Technology Prioritization and Impact Review Committee
4/26/18 – RTH308 updated 5/1/18 kdw –Approved 5/10/2018

Scheduled meeting – 1:00 – 2:00 pm in RTH308

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. Sandy Cheffer

Not in attendance: 5

Dr. Phil Bridgmon	Mrs. Laury Fiorello	Mrs. Jessica Holloway
Ms. Bernadette Hinkle	Mr. Chris Rambo	

Agenda 2: (Review Minutes)

Mr. Wester asked if the March 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 status.

The consensus of the group is we should have 1 each 800 number with three incoming options:

1 -   Call attendant with 9 options to direct calls

2 -   Multi-Department Hunt Group with least on line taking the call

3 -   Call Center – People answering and directing calls

Next meeting on May 3rd

Discussions on possible phone schemes and determining the intent of the human answers the phone.

Agenda 4: (EverFi - Video Training Video System)

Mr. Wester - opened the discussion that it was requested that the cost of the Ever-Fi system (57K) be transferred to the University Technology Budget. **Mr. Wester** suggested that since the budgets were set and this product was not part of the budget discovery he did not believe the University Technology

Budget could just absorb the cost without affecting existing budget lines within that budget. He would need priority and confirmation from EC to do that.

Mrs. Pennington explained the background and purpose of the Ever-Fi product, that we have been using parts of the system for some time to deliver training to students, faculty and staff concerning Sexual Harassment, Alcohol and Drug Abuse Information etc. The change in costs came from the company changing the pick and choose videos to a site license model. Currently Student Services, Health and Wellness and HR have been running training through these videos, with the new license it would also be possible for areas like Athletics, Information Security and other compliance areas to use the video training system to meet compliance training needs, thus also sharing in the distributed cost. It was identified that the 49K that was been spent from the original three areas may not be available due to priority changes in those areas and budget offsets.

Mr. Watson proposed that if those budgets could continue to provide the funds from their areas, then maybe the Technology Budget could offset the rest of the need. **Mrs. Cheffer** agreed on this and stated that those budgets could then be reduced by the actual costs (Investigating everyone's share (Athletics, Hr, Student Services, Health and Wellness, Academics and Information Security) and the Technology Budget would then be adjusted to make the 19/20 and forward commitment. Then for 19/20 departments would request changes to their budgets for the loss. **Mrs. Pennington** was going back to Ever-Fi to see if a one year contract was available to assist in satisfying 18/19's need.

There are questions of whether we can do the training in house and not use a product such as Ever-Fi. Although this is certainly possible and will have to be considered if funding is determined to be unavailable. **Mr. Watson** stated we are already short of time for everyone and adding in house training would have an impact on that existing time load. **Mr. Wester** suggested we need to consider the risk of non-compliance if things get stalled in training, getting people together for training and so forth. **Mrs. Cheffer** stated that we need to consider the financial load if we could spread the cost to other areas as well it might not be as big a burden on individual budgets.

Mr. Wester suggested a motion to right up a recommendation and priority for the product to continue with some study on other budgeting possibilities to the EC, taking into consideration the time-frames needed for the training and putting together and in house training scenario. **Mrs. Cheffer** made such a motion and was second by **Dr. Hunter**, all in agreement none opposed. So Moved.

Agenda 5: (Review of Tutor-Trac request for Tutoring Services – Student Success Office)

Mr. Wester brought up that Student Success Services request for review of Tutor-Trac. He stated this is more of a formality since the product was being used solely in the Tutoring center and was being paid for a Grant within that area and further supported by their Office of Student Success. Mr. Wester stated that it was suggested that the committee see it due to the interaction with students.

Mr. Watson made a motion to recommend they move on with the purchase, second by **Mr. Moore**, all in agreement, none opposed. So Moved.

Agenda 6: (Technology Budget Process for 18/19)

Mr. Wester indicated that the University Technology Budget was set for 18/19, understanding though this is a living budget and it changes almost daily. The budget saw an increase of 107,500.00 for 18/19 due to the approved increase of .50 on ssch. These monies were allocated to lines that were zeroed out on last year's budget.

Mr. Wester indicated that the Advise System was going to be unfunded and cancelled, see letter from Dr. Warnick, Student Success Office, due to a change of priorities and the loss of key positions and personnel to ensure the success of the product. **Mr. Wester** indicated that we would have to dedicate even more funds for training and licenses due to changes in personnel and the product and it was best to cut the loss.

Agenda 7: (Round Table)

Mrs. Schwartz brought up needs and consideration for a product to assist with document collection, storage and management outside of Banner Archiving. **Mr. Wester** suggested looking at LaserFiche.

Mr. Drake changes in the Online Application Processing for students with the Advancement and Foundation Offices to assist in simplifying the process for them.

Meeting closed at 2:10 PM