Minutes for the Meeting of February 19, 2013
3:00 pm, HLRC-4B

Attending: Mary-Jo Apigo, Marcus Butler, Josefina Culton, Nick Dang, Carmen Dones, Eric Ichon, Manish Patel, Jan Pfeiffer, Bob Sprague, Vidya Swaminathan, Kenneth Takeda, Michael Tesfai

1. Action Item: Approve minutes for the meeting of 11/20/12
   a. Minutes of 11/20/12 were approved.

2. Smart Technology updates by Leo Calderon
   a. Leo Calderon is working with GST to obtain upgraded maintenance contracts for the MSA, GC, and Student Services building.
   b. Eric Ichon noted that the process for requesting audio visual equipment needs to be changed. Funding for new and replacement equipment for shared instructional areas should be requested by the Library as part of the program review and unit planning process. It should specify somewhere in the program review process that the request is for audio visual equipment.
   c. Software is installed remotely for AV related computers that need audio visual equipment. Leo makes a list of any computers that have problems that are software related to IT. This is done before each semester starts.

3. Program Review update by Nick Dang
   a. Nick Dang presented the co-chairs with copies of the IT program review.
   b. The program review contains requests for three new positions: Sr. Systems Network Specialist, web designer, and an Apple support specialist

4. Wireless report by Nick Dang
   a. Wireless is not yet installed in the FA building
   b. No wireless for the parking structure and grand stand by the football field

5. Kentico Update
   a. Training is being started by Mary-Jo Apigo and Nick Dang
   b. March 25 - three days of training for Kentico taskforce members.
   c. April 2-3 - Kentico specialists will set up sites for IT Department
   d. April 22 - Train the Trainers session

6. Status of Measurable Outcomes and next steps
   a. Measurable outcomes for the TC are completed now.

7. TCMP: Vidya Swaminathan introduced the idea of developing a revision of the TPM with a new organization.

Meeting Adjourned at 5:00pm.
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