



Information Technology Department TLC Meeting Minutes

Date: Dec 12, 2008
Meeting: Technology Leadership Committee (TLC)
Topics: Committee Mission, Structure, Technology Approval Process, and Approved Software Approval List
Location: SAB Room 206
Prepared By: Luke Fox

These minutes represent the areas discussed, the decisions reached and the agreed upon action items.

Attendees:

Present	Name	Dept/Campus	Present	Name	Dept./Campus
x	Luke Fox	IT	x	Ida Thompson	ITS
x	Mark Leslie	IT		Dr. Robert Kirton	CATE
x	Doug Bennink	IT	x	Carla Burton	CATE
	Nicole Riddle	C&I		Andress Carter-Sims	C&I
x	MaryAnn Sansonetti	ITS	x	Madell Dubrushin	ITS
x	Lashonda Outing	Procurement	x	Kathy Sutusky	Eau Claire HS
x	Tambra Pingle	Gibbes MS	x	Pamela Kimbrough	Eau Claire HS
x	Gary Hewson				

Meeting Notes

1. Luke called meeting to order.
2. Minutes from the Nov 30th meeting reviewed. No changes/additions.
3. Welcome/Introductions - Luke introduced Chanta McCoy, the Technology Acquisition Technician.
4. Approved Software List reviewed led by Chanta.
 - a. Several additions and deleted were made.
 - b. TLC decided the list would guide software purchases, but each new software purchase would still require a separate Request for Resource Review approved by C&I, IT, and the TLC.
5. The Technology Selection Process was discussed.
 - a. Luke discussed the flowchart (Tab K in TLC Binder).
 - b. TLC discussed methods to handle technology approval.
 - c. No consensus was reached. Luke, Ida, and Renee agreed to discuss it further and reach consensus on a method prior to the next meeting.

Action Items: (Items shaded are complete)

ITEM	DATE	ISSUE	PARTY RESPONSIBLE	DATE DUE
1	Nov 28	Add an IT person to the Textbook Adoption Committee	Nicole Riddle	TBD



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Request for Information Log:

RFI#	Description	Date Sent	Requested Response Date	Response Date	Remarks

Preparation for Next Meeting:

Date/Time: Jan 30, 2008
Location: SAB Room 206
Preparation Required: None