Minutes of Meeting  
Technical Services Committee  
October 27, 2006

Convened: 11:43 a.m.

Present: Ellen Andersen, Aniruddha Banerjee, Marc Bilodeau, David Bivin, Jennifer Cochrane, David Donaldson, James Dowell, David Ford, Kimmaree Murday, Mike Scott

I. Minutes for the September 15, 2006 meeting were unanimously approved.

II. Sub-committee’s Report

A. Addressed state of the budget which is still uncertain
B. Mike Scott explained the Speech Lab’s future facility in CA006.
C. Moving labs would be one time expense
D. Began with $105,000 which will be carried forward
E. Geography had a request for software to be bought.
   1. It was suggested that the Geography department pay for half because of the limited use.
   2. David Ford said lab fees should pay for the software. He will speak to Rick Hanson about the lab fees.
   3. Price is for lifetime license
   4. The Technical Services Committee approved 3 to 1.

III. Mike Scott reported that he didn’t know what would happen to the book store area when they move to the Campus Center. There still is the possibility that it would be used to consolidate all of the Technical Services labs. Further discussion was tabled.

IV. Screen saver policy

A. A person can choose his/her screen saver
B. Computer will automatically lock after a certain amount of inactivity time
   1. This is forced on us by auditors
   2. Mike Scott will check on parameters
   3. Mike wants input
      a. Faculty and staff – the time should be as long as possible before the computer locks. Suggested amount of time was 4 hours.
      b. Student stations were tabled.

V. Strategic Plan

A. Define areas that should be addressed
   1. Tech funds: How far can the committee go? What does the faculty want? What do the students want, besides more computers and printers? What kinds of infrastructure should be invested?
2. Network infrastructure: It can’t be done piece meal because it would be cost prohibitive.
3. Currently is management by crises when it should be proactive.
4. Cost savings
5. Make sure tech fee goes to student technology
6. Infrastructure – Labs aren’t controlled by a department but the department would have priority to the lab designed for the department.

B. Input
1. A subgroup will access what the faculty want. Ellen Andersen and Jennifer Cochrane will send a message to solicit faculty input.
2. James Dowell will informally ask students what they want.

Adjourned: 1:05 a.m.