr. Brent Drake
Mrs. Amy Pennington	Mr. Matt Pipkins	Dr. Debra Hunter
Mr. Clay Moore	Mrs. Niki Schwartz	Mrs. Jessica Holloway

**Not in attendance: 5**

Dr. Phil Bridgmon	Mrs. Laury Fiorello	
Ms. Bernadette Hinkle	Mr. Chris Rambo	Mrs. Sandy Cheffer

**Agenda 2: (Review Minutes)**

**Mr. Wester** asked if the April minutes had been reviewed, all agreed. **Mr. Wester** asked to approve those minutes as written, none opposed. Minutes approved.

**Agenda 3: (Update from Phone Sub-Subcommittee)**

**Mr. Wester** – asked **Mr. Moore** for an update to the committee on the phone workgroup recommendation. – See Memo on Recommendation from Phone Working Group.

Discussions were good, many questions on workload, change of phone numbers, training of persons working the call center, who oversees the call center and much more.

**Mr. Wester** suggested that there was still much to discuss and that he would meet with Ms. Hinkle and Dr. Bridgmon to discuss the questions that the committee has and what we want to formulate as a recommendation to EC.. **Mr. Wester** stated that after that meeting he would get back with the committee. At that time, decide if they or the working group needed to make other recommendations on things that could be accomplished now while we wait on a final determination from EC on the choices concerning call center vs. call attendant and if the EC wanted a more in-depth review from Mr. Wester.

**Agenda 4: (EverFi - Video Training Video System)**

**Mr. Wester** - opened the discussion that the Ever-Fi system was being worked on to determine funding share between interested parties. **Mrs. Pennington** explained that she had heard back from all the parties and was proceeding with the spreadsheet that she would provide to EC for review and then

forward on to **Mr. Wester** and **Mrs. Holloway** to move forward with the July 1 purchase of a 1 year contract for EverFi. **Mrs. Pennington** also stated that she would immediately begin on the discussion of aligning the funding for 19/20 and beyond to the Technology Budget through the budgeting process.

#### **Agenda 5: (SiteImprove Funding Request)**

**Mr. Wester** brought up that MARCOMM through Dr. Bedsole had the desire to have the SiteImprove product funded through the University Technology Budget at 14,000.00. **Mr. Wester** stated he considered the product to fall within the guidelines of being a part of that budget (as part of the compliance portion (ADA) for the overall University Web Site), but that it was not brought up during the budgeting process and it would have an impact on the current budget lines if absorbed now. **Mr. Watson** made a motion that MARCOMM move the funding of the 14K from their budget to the Technology Budget (perpetual). **Dr. Hunter** seconded the motion and we opened the motion up for discussion.

There was a bit of discussion on budgets and funding for 18/19 and the impact on the Technology Budget. **Mrs. Holloway** suggested a prorated approach of 3K per year and until the Technology Budget fully absorbed the full amount. **Mr. Watson** requested to amend his motion to 50% Spilt for 18/19 and the Technology Budget fully assume in 19/20. So moved for the amendment and **Mr. Moore/Dr. Hunter** seconded the amended motion. All in attendance approved, none opposed, so moved. **Mr. Wester** will make the recommendation back to Dr. Bedsole and MARCOMM for consideration.

#### **Agenda 6: (Round Table Discussion)**

**Mr. Wester** asked for any updates, requests or additional information. **Dr. Hunter** asked about Blackboard Data Analytics add-on, **Mr. Wester** stated that we have looked at that but until Blackboard has more Face-2-Face course use the percent of use on the ROI would not be sufficient to make the recommendation. **Mr. Wester** did say with the move to BB SaaS this summer there would be initiatives to drive up faculty use for face-2-face and it would be reconsidered. **Mr. Drake** and **Dr. Hunter** and others asked about the Computer Replacement Plan and how it addresses the needs of staff. **Mr. Wester** went over the changes occurring with that Plan (90 cycle with replacing a Faculty or Staff Computer every working day) and he considered all requests for new personnel computers to be within the scope of that plan. If departments had the funds to procure their own that is great, but if not then we would address those case by case, still holding to Faculty priority. **Mr. Wester** also explained the philosophy of why Faculty first and that he was continuing to modify and look for funding for a full computer replacement plan.

**Dr. Hunter** asked about lab computers being replaced over the summer. **Mr. Wester** stated that he would send out a list of the known upcoming computer replacements.

**Meeting closed at 1:59 PM**