

Campus Technology Advisory Board  
General Membership Meeting  
April 13, 2018, Penfield Library Speaker's Classroom

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Present: Josh Adams, Eric Blanchard, William Bowers, Matt Brooks, Rick Buck, Patricia Clark, Nicole Decker, Marcus Durso, Kristen Eichhorn, Brenda Farnham, Mike Flaherty, Richard Frieman, Theresa Gillard-Cook, Diann Jackson, Tyrone Johnson-Neuland, Dave Kahn, Raihan Khan, Paul Leary, Emily Mitchell, Sean Moriarty, Peter Newell, Doug Pippin, Mike Pisa, Maryann Preston, Ritu Radhakrishnan, Dave Sargent, Barbara St. Michel, Leigh Wilson, Cara Thompson, Stephen Yang

Administrative Support: Kristine Smith

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Sean Moriarty for Mark Hardy

- 1) Approval of Agenda – Agenda approved.
  - a) Motion to approve, Doug Pippin; second the motion, Ritu Radhakrishnan. All in favor.
- 2) Approval of [March 9, 2018 minutes](#) – Minutes approved.
  - a) Motion to approve, Doug Pippin; second the motion, Mike Pisa. All in favor.
- 3) Open Session - Q & A
  - a) Theresa Gillard-Cook announced that May 2nd will be Kristin Flint's last day.
- 4) Committee Discussion
  - a) By-Laws Committee (Sean)
    - i) At the CTAB Executive Board meeting we discussed bylaws. Up until now we have had an IT Steering, they meet a couple times a year and discuss the budget, priorities and projects. Kelly Roe has been the chair, she will be stepping aside. We would like to update the Bylaws to include that the Chair of the Steering Committee will be part of the CTAB Executive Board, also the Chair of IT Steering will be the chair of the Elections and Bylaws Committee, and will be co-chair of the Technology Planning committee. The by-law changes are at the end of the minutes. They will also be sent out and there will be a vote on them at the May meeting.
    - ii) Nominations for CTAB chair is open again. Ritu Radhakrishnan has accepted the nomination for chair. David Kahn: I would like to nominate Raihan Khan.
  - b) Educational Technology Committee
    - i) Did not meet this month. Will be meeting next month on Wednesday, May 7.
  - c) ITC Report - No report
- 5) Campus Technology Services Report
  - a) Admissions CRM - the decision to move forward with Slate has been made. Currently the College is working on a contract with the vendor.
  - b) Alumni CRM - Alumni & Development is investigating a couple of options for a CRM. Currently they are working on a business case and making the decision if this is a technology they want to invest in. If they decide to move forward, we will look at procurement strategies and options in the fall.
  - c) Banner 9 is in production now, running parallel with Banner 8. Some components of Banner 8 will be removed from production after school ends, and only Banner 9 will be supported in these instances.

- d) The University is replacing the event ticketing application. Theater Manager will be replaced with University Tickets for all events after June 1, 2018. The new system will give the University many new functions that were not available in Theater Manager.
  - e) Localist has been selected as an application that will work with EMS to create a web-based calendar. A demonstration of its capabilities will be presented at a future CTAB meeting.
  - f) Career Services and Experiential Learning are implementing a new application. They are installing [Handshake](#) to assist with the work in their offices.
  - g) All new M/S machines that are going out of CTS have Windows 10 installed. In the summer CTS will look into moving departments to Windows 10 since Windows 7 will not be supported by M/S after January 14, 2020. We will need to have all machines off Windows 7 by then.
  - h) The College is planning the roll-out of a new virus protection application named Cylance. The goal is to replace the old application with Cylance by mid-June, when our contract with the old application ends.
  - i) Over the summer, the network in the Villages will be upgraded. Also the edge switches in Rich Hall and Penfield library will be replaced.
  - j) A complete summer project list will be presented at the next CTAB in May, including the summer lab and ATC upgrade list.
- 6) Presentation(s) - TIP grant presentations
- Cara Thompson (Art) & Paul Leary (Music)
  - Ritu Radhakrishnan (C&I)

Next meeting is May 11, 2018, 8am - 9:30am, 114 Marano Campus Center

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## Proposed by-law changes

Proposed by-law changes are in **bold**.

### A. Executive Committee:

1. The Executive Committee is responsible for advising the Provost and Vice President for Academic Affairs on innovations in campus technology as well as issues and concerns addressed by the Campus Technology Advisory board. The chair of the Board, the chairs of the Standing Committees, and the CTO are members of the Executive Committee. A representative from the Information Technology Council **and the chair of IT Steering** is also a member. The chair of the Board shall chair the Executive Committee. The Executive Committee will participate in the review of the Chief Technology Officer.

### B. Standing Committees:

1. Membership: At the first September Board meeting, each member of the Board will be asked to serve for a one-year term on at least one of the standing committees. The first meeting of each committee will be called by the person selected by the Chair of the Board, at which time a chairperson of the committee will be elected. Additional non-Board members may be solicited by any committee. Committee meetings are open to anyone in the campus community.
2. Committees:
  - a. Educational Technology Committee: The committee is responsible for advising, assisting, and consulting with the Campus Technology staff regarding educational technology, user support, and user education. The Committee's duties include but are

not limited to surveying users and soliciting suggestions regarding software and application needs, evaluating requested educational technology resources and reviewing the suite of applications making up the image installed on faculty and open access laboratory computers.

b. Elections and Bylaws Committee: The Elections and Bylaws Committee is responsible for overseeing representative selection, conducting board officer elections, maintaining paper and electronic mailing lists, and proposing amendments to the Campus Technology Advisory Board Bylaws. **The chair of IT Steering will be chair of the Elections and Bylaws committee.**

c. Technology Planning Committee: The Technology Planning Committee is responsible for developing and maintaining a three-year rolling cycle, soliciting input, monitoring progress, and actively engaging in the technology planning process. The committee's duties include but are not limited to needs assessment, maintaining communication, monitoring technology needs, and actively participating in the planning process. **THE CTO and IT Steering chair will co-chair the Technology Planning Committee.**