

TECHNOLOGY REPLACEMENT TASK FORCE MEETING

Tuesday, June 28, 2011

2:00 pm - 3:00 pm

SSC 277

Minutes

Members in Attendance: Terry Berg, John Chaka, Lee M. Colaw, Jeff Gibson, Mark Hanna, Lynn Thornton and Ellen Patterson as recording secretary.

Members Absent: Jerry Moller.

I. Approval of Minutes.

- a. TRTF meeting dated May 31, 2011. Mark Hanna made a motion and Terry Berg seconded to approve the minutes as presented.

II. Action Items. Terry Berg made a motion and Mark Hanna seconded to approve the action items listed below as presented.

- a. TRTF Funds
 1. Bruce Cotgreave (Physical Plant), AAA Electric Company, \$195.39. This request will provide electricity to Engineering, Room 202 for new computer lab. Approved by CIO on June 2, 2011. Requisition Number 31507.
 2. Lee M. Colaw (Information Technology Services), Allstate Security Industries, \$2,443.80. This request will provide for a silent alarm in CUB, 2nd Floor for the President's Office and supporting staff. Approved by CIO on June 2, 2011. Requisition Number 31520.
 3. Jeff Gibson (Information Technology Services), Lubbock Audio Visual, Inc., \$6,068.50. Classroom / Gym Dance Studio Life-Cycle Upgrade. Approved by CIO on June 8, 2011. Requisition Number 31554.
 4. Jeff Gibson (Information Technology Services), Dell, Inc., \$673.00. Replaces unlabeled printer in Gym / Dance Studio, Room 102 for Maggie Thetford that is broken. Approved by CIO on June 8, 2011. Requisition Number 31558.
 5. Jeff Gibson (Information Technology Services), Dell, Inc., \$944.29. Replacement for broken printer already removed from Provost Office that will be assigned to Joy Brenneman in Library Building, Room 115. Approved by CIO on June 8, 2011. Requisition Number 31559.

6. Art Cardona (Information Technology Services), SBS Security, \$5,397.04. Cisco IronPort Web Usage Controls 1 year License Key for 1,250 Users as a security increase for user traffic licenses. Approved by CIO on June 8, 2011. Requisition Number 31588.
7. Art Cardona (Information Technology Services), ZOHIO Corporation, \$2,328.00. This is a continuation of an existing contract to provide network support services in AC Community. Approved by CIO June 23, 2011. Requisition Number 31736.
8. Art Cardona (Information Technology Services), LogMeIn Rescue Software, \$4,664.00. This is a continuation of an existing contract to provide network support services to the AC Community. Approved by CIO June 23, 2011. Requisition Number 31738.

b. Perkins Funds – None

c. Department Funds

1. Lee M. Colaw (Information Technology Services) JourneyEd.com, \$644.00. Annual renewal of licenses for Adobe Design Premium CS5, Photoshop Elements for MAC ALL, and Adobe Acrobat Professional ALL for IT Staff. Approved by CIO on June 1, 2011. Requisition Number 31509.
2. Jeff Gibson (Information Technology Services), Lubbock Audio Visual, Inc., \$1,239.00. This request will provide replacement bulbs for AC instructional support inventory. Approved by CIO on June 3, 2011. Requisition Number 31522.
3. Michael Kopenits (Biology Department) Lubbock Audio Visual, Inc., \$249.00. New Microphone system to replace current one that is broken in Science Lab Building, Biology Department, Room 218A. Approved by Assistant CIO on June 14, 2011. Requisition Number 31659.
4. Michael Kopenits (Biology Department) eInstruction, com., \$464.00. Mobi View White Board for teaching in Science Lab Building, Biology Department, Room 218A. Approved by Assistant CIO on June 14, 2011. This item was purchased with ITS procurement card.
5. Mike Ward (Information Technology Services), DeepSurplus, com., \$190.01. Bracket, wall plate and Duplex Fiber Optic Cables for classroom support. Approved by CIO on June 21, 2011. Purchased with ITS Procurement Card.
6. Art Cardona (Information Technology Services), TigerDirect.com., \$225.04. Two media converters that will be used for classroom support. Approved by CIO on June 21, 2011. Purchased with ITS Procurement Card.

