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Minutes, Arts & Sciences Finance and Service Committee Meeting, Tuesday, September 14, 2004

Arts & Sciences Finance and Service Committee

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**Finance and Service Committee
School of Arts and Sciences**

MