Utica Site Technology Committee Meeting Minutes   10/5/2017

12:30-1:30 p.m.
Kunsela Hall A225

Members Present:

Ibrahim Yucel (Chair)

Andrew Bellinger
Nasar Haghbin
Kathleen Marollo
Adam McLain (Secretary)
Richard Shelton
Ali Tekeoglu
Elizabeth Tolman
Robert Yeh

Members Not Present:

Russell Kahn
Brent McCallum

1. Minutes of last meeting (May, 2017) approved.

2. **Summer Update**:
   a. A key member of the Utica IT staff was unexpectedly out most of the summer
   b. The Albany site has lost four members of their IT staff since July.
   c. As such, the **launch of the new website** the major project worked on this summer.
   d. The **email merger** was stalled due to a lack of manpower.

3. **Email Merger**: IT would like a recommendation from the faculty about the most clement time to move forward with the merger. All business offices are to be moved ASAP. Due to potential disruptions that the merger might cause faculty prefers to avoid a merger in the middle of an academic session. IT can do the merger at any time. Winter break is also not advised, due to low manpower and the shortness of the holiday. IT would prefer to do the merger for faculty/students at the same time as the rest of the campus, but is aware of ongoing concerns about potential disruptions.
   a. A request was made by the committee for IT to provide a bullet point document explaining what the email merger will entail. Andrew will put this together and forward to the committee for distribution to the faculty.
   b. A request was made for a public announcement as to why the merger did not take place over the summer of 2017, as previously anticipated.

      c. Students will be merged at the same time as faculty.

4. **New Website**: IT does not have any involvement in website content, structure or appearance. They only oversee the servers on which the site resides, which are based in Albany. A third party contractor developed the website.
    a. **Content Changes:** Any change to website content should be submitted via a Help Desk ticket. To avoid having to send multiple tickets, IT suggests email the helpdesk and asking them to write back so that you can send a list of all changes requested at once.
    b. **Faculty Issues with Website:** The following issues were raise regarding the new website. (1) The faculty were not sufficiently consulted about the design, appearance and accessibility of the website. (2) Making the kind of quick updates and changes that are sometimes necessary is no longer in faculty control and must be addressed via the Help Desk. (3) Website has a "business" or "corporate" look rather than the look of an institution of higher education. (4) Numerous links from previous website were either poorly incorporated into the new website or not incorporated at all.
    c. **Answers to FAQ's regarding the new website:**
        i. How can we make more active websites for departments?: Email help desk and ask to have this set up.
        ii. Will faculty have the ability to edit the website in the future?: Yes, content editors will be trained and then allowed to make content changes to aspects of the website without going through the helpdesk.
        iii. How do I make multiple changes to the site at once?: As mentioned above, contact the helpdesk and put in a ticket to contact you. When they do, list out everything and it can all be done at the same time.

5. **Out of Date Equipment:** There are a good number of old machines still in use on campus, particularly in faculty offices. The last inventory was done 3-4 years ago, although a master lists exists of the age of each machine on campus. **Faculty should be aware of the option to update hardware, and take advantage of it when possible**.
    a. IT is currently short-staffed, as mentioned above, and SUNY Poly's budget is still in the process of recovery. As such, new machines should be prioritized. IT does not feel that they should do that prioritization, rather, the Deans should be making these decisions. As such…
    b. Beth will run a faculty machines report, and give to Ib to forward on to the Deans. This will help the Deans determine who is in need of new machines, how old existing machines are, etc.

6. **Usage Policy**: Currently with the President and Provost, for discussion at a meeting tomorrow.
7. **Other**: The committee discussed our charge (To review and make recommendations on technology on our campus). The question was opened as to rather we should also review technology budgets, but it was pointed out that this is more likely the charge of

the Committee on Libraries, Technology and Distance Learning that spans both campuses rather than specific to the Utica Technology Committee.

    a. **ADA Compliance**: After a complaint was lodged that our website is not ADA compliant, a committee will be formed to address this issue. This will like be institution-wide, but should include a member of the Technology Committee since it is a technology issue. No one was so-assigned in this meeting, and the broader committee has not yet been formed.

8. **Elections:** Adam McLain was re-elected as Secretary of the Committee with no objections.

9. Meeting minutes will be available via Blackboard (under the "Organizations" tab) in the future, as well as dispersed via email and posted to the website.

Meeting was adjourned at 1:30 p.m.

Respectfully Submitted,

Adam McLain, Sec.