7. Mike Ward (Information Technology Services), Deep Surplus, com, \$42.21. 25 Multimode Duplex Plenum LC-ST Fiber Optic Cable for classroom support. Approved by CIO on June 21, 2011. Purchased with ITS Procurement Card.
8. Carol Buse (Business / CIS), GovConnection, Inc., \$797.60. This request is for 40 software licenses to supplement the 170 licenses they already have. They are required for the imaging of the Office Administration lab computers. Approved by Assistant CIO on June 15, 2011. Requisition Number 31666.
9. Kathy Martin (SSS Health Sciences), Dell, Inc., \$215.32. Replacement toner cartridges for office printer. Approved by Assistant CIO on June 16, 2011. Requisition Number 31670.
10. H.Q. Wrampelmeier (Professional Development), JourneyEd.com, \$5,591.00. Adobe eLearning Suite 2.5 software and licenses for 23 computers in Center for Teaching and Learning for Instructional Purposes. Approved by CIO on June 21, 2011. Requisition Number 31711.
11. Delton Moore (Information Technology Services), MGTape.com, \$540.00. Backup tapes for Carousel (10) in Networking and Telecom Services. Approved by CIO on June 21, 2011. Requisition Number 31712.
12. Terry Kleffman (Information Technology Services), Buy.com, \$261.30. Data Cartridges (7) and bar code label pack for Programming Services Department. Approved by CIO on June 21, 2011. Requisition Number 31713.
13. Mike Ward (Information Technology Services), Black Box Network Services, \$134.10. Replacement phone for KACV-TV Conference Room. Approved by CIO on June 23, 2011. Requisition Number 31735.
14. Jeff Gibson (Information Technology Services), Lubbock Audio Visual, Inc., \$232.00. Middle Atlantic Rack mounts for Dell computers to replace damaged podiums in Dutton Hall, Room 102. Approved by CIO on June 21, 2011. Requisition Number 31709. (Previously 20110628 II.e.1.)

d. Other Funds –

1. Melissa Eder (SSS Health Sciences) and Linda Hendrick (SSS-STEM), Apple, Inc., \$7,360.00. This request is for (10) iPad2s for students in the SSS Health Sciences and SSS STEM to enhance their education and job readiness skills. Approved by CIO on June 21, 2011. Requisition Number 31523.
2. Linda Hendrick (SSS STEM), Dell, Inc., \$3,826.57. Replacement laptop, desktop and accessories and printer for student use in SSS-STEM Library basement, Room 007. Approved by CIO on June 6, 2011. Requisition Number 31526.

3. Cara Crowley (Title V Student Success Program), Datatel, \$17,315.00. Gradebook Software License and Maintenance to allow the collection of grades in support of AC's Strategic and Student Retention objectives and initiatives for June thru August 2011. Approved by CIO on June 9, 2011. Requisition Number 31606.
4. Melissa Eder (SSS Health Sciences), Dell, Inc., \$430.64. Replacement black toner cartridges for office printer (4). Approved by CIO on June 20, 2011. Requisition Number 31692.
5. Arthur Schneider (Renewal Energy/Instrument & Control Technology), Depco, LLC, \$10,494.00. Solar Installer Trainer and Panel Unit for East Campus Solar Energy Program. Approved by CIO on June 20, 2011. Requisition Number 31530.
6. Arthur Schneider (Renewal Energy/Instrument & Control Technology), Depco, LLC, \$7,367.00. Small tabletop Solar Panel and Wind and Solar Energy Module for East Campus Solar Energy Program. Approved by CIO on June 20, 2011. Requisition Number 31380.
7. Linda Hendrick (SSS-STEM) Student Access, \$1,499.00. Software that will allow importing student data into Student Access from Colleague. This software will be paid for by all three SSS Grants: STEM, Health Sciences and Student Services at \$499.66 each. Approved by CIO on June 23, 2011. Requisition Number 31699.

e. Bond Projects

1. Jeff Gibson (Information Technology Services), Lubbock Audio Visual, Inc., \$232.00. Middle Atlantic Rack mounts for Dell computers to replace damaged podiums in Dutton Hall, Room 102. Approved by CIO on June 21, 2011. Requisition Number 31709. **This Action Item was changed from being a Bond Action to being paid out Department Funds per Lee M. Colaw after the meeting and discussion with Bruce Cotgreave.**

III. Discussion Items.

Lee discussed the 2011 TRTF Budget for June, July and August 2011. A current budget was passed out to the members at the meeting, and it was noted that the yellow boxes are for Outstanding Balances that will be spent by the middle of July or are allocated for use in another area.

The deadline for submitting all remaining requisitions for 2011 fiscal year purchases is on or before August 4, 2011.

Lee mentioned that the Angel Software Contract was 30 days late in being received and only arrived moments before the meeting.

Lee stated that he was trying to extend some of the current contracts to go for 13 or 14 months so they would all be due and paid in the first quarter of the fiscal year. The final bill from Datatel for 2011 will be less than \$8,000.

Campus Cruiser is beginning its third and final year of its contact, and the projected cost for renewal will be approximately \$153,000.00. Paul will send a letter requesting special consideration asking them to discount the final year. MyAC has been officially closed.

A question was asked if all Grant paid requests and requisitions have to be submitted by August 4, 2011. The answer is theoretically, yes.

Lee said that estimated cost for the computer replacements this past year came out right on target. The remaining funds will be reallocated to purchase other important items of infrastructure.

Russell Hall remodeling and renovations will be started next week (end of June) and completed sometime in July. Echo 360, our college's first Lecture Capture System, will be installed in mid-July.

IV. New Business.

V. Next Meeting.

- a. Next meeting scheduled for July 26, 2011, 2:00pm to 3:00pm, WSC SSC 277.

Membership (Approved annually by the Cabinet)

Terry Berg
John Chaka
Lee M. Colaw
Jeff Gibson
Mark Hanna
Jerry Moller
Delton Moore
Lynn Thornton
Ellen Patterson, Recording Secretary