



Information Technology Committee
November 20, 2025 - 11:00 a.m.
Virtual Microsoft Teams Meeting
Minutes

Opening

The meeting was called to order on November 20, 2025, at 11:05 a.m. by Matt Smith.

Attendees

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

Pre-Quorum Discussion

Matt Smith opened the meeting, stating the committee would review the agenda and minutes but could not take a motion unless a quorum was reached before the meeting ended.

Review of Agenda & Minutes

Matt Smith referenced the meeting agenda and previous meeting minutes; both sent out on November 10 by Angie Vick. It was stated that, without a quorum, no motions could be taken, but notes on corrections would be brought up at the next meeting. No corrections were raised for discussion, so it was assumed the minutes were acceptable for future approval.

Fiscal Year '26 TAF Budget – Revised After October

Matt Smith introduced the third agenda item ('26 TAF Budget Revised) and noted the document as available on Teams (General channel, under Files). He explained that after the revised budget numbers, an additional ~\$588,000 was available for allocation.

The additional funds were distributed among:

- Software for mobile credentials (Eagle card on phones)
- University projects (with a specific amount of \$128,709)
- Academic classroom renewals across campus

Members were encouraged to review the updated budget document and bring questions to the next meeting or discuss them immediately.

Budget Document Navigation

Jen Chavez mentioned efforts to consolidate previous years' budgets and make historical spending more accessible for new committee members. Feedback was requested on the usability of these documents.

Matt Smith noted there was no discussion and then demonstrated how to access the budget documents on Teams, highlighting folders for the past three years, the current year, and prior information. Members were again encouraged to review these documents at their convenience.

Attendance Updates & Achieving Quorum

Dr. Julie Baker noted that some students had been invited to join, and Harrison Simpson joined during this segment.

Angie Vick confirmed that quorum was reached, allowing the committee to proceed with motions and votes.

Approval of Agenda

Matt Smith noted that the agenda was shared with all members on November 10 and called for a motion to approve.

- Dr. Julie Baker: Motioned to approve the agenda.
- Harrison Simpson: Seconded the motion.
- Matt Smith: Called for a vote; all members in favor, none opposed.

Motion approved.

Approval of Previous Minutes

Matt Smith requested a motion to approve the minutes from the previous meeting as presented.

- Dr. Julie Baker: Motioned to approve the minutes.
- Dr. Michael Allen: Seconded the motion.
- Matt Smith: Noted no discussion and called for a vote; all members in favor, none opposed.

Motion approved.

Subcommittee Updates

Spending Subcommittee

Matt Smith provided the updates, beginning with noting the subcommittee discussing the allocation of an additional \$588,000, which was appropriated through the revised budget process. He noted in previous meetings, the ITC committee had recognized several areas where funding was insufficient, and so the subcommittee discussion focused on how best to distribute new funds to address these gaps.

Mobile Credentialing (Eagle card on phones)

Recent communications from IT about the rollout of mobile credentials have been met with strong student enthusiasm and adoption. The university entered into a five-year contract for the software, with an annual cost of just over \$62,000 (higher in the first year, decreasing over time). Matt Smith emphasized that this initiative was a significant benefit for students and a strategic investment for the university.

Academic Classroom Technology Updates

The importance of maintaining up-to-date technology in academic spaces was highlighted, noting that equipment has a limited lifespan, and regular updates are essential for quality instruction. While the committee recognized that \$1,000,000 per year would be ideal for comprehensive updates, the \$400,000 allocation was seen as a way to maintain momentum built over recent years.

Academic Projects Funding

Division leaders and academic deans submitted project proposals for consideration. The subcommittee focused on projects directly benefiting academic areas and colleges. All proposals were listed and prioritized through a voting process. Three projects were selected for funding, based on available resources (approximately \$129,000):

- Grammarly for the College of Business: Fully funded to support student writing and communication.
- Lab Replacements in Bell 224 and 226: Fully funded to ensure continued access to modern lab facilities.
- Clement AV Lab Upgrades: Partially funded (about 75% of the required amount). It was advised that Dean Slater agreed to cover the remaining cost to complete the project.

