

I. Call to Order

Chair James called the meeting to order at 1:10 p.m.

II. Approval of Agenda

- M. Nealon moved to approve agenda.
- B. Johnson seconded the motion.
- Motion approved

III. Approval of Previous Minutes

- A. Cloutier offered amendments to previous minutes.
- R. Abukhader moved to approve the amended minutes.
- M. Nealon seconded the motion.
- Motion approved.

IV. ITS Reports and Requests

- a. Report from Information Technology Services.
 - i. J. Zitnik provided a report on the successful installation of two Palo Alto firewalls.
- b. Requests from Information Technology Services.
 - i. J. Zitnik requested \$20,000 in funding for a wireless survey to assess the status of the wireless network and provide recommendations for improvement. This survey would cover five buildings; Library, Health Careers, Liberal Arts, Tech (old and new), and Science (old and new).
 - ii. J. Zitnik requested \$268,000 for a new enterprise class SAN (Storage Area Network). The SAN would provide 36 TB of enterprise class storage. This would allow the college to provide students and employees with increased storage capacity. This storage would also support other systems such as HANK.
 - iii. R. Abukhader moved and L. Masi seconded to approve both requests. Requests unanimously approved.

V. Unfinished Business

No unfinished business.

VI. New Business

- a. Changes to the handbook as well the election of a new chair discussed. The discussions were tabled until after presentations.
- b. Funding request presentations.
 - i. 1:30 – 1:45 – Office of Student Activities - Cassandra Fluker – Digital sign to display student activity opportunities in the quad. \$54,260
 - ii. 1:45 – 2:00 – Enrollment Services – Nikole Ford – 215 All-in-one PC replacements covering 3 enrollment labs, 1 orientation lab, 1 testing lab, 1 solution center in the Welcome Center. \$223,170
 - iii. 2:00 – 2:15 – Speech – Doris Toney – 3 Lecture capture classrooms, 1 speech lab, various AV equipment. \$97,350
 - iv. 2:15 – 2:30 – Fine Arts and Fitness – Carole Sloan – Classroom renovations and exercise science laboratory equipment. \$80,416
 - v. 2:30 – 2:45 – Biology – Carla Serfas – Anatomage virtual dissection table with 3D imaging software and Medical Design Studio software. 2 TV monitors to display the dissection table. \$81,370

- vi. 3:00 – 3:15 – Library – Adam Cloutier for Joyce Hommel – 30 chromebooks. 1 lockable pc storage cart. \$10,589
 - vii. 3:15 – 3:30 – Teaching and Learning Services – Adam Cloutier – Seeking approval for funding for Video Lecture Capture Software and Services for all faculty. Since there are multiple vendors to choose from this request is for approval of funding so the RFP process can be followed. \$25,000
 - viii. 3:30 – 3:45 – Health and Physical Fitness - Bonnie Jobe – Body scanning machine, Cybex strength equipment, flat screen TV, and required flooring replacement. \$56,970
 - ix. 3:45 – 4:00 – Student Affairs – Ammie Helling – 5 computers for mentor use, keycard access lock for the office, 2 mentee incentive laptops, Microsoft Dynamics software. \$17,700
- c. Discussion and voting on funding requests.

Discussion of Projects and Voting on Project Recommendations

The Committee discussed each proposal.

- i. Information Technology - Proposal to survey 5 buildings for wireless coverage, \$20,000
 - a. R. James moved to approve the project for funding in the amount of \$126,622.
 - b. R. Abdukhader seconded the motion.
 - c. Discussion ensued Questions came up about wireless security, so the it was determined we would ask our questions, but we did n want to hold up the project.
- ii. Information Technology - Proposal to partially fund additional enterprise disk storage, \$126,622.
 - a. R. James moved to approve the project for funding in the amount of \$126,622.
 - b. B. Johnson seconded the motion.
 - c. Discussion ensued Questions came up about wireless security, so the it was determined we would ask our questions, but we did n want to hold up the project.
 - d. A vote was taken. All in favor. Motion carried
- iii. Office of Student Activities - Cassandra Fluker – Digital sign to display student activity opportunities in the quad. \$54,260
 - a. R. James moved to approve the project for funding in the amount of \$54,260.
 - b. L.Masi seconded the motion.
 - c. Discussion ensued Questions came up about wireless security, so the it was determined we would ask our questions, but we did n want to hold up the project..
 - d. A vote was taken. All in favor. Motion carried.

