



Information Technology Committee

September 18, 2025 - 11:00 a.m.

Virtual Microsoft Teams Meeting

Minutes

Opening

The meeting was called to order on September 18, 2025, at 11:00 a.m. by Mr. Matt Smith.

Attendees

Voting Members Present	Non-Voting Members Present
Dr. Jason Beach	Ms. Jennifer Chavez
Dr. Susan Wells	Mr. Will Hoffert
Dr. Julie Baker	Mr. Cody Byrant
Mr. Matt Smith	Mr. Tyler Farsoun
Dr. Eunsung Park	Mr. David Hales
Ms. Elizabeth Williams	Mr. Jason Luna
Dr. Payne Thomas	Ms. Angie Vick
Dr. Ethan Languri	Mr. Brandon Walls
Dr. Michael Allen	Mr. John Woodard
Dr. Mustafa Rajabali	Mr. Allan Jones
Ms. Sandra Bohannon	Mr. Triston Martin
Dr. Lisa Zagumny	Ms. Rebecca Gooch
Mr. Braxton Westbrook	Mr. David Garrett
	Mr. Hunter Kaller
Voting Members Absent	Non-Voting Members Absent
Dr. Lenly Weathers	Mr. Greg Holt
Ms. Sharon Holderman	Mr. Matt Silva
Mr. Eric Brown	
Mr. Dan Warren	
Mr. Harrison Simpson	

Approval of Agenda

Dr. Lisa Zagumny motioned to approve the minutes from the last ITC meeting. Dr. Julie Baker made a second. Motion passed.

Approval of Minutes

A motion to approve the minutes of the previous meeting was made by Dr. Lisa Zagumny and seconded by Dr. Julie Baker. Motion passed.

CIO Introduction

Mr. Matt Smith moved to the third item of business, the introduction of Ms. Jen Chavez

Ms. Jen Chavez introduced herself during her third week at Tennessee Tech. She had previously worked at the University of Wyoming for approximately 25 years in higher education, including 15 years in leadership roles. Over the last six years, she served as the Deputy CIO, overseeing enterprise IT, networking, infrastructure, and security. She collaborated closely with the CIO on major projects and initiatives. Before transitioning to Tennessee Tech University, she completed her final nine months in the interim CIO role at Wyoming.

Mr. Matt Smith thanked Ms. Jen Chavez and asked if anyone had questions for her. He noted that it was the beginning of fall and acknowledged that there was a lot happening at the time. After thanking Jen, and hearing no questions, the group moved on to the fourth agenda item, which was the ITC subcommittee membership roster.

FY26 ITC Subcommittee Membership Roster

Ms. Angie Vick stated that a list has been provided of those that have agreed to serve on the subcommittees and asked for questions.

Ms. Jen Chavez clarified that, as a new member, she had reviewed the policy regarding ITC subcommittees and understood that she was not required to chair all of them. While she was willing to facilitate conversations and meetings, she expressed openness to others taking on chair roles if interested. She acknowledged the quietness of the group and reiterated her willingness to step aside if someone wanted to lead discussions. Jen also mentioned that she would be working with Ms. Angie Vick soon to schedule an Innovation Subcommittee meeting. During that meeting, she intended to gather input on areas for technology expansion or change, which could then be brought to the strategic planning subcommittee and eventually to the spending committee for funding consideration in the current or future years. Ms. Jen Chavez concluded by encouraging anyone enthusiastic about chairing a committee to step forward.

Mr. Matt Smith followed up on Ms. Jen Chavez's comments. Matt asked the group whether they would like to hold a nomination process—possibly at the next meeting. He acknowledged that the idea was just being introduced and invited anyone interested to volunteer to chair one of the subcommittees.

Dr. Ethan Languri stated that he is new to the meeting and did not see his name in the subcommittee. He was unsure whether he was supposed to be on a committee or a subcommittee, but if he were, he would be glad to do so.

Mr. Matt Smith thanked Dr. Ethan Langui and then provided background information for the new members. He explained that the subcommittees were outlined in the charter, which specified the required compositions, including a certain number of faculty members, deans, and administrators. He noted that some individuals served on multiple committees due to the roles they held. For example, he mentioned that Dr. Julie Baker was on several committees, likely because her position aligned with the requirements of those groups. He then acknowledged Dr. Julie Baker's raised hand.

Dr. Julie Baker and Dr. Lisa Zagumny volunteered to speak with members of the committees, as they were on all three, to identify individuals willing to serve as chairs. They planned to make nominations at the next meeting after having those conversations in advance. Dr. Julie Baker asked Ms. Jen Chavez if she wanted to chair one of the committees and if she would like to remain the chair of, or not be the chair of, any of them.

Ms. Jen Chavez explained that, based on the policy and her newness to the institution, she had learned she was required to chair the strategic planning subcommittee. She believed she should remain in that role to follow procedure. However, she expressed her willingness to serve on all subcommittees and encouraged others to consider leading the innovation or spending subcommittees if interested.

Dr. Julie Baker responded in agreement, suggesting that they could have further conversations to identify potential chairs without putting anyone on the spot, and then return with nominations for a vote at the next meeting.

Mr. Matt Smith stated that, based on the discussion, they would add a nomination process to the November agenda. He noted that, according to the bylaws or policy, they were considering setting new chairs for the spending plan and innovation subcommittees.

Dr. Julie Baker asked whether the nominations needed to occur at the full ITC meeting in November or if they could be handled during a subcommittee meeting.

Mr. Matt Smith responded that the full ITC committee needed to handle the nominations and elections since the subcommittee chairs would be representing the larger group.

Dr. Julie Baker agreed.

Mr. Matt Smith confirmed that the item would be added to the November agenda, asking Ms. Angie Vick to make the update.

Ms. Angie Vick agreed to add it to the agenda.

Mr. Matt Smith informed the group that the ITC Spending Plan Subcommittee had already met earlier in the semester. He noted that this was relevant to the upcoming agenda item concerning the proposed FY26 approved budget. He provided this as an informational update and asked if there was any further discussion regarding the subcommittees.

Ms. Jen Chavez responded by stating she would schedule an Innovation Committee meeting before the November meeting, so that discussions could begin during the fall semester rather than waiting for a chair to be arranged. She said she would coordinate with committee members to find a suitable time.

Mr. Matt Smith then acknowledged her comment, asked once more if there was any additional discussion, and, upon hearing none, moved the group on to the next agenda item: the FY26 TAF approved budget.

FY26 TAF Approved Budget

Ms. Jennifer Chavez explained that the budget spreadsheet was linked for additional detail and noted that a \$2.8 million budget had been submitted to Dr. Stinson based on the committee's recommendation. Ms. Jen Chavez highlighted that some areas, such as computer labs, were underfunded and not sustainable in the long term. She emphasized the need to budget based on current and incoming funds and mentioned that the subcommittee would meet again in October to reassess once final numbers were available. A call for project proposals was planned, with communications to be sent to deans and other leadership units.

Mr. Matt Smith added that the proposed budget was conservative, based on projections from May, and did not include potential enrollment gains. He noted that final figures would become clearer after the refund period ended and that the budget still required approval from Dr. Stinson and the board.

Ms. Angie Vick clarified that out of the \$872,000 carryforward, \$176,000 was encumbered and \$172,000 was tied to incomplete ITC projects, leaving a true carryforward of approximately \$ 524,000. She confirmed that the proposed budget had been submitted in time for board review.

Dr. Julie Baker reiterated that the budget was not sustainable, highlighting underfunded areas such as classroom equipment and the lack of new project funding for the fiscal year. She expected some of the final budget to be allocated to these areas and confirmed that communication to the deans would be sent the following morning.

Dr. Thomas Payne raised concerns about the lack of a defined budget amount in the call for proposals, noting that colleges might submit high-cost priorities without knowing the realistic funding limits. He suggested providing estimated funding ranges to help colleges prioritize more effectively.

Ms. Jennifer Chavez acknowledged the concern and stated that the subcommittee was working toward greater transparency. She noted that software costs continued to rise and emphasized the need to evaluate spending priorities and funding responsibilities across departments.

Dr. Julie Baker noted that last year's funding for college and university-level projects was approximately \$120,000–\$130,000, significantly less than the previous year. She hoped the business office would provide updated figures in time for the October 31st TAF deadline.

Mr. Matt Smith concluded the discussion, confirming no vote was needed and that the only action item was to revisit the topic at the next subcommittee meeting in November. He then moved the meeting to the next agenda item.

Talon Training Update

Ms. Jennifer Chavez shared an informational update about the Talon project, the institution's new ERP system for finance and HR, which was scheduled to go live on January 2nd, 2026, immediately following winter closure. She noted that training had already begun for approximately 40 identified business partners across the institution. These individuals received hands-on access to the system to perform tasks and provide final feedback to functional owners regarding any necessary adjustments to business processes before launch.

She also highlighted the BPT+ group, consisting of an additional 300 users across campus, who were set to be notified and trained in November. Furthermore, online training materials were expected to be distributed to the broader campus community, as the system would impact all staff and faculty, particularly in areas such as payroll, employee accounts, and leave management. Ms. Jennifer Chavez emphasized the importance of committee awareness and encouraged members to share the information and raise any concerns. She offered to escalate concerns to the steering committee, acknowledging that hiccups were likely with a major implementation of this scale.

Mr. Matt Smith then asked if there were any questions or discussions. Hearing none, he transitioned to the seventh agenda item: other topics for the next ITC meeting.

Other Items for the Next ITC Meeting

Mr. Matt Smith mentioned three items already on the agenda: Faculty computer rotations, Lab renewals (pending budget clarity), and Subcommittee chair nominations for the spending and innovation subcommittees. He invited the committee to suggest any additional items for the upcoming November meeting.

Dr. Julie Baker suggested that the ITC committee should be able to view the software funded through IT using TAF (Technology Access Fee) money.

Ms. Angie Vick confirmed that this information was included in the budget.