No questions, comments, or discussion followed. The meeting moved to the next update.

Innovation Subcommittee

Dr. Jason Beach provided the updates; outlining four “checkboxes” or areas of discussion: network upgrades, cost-effective lab management, responsible technology spending, and expanding access to AI tools. These initiatives aim to enhance the student and faculty experience while ensuring strategic use of resources.

Expansion of Wi-Fi 6/7 Access

The Innovation Subcommittee’s top priority is expanding access to Wi-Fi 6/7 technology in high-density areas of campus. Upgrading to newer Wi-Fi standards will help alleviate network throttling and improve device connectivity for students, especially in crowded spaces like the downstairs of the University Center, large classrooms, and lecture halls. The committee is reviewing heat maps to identify optimal locations for new routers and addressing licensing and integration challenges associated with adding new systems to the existing network. Areas utilizing VR or requiring high data transfer are also being considered for upgrades.

Hardware Replacement for General Use Computer Labs

The committee is evaluating the current hardware replacement plan for computer labs to find ways to reduce costs associated with maintaining and upgrading these labs. There is ongoing consideration of promoting a Bring Your Own Device (BYOD) approach for general-purpose labs, which could free up funds for other priorities. Specialized labs are not included in this initiative.

Ongoing Review of TAF Spending

The subcommittee continues to monitor and evaluate opportunities to sunset outdated or underutilized resources and ensure funds are used for the most impactful projects. The

committee regularly revisits spending priorities and welcomes suggestions for improvement.

Exploration of AI Platforms for Faculty and Staff

The subcommittee is exploring access to various AI platforms (e.g., ChatGPT, OpenAI, Google Gemini) for faculty and staff with the goal of providing advanced tools for teaching, research, and administrative tasks. The rapidly evolving nature of AI technology means the committee must stay informed about new features and best practices and carefully evaluate which platforms best meet campus needs.

Post-Update Discussion (Innovation Subcommittee)

Network Infrastructure & Refresh Cycle

Dr. Michael Allen commented that his class, “a long time ago,” found the fastest Wi-Fi was in Sherlock Park after conducting a spatial analysis.

Brandon Walls noted he was still learning about some initiatives, mentioning the need to coordinate with David Hales. Brandon Walls highlighted that the university is approaching a major network hardware refresh cycle (the first since COVID), potentially affecting about 20% of inventory. He suggested this is an opportunity to assess pain points and consider whether to remain with the current vendor (Extreme) or explore alternatives.

Dr. Jason Beach confirmed that the committee is in the early stages of planning and will coordinate with NetOps and infrastructure teams as the process develops. He also agreed that deploying Wi-Fi 6 access points in high-traffic areas would be beneficial.

BYOD & VDI Considerations

Matt Smith expressed strong support for the BYOD (Bring Your Own Device) initiative, emphasizing that student technology habits have evolved and that the committee should consider new solutions rather than sticking to legacy approaches. He stressed the importance of involving academic deans in these discussions, as BYOD would require procedural changes across academic units.

Dr. Jason Beach agreed, noting that the university’s help desk is well-equipped to support a BYOD transition. He clarified that the focus is on general-purpose labs, not specialized labs, and that many colleges already encourage BYOD.

Brandon Walls asked whether the BYOD initiative might expand the use of VDI (Virtual Desktop Infrastructure).

Dr. Jason Beach responded that the initial focus is on general internet access, with no preset strategies for VDI, but the committee is open to exploring options as needs evolve.

Brandon Walls cautioned that VDI should not be seen as a cost-reduction measure, as it *shifts* rather than lowers costs, and offered infrastructure support for future discussions.