- iv.** Enrollment Services – Nikole Ford – 215 All-in-one PC replacements covering 3 enrollment labs, 1 orientation lab, 1 testing lab, 1 solution center in the Welcome Center. \$223,170

 - a. R. James moved to approve the project for funding in the amount of \$76,812
 - b. K. Fitzner seconded the motion.
 - c. Discussion ensued and the project was modified to fund one part of the whole, and mentioned to submit for the other sections.
 - d. A vote was taken. All in favor. Motion carried.

- v.** Speech – Doris Toney – 3 Lecture capture classrooms, 1 speech lab, various AV equipment. \$97,350

 - a. R. James moved to approve the project for funding in the amount of \$64,430
 - b. B. Johnson seconded the motion.
 - c. Discussion ensued and the project was modified to the final approval amount. The funding of 2 labs instead of three.
 - d. A vote was taken. All in favor. Motion carried.

- vi.** Fine Arts and Fitness – Carole Sloan – Classroom renovations and exercise science laboratory equipment. \$55,216

 - a. R. James moved to approve the project for funding in the amount of \$55,216.
 - b. L. Masi seconded the motion.
 - c. Significant discussion ensued about the project.
 - d. A vote was taken. All in favor. Motion carried.

- vii.** Biology – Carla Serfas – Anatomage virtual dissection table with 3D imaging software and Medical Design Studio software. 2 TV monitors to display the dissection table. \$81,370

 - a. R. James moved to approve the project for funding in the amount of \$81,370
 - b. M. Nealon seconded the motion.
 - c. Discussion ensued; this is a very cool project
 - d. A vote was taken. All in favor. Motion carried.

- viii.** Library – Adam Cloutier for Joyce Hommel – 30 chromebooks. 1 lockable pc storage cart. \$10,589

 - a. R. James moved to approve the project for funding in the amount of \$10,589.
 - b. K. Fitzner seconded the motion.
 - c. Discussion ensued
 - d. A vote was taken. All in favor. Motion carried.

- ix. Teaching and Learning Services – Adam Cloutier – Seeking approval for funding for Video Lecture Capture Software and Services for all faculty. Since there are multiple vendors to choose from this request is for approval of funding so the RFP process can be followed. \$25,000
 - a. R. James moved to approve the project for funding in the amount of \$25,000.
 - b. R. Abdukhader seconded the motion.
 - c. Discussion ensued and the project was tentatively approved, pending final amount. Once the final amount was determined, another final vote took place in June
 - d. A vote was taken. All in favor. Motion carried.

- x. Health and Physical Fitness - Bonnie Jobe – Body scanning machine, Cybex strength equipment, flat screen TV, and required flooring replacement. \$56,970
 - a. R. James moved to approve the project for funding in the amount of \$56,970
 - b. S. Buchanan seconded the motion.
 - c. Discussion ensued
 - d. A vote was taken. All in favor. Motion carried.

- xi. Student Affairs – Ammie Helling – 5 computers for mentor use, keycard access lock for the office, 2 mentee incentive laptops, Microsoft Dynamics software. \$17,700
 - a. R. Jame smoved to approve the project for funding in the amount of \$6,500
 - b. K. Fitzner seconded the motion.
 - c. Discussion ensued and the project was modified to the final approval amount.
 - d. A vote was taken. All in favor. Motion carried.

- d. The group decided to continue discussing handbook updates and the election of a new chair over email during the next few weeks. A meeting will be scheduled in the next few weeks to work out these details.

VII. Adjournment

The meeting was adjourned by acclamation.