10/24/2019

Thursday, October 24, 2019   2:57 PM

Attendees	Representing
Sarah Gruhler	Student Life
Evans Kaame	ASCC President
Masha Cole	ASCC Finance Director
Danny Hilliard	Student Representative
Kayla Rush	Student Representative
Bob Hughes	Faculty
Sabra Sand	Business Services
Mike Silva	IT Services
Ken Pruett	IT Services
Layla Otey	IT Services
Radmila Ballada	Faculty
Val Moreno	Chief Information Officer
Becky Udwary	Note taking
Megan Jasurda	DSS
Dr. Michael Brown	Instructional Administrator rep.(Dean of CLASS)
Roger	Student Guest

Discussion:

1. Introductions- welcome to our new members
2. TEAMS site location
    a. Meeting notes will be sent out via email with a link to sharepoint site
3. Tech Fee Bylaws
    a. Article II- voting members (adding budget analyst as voting member, removing Instructional Admin)- Radka would like to include an Instructional Admin as a voting member.
    b. Motion to remove budget analyst as voting member, add back in second faculty member and Instructional Admin.
    c. Reserves- should the amount increase yearly? Add the word "minimum" to reserve amount
    d. Motion to add item 7 to review the fund balance bi-annually.
    e. Add wording for approval to re-approve funding if cost changes (dollar threshold? Percentage change? Email vote for small amounts?)
4. Next meeting will be scheduled for before the end of the Fall quarter
5. Meeting notes from May 10 meeting were approved
6. Ticketing process was demonstrated. Choose "Tech Fee Request" option from dropdown on IT Help Desk https://itshelpdesk.clark.edu
    a. Add "Have you identified another source of funding? (Example ASCC, Foundation, Department Budget, Facilities RMI, Grants)", "How will the project align with the strategic plan (with link to strategic plan)?", "for more information, see Tech Fee page (link)"
7. Budget

Budget Code	FY20 Budget	Spend Year-To-Date	Projected Spend	Available Balance
Salaries, Wages and Benefits Total*	853,115	229,075	639,836	15,796
Goods and Services	795,104	67,686	137,734	589,683
BI00 Total	1,648,219	296,761	777,570	**573,887**
Total after asks				**66,887**

*Includes 60 student workers and 3 IT employees

a.

Previously Approved Asks	Estimated Cost	Actual Cost	Notes
JAMF (Mac management tool)	20,000	14,898	Complete
Fusion (software for accessibility)	15,000	5,312	Complete
Transitional Studies Lab	50,000	22,505	TBG 229 being installed
Transitional Studies Laptop Cart	50,000	17,313	Laptop cart being updated (30 computers)
Aerospace laptops	6,000	5,326	Complete
Digital sign computer replacement	7,000	8,514	Being installed over winter
Library Checkout	2,000	8,656	Original estimate based on Chromebooks
Total:	153,000	82,453	

New Asks	Estimated Cost	Notes
Labstats	3,000	Approved in 2018/19, not yet
Wireless Upgrade Phase 2 of	139,000	Access Point replacement
Lab Printer Replacement	21,000	Would replace all end of life lab
Library checkout laptops	10,000	Yearly amount to add/replace checkout laptops
VDI computer replacement	250,000	Replacing with desktops
Lab Computer Replacement	69,000	Would replace all end of life lab computers (92)
Additional Transitional Studies Laptops	15,000	Replacement for oldest laptop cart

	Total:	507,000	

8. Asks were voted on as a block with exception of Library laptop checkouts (Dr. Brown and Val to meet about logistics) and were approved.

- Action items
    - ○ Send out a link for Labstats video