Software Accessibility, Classroom Trends, & AI Evaluation

Dr. Thomas Payne shared experiences from Johnson Hall, where BYOD is prevalent, including in specialty labs. Payne noted that much of the university's software is now cloud-based or accessible remotely, making BYOD increasingly practical. He observed that the distinction between lab and classroom is fading, as most classes now require students to bring devices for hands-on work. Dr. Thomas Payne also inquired about the committee's progress in evaluating AI platforms, referencing Google Gemini Studio and other tools for creating learning spaces. He asked whether a preferred platform had been identified and offered support for further exploration.

Jen Chavez responded that ITS has formed a small committee to evaluate AI technology platforms, with plans to report findings in early spring. Chavez emphasized the importance of considering diverse use cases across colleges and involving academic units in the evaluation process. She reassured the group that, compared to peer institutions, Tech is not behind in AI adoption and that the rapidly evolving landscape makes it prudent to remain flexible.

Dr. Jason Beach agreed, noting that the volatility in AI platform development means it's strategic to avoid early, large investments in any single solution.

Data for Wi-Fi Planning & Classroom Renovation

Hunter Kaller offered congestion data to assist with Wi-Fi planning and expressed enthusiasm for the additional funds allocated to classroom renovation, noting its importance for maintaining momentum in facility upgrades.

Dr. Jason Beach highlighted the success of the CITL hybrid classroom in the library, which enables synchronous in-person and online instruction. He praised ITS for their support and noted that the space has garnered positive attention from faculty and external reviewers.

Strategic Subcommittee

Jen Chavez began the update by explaining that her group had not yet met, as she was waiting for input from the Innovation Subcommittee. Several strategic focus areas were outlined:

- Go-live for the new talent, finance, and HR system on January 2.
- Upgrade to self-service Banner 9 for student systems, with ongoing discussions about future improvements.
- Partnership with CITL to support classroom technology initiatives.

- Internal ITS committee evaluating AI platforms, with findings expected in late January.
- Review and consolidation of duplicative software across the institution, aiming for cost savings and efficiency.

The ITC committee members were invited to share feedback on software needs and usage, noting that ITS is actively identifying applications and users to inform future decisions. She encouraged members to reach out with suggestions for areas of growth or potential software retirements.

Post-Update Discussion (Strategic Subcommittee)

Qualtrics & Analytical Software Needs

Dr. Thomas Payne raised a point about Qualtrics usage for marketing research, noting that some desired features were unavailable. He recommended postponing requests for additional funding until a broader campus discussion could determine if Qualtrics is truly needed and, if so, which features are essential. Dr. Thomas Payne emphasized the importance of taking a holistic view of analytical software and database access, suggesting that these decisions are both strategic and innovative in nature. He offered to help by sharing information about current usage and identifying software that may no longer be necessary.

Software Consolidation & Feedback Solicitation

Jen Chavez responded that ITS is actively reviewing all forms solutions on campus, with at least five identified (including Qualtrics). She is working to catalog applications and users to facilitate a broader evaluation of features and needs. Committee members were invited to share feedback—either during meetings or via email/call—about areas of growth, current practices, and potential retirements. She stressed that broad input is vital for prioritizing efforts and maximizing value, reiterating that this collaborative approach is the purpose of the committee.

Dean's Group Collaboration

Dr. Julie Baker added that she has discussed software and computer lab evaluations with the Deans group. She proposed inviting Jen Chavez to present to the Deans for a more in-depth conversation about what software and labs are used, what might be unnecessary, and opportunities for improvement.

Budget Document Reminder

Matt Smith reminded members that the budget documents on the Teams site include a comprehensive list of software currently funded by TAF. He encouraged everyone to review these documents, especially while discussing software needs and consolidation. With no further questions for, Matt Smith moved the meeting to the next agenda item.

