

MEETING MINUTES FOR 11/20/2018

In Attendance:

Gabriela Brochu, Edward Corbett, Miguel Diaz-Bonilla, Thomas Dobbert, Ricky Genz, Jennifer Hock, Peter Miller, David Minser, Chris Quantrell, Martin Santos, Brandy Scarnati, Ygnacio Vasquez, Barbara Walden

Absent

Jarod Haren, Lee Anderson, Steve Bale, Bob Fletcher, Raymond Jackson, Cynthia Pierrott, Scott Weissman

Approval of Minutes

- September minutes approved

Computer Life Cycle Replacement Process

- If a department receives a grant for computer/equipment for the classroom(s). Will this equipment automatically fall under the computer life cycle replacement schedule? During the discussion, we determined that this cannot be the case. Because of limited and fluctuating funds, Student Technology Fees cannot cover grants.
- The suggestion was made to address this with the Grants Office in order to determine whether a grant requires the institution to continue funding equipment after the award is closed. Should the grant include life cycle replacement, it should be addressed before moving forward. Equipment purchased via a grant not requiring replacement, will be discarded after it reaches end of life. It was also suggested to have grants pay for part of the infrastructure, such as a Wireless Access Point (WAP) or a network switch.

DVD/CD ROM Drives

- The question was raised whether instructors and students still need DVD/CD ROM drives in the computers. We could save some money and switch to a smaller form factor that could be mounted behind the monitor. The savings could result in a second monitor – if so desired.
- This would also allow for changes in furniture because the cradle or compartment that holds the tower would be no longer needed.
- The discussion determined that all TCHR stations still should have a DVD/CD drive but selected classrooms would probably be OK. All Computer Technology rooms will continue to require drives.
- This topic will require further discussion with the academic divisions. At the same time, the question was raised whether we still need VCR's in the Smart Classrooms. More discussion will follow and we are considering a survey for instructors before making any changes.

Office 2019

- Office 2019 is available and will soon be installed on administrative computers. In the past, academic version upgrades were determined by the departments/programs that requires the software. Usually, the availability of textbooks determines the upgrade cycle. So far, IT has not received any requests for Office 2019.

Wireless Updates

- Wireless Updates: the number of available IP addresses was raised and we have not heard of problems connecting to our network since then. In addition, IT is still working with vendors to agree on a re-design of the wireless layout/network.
- New Application for Admission Updates: There is still a lot of work to do and no date is set for the go-live.
- Website: One employee is leaving Web Services and the position will be searched immediately. The go-live of the new website will further be delayed until probably January/February of 2019

Part Time Instructor listed on Website

- This topic surfaces every few years. The main issue is that part-time instructors might teach one semester but not the following. Students have emailed non-teaching part-time instructors without receiving an answer. In addition, PT instructors do not have offices or phone numbers, which resulted many times in publication of personal numbers on the website. Even though TMCC offers voice mail numbers to PT instructors, very few take advantage of it.
- Some departments update the PT instructor information on the website. This topic will be discussed further.

Construction Updates

- Sports Complex ground breaking will be on 11/27/2018. Please clarify the parking situation with the construction of the building.
- The CNA program moved to Meadowood North. The facility turned out very nice.
- MWS-116 will have student computers removed over the winter break. The classroom is used as a generic room that does not require computers. Desks and network infrastructure will stay for now.
- Because IT moved from the CISCO VPN to Global Protect (<https://paconnect.tmcc.edu/>), all classrooms and conference rooms need to be updated to the new VPN. (update: workorders for IT have been placed already)

Dates for Spring 2019

- 2/20
- 3/26
- 4/16
- 10-11 in RDMT 255