Dr. Julie Baker clarified that she was open to either presenting it at the full ITC meeting or sharing it via Teams, emphasizing the importance of transparency and awareness. She noted that software

costs were frequently discussed but not fully understood, especially regarding their regular increases.

Dr. Lisa Zagumny supported Dr. Julie Baker's suggestion and added that both software and labs were areas with potential for change. She proposed a deeper review of these costs to determine their continued necessity and equitable distribution across campus units. Dr. Lisa Zagumny also questioned whether labs were becoming outdated and whether all software was essential.

Ms. Angie Vick responded by reminding the committee that removing software from TAF funding would shift the cost burden to individual colleges or departments. She gave an example involving the College of Engineering, where software used by only a few students would require the department to cover the cost if TAF funding were withdrawn.

Dr. Lisa Zagumny acknowledged the financial implications but reiterated that these areas presented opportunities for improvement.

Dr. Mustafa Rajabali then raised a question about a budget line item labeled "lab personnel," asking whether it referred to student teaching roles or staff from research centers.

Mr. Matt Smith asked Mr. Will Hoffert to address the question.

Mr. Will Hoffert explained that "lab and core staffing" referred to the support provided by student workers and additional staff at the Help Desk. These individuals were responsible for imaging and maintaining lab computers (both PCs and Macs) across campus. The staffing also included a "lab patrol" team that cleaned labs, consisting of students and other personnel. This staffing represented a reinvestment in maintaining campus IT infrastructure.

Dr. Mustafa Rajabali asked for clarification, noting that he was new to the committee. He wanted to confirm whether the staffing mentioned excluded personnel for teaching labs and whether it was strictly IT-related, not involving technical equipment.

Mr. Will Hoffert responded that it depended on the type of lab. He provided examples from Clement Hall and Henderson Hall, where staff members cleaned and maintained labs on behalf of the colleges or departments. He clarified that research labs and specialized equipment were typically not covered, although IT staff did service items like plotters and printers when possible.

Mr. Matt Smith and Dr. Mustafa Rajabali thanked Mr. Will Hoffert for the clarification.

Ms. Jennifer Chavez introduced a discussion about software funding and clarified that while Ms. Angie Vick had mentioned it was included in the budget, the details might not have been clear to everyone, especially new members. Ms. Jennifer Chavez explained that the TAF FY26 proposed spreadsheet, available in the Teams channel under "Files and Documents," contained a tab listing all software and the corresponding dollar amounts funded by TAF. She emphasized that the listed amounts reflected only the portion paid by TAF, not the full contract costs.

She suggested that committee members review the spreadsheet ahead of the next meeting to assess the software's relevance and prepare for more in-depth discussions about costs and contract commitments. Ms. Jennifer Chavez noted that some contracts might be locked in for three years, meaning changes wouldn't take effect until 2028. She also offered to provide historical context for other line items, like student printing and lab supplies, if needed.

Dr. Michael Allen then proposed a motion to include budget data from the past two years alongside the current year's budget. He explained that his club used a rolling budget format to track changes over time and believed this approach would help the committee understand cost increases.

Mr. Matt Smith agreed and suggested that the committee could share the last three years of budget data in a dedicated folder on the Teams channel. He also proposed creating additional documents to clarify vague line items, such as listing the specific computer labs covered under the "labs" category, to provide better context for review.

Ms. Angie Vick mentioned that although the final version wasn't yet available, the cautionary FY26 budget approved by the subcommittee was likely already accessible to everyone.

Mr. Matt Smith agreed and suggested expanding the available materials to include previous years' budgets.

Ms. Angie Vick said she would check that.

Ms. Jennifer Chavez confirmed she understood what was needed and would help make the documents easier to locate.

Dr. Lisa Zagumny asked for clarification on where the documents were stored, noting confusion due to being part of multiple Teams subcommittees.

Ms. Jennifer Chavez acknowledged the difficulty and said she and Ms. Angie Vick would work offline to organize the Teams structure and provide clearer guidance.

Mr. Matt Smith then asked if there were any additional agenda items for the November meeting.

Dr. Michael Allen raised a question about whether the budget subcommittee needed to meet before the full ITC meeting to finalize the budget. He pointed out that a chair was needed for that subcommittee and recalled that Ms. Jennifer Chavez had offered to serve as interim chair.

Ms. Jennifer Chavez confirmed this and said she would schedule the meetings.

Mr. Matt Smith concluded that having Ms. Jennifer Chavez as interim chair would allow the committee to move forward with budget approval before the November meeting, even if a new chair was elected later.

Dr. Michael Allen agreed with the plan after clarification.

Mr. Matt Smith recapped that three new agenda items had been identified for the November meeting and noted the productive discussion about improving the ITC Teams site for easier document access. With no further questions or discussion, he moved to adjourn the meeting and requested a motion to do so.

Adjournment

Mr. Matt Smith asked for a motion to adjourn at 11:59 PM. A motion to adjourn was made by Dr. Lisa Zagumny and seconded by Dr. Julie Baker. Motion passed.