Lab Rotation & Faculty Computer Replacement

Overview & Cost

Will Hoffert presented preliminary data on campus lab rotations, focusing on TAF-funded cornerstone labs (approx. 335 labs). These labs, such as the Learning Commons and Clement Hall, are maintained on a five-year rotation cycle to ensure up-to-date software and hardware. The goal is to achieve a sustainable annual cost (~\$130,000) for lab replacements, smoothing out expenditures and avoiding large, irregular spikes in the budget. It was noted that not all labs rotate on the exact same schedule and that balancing the rotation is an ongoing process.

Departmental & Specialized Labs

Will Hoffert highlighted the complexity of categorizing nearly 7,750 devices across campus, including departmental, research, and grant-funded labs. He suggested further discussion with colleges to clarify which labs should be prioritized for rotation and which are specialized or research-oriented. The total replacement cost for all devices would be about \$1.5 million, or roughly \$294,000 per year if spread evenly.

Opportunities for Consolidation

The committee was encouraged to review the lab lists and identify labs that may no longer be needed or could be consolidated, referencing examples like the forensics lab in Johnson Hall.

Faculty Computer Replacement

Will Hoffert acknowledged the need for better categorization of faculty computers, which he noted was previously requested by Dr. Thomas Payne. Will Hoffert then suggested using the purchase planning dashboards for initial data review, but noted work was being done to make the information a little more digestible over time.

Post-Update Discussion (Lab Rotation & Faculty Computers)

Matt Smith asked for questions from the committee. With no questions, he commented that the ITC committee faces a larger strategic problem, a significant funding gap: more requests (software, computers, labs) than available resources. He emphasized the need for a strategic focus on how ITC funds are allocated, and suggested developing clear guidelines and priorities so subcommittees can align decisions with institutional goals. It was proposed that the Strategic Subcommittee add this to their agenda for future discussion as it is a critical topic for long-term planning.

Dr. Michael Allen inquired about the TAF mobile cart.

Will Hoffert explained the TAF mobile cart is available for reservation by various colleges and campus events, supporting student engagement and administrative needs.

Dr. Thomas Payne added that he and/or Dr. Julie Baker could help narrow down the lab list from the Academic Affairs side, as there are several that are not being utilized or are going away entirely. He also proposed standardizing faculty computer replacement funding to streamline the process.

Matt Smith agreed that it is a great idea to plan for replacements as a standard, university-wide operational expense.

Will Hoffert added that on the IT side, there is an “IT savings account,” which can be used to plan and fund future computer replacements for faculty and staff in different departments across campus. He noted there are restrictions on the account that require the funds to be used toward hardware replacements-not software or other unrelated items. Will Hoffert also offered to share guidance on using the account for planning, noting this is a departmental solution and not a full substitute for a centralized funding model.

Dr. Thomas Payne emphasized that consolidating faculty and staff computer replacement funding at the university level would reduce financial variance across departments. A more centralized approach would smooth annual costs, eliminate the need to set aside separate funds, and create a more predictable budgeting process. This strategy would simplify planning and ensure consistent replacement cycles campus wide.

Matt Smith noted that a budgeting change at that level would require senior leadership support but could lead to a more predictable and equitable funding. With no other discussion on the matter, the meeting was moved to the last agenda item.

Spring ITC Meeting Additional Topics

Matt Smith advised the committee that suggestions for additional topics need to be submitted 2-3 weeks prior to allow presenters time to prepare data.

Dr. Julie Baker requested the addition of the update from Jen Chavez’s meeting with the Deans regarding computer labs and software. At the request of Matt Smith, Dr. Julie Baker agreed to present the update.

Angie Vick suggested adding committee chair and subcommittee nominations for the next two-year term, with voting scheduled for March and new roles starting in July.

No additional items were requested for addition.

Adjournment

Dr. Julie Baker made a motion to adjourn.

Meeting Adjourned: 12:00 PM

Miscellaneous

Rebecca Gooch, Recorder

Documents on file with minutes:

- Meeting Agenda
- Previous Meeting's Unapproved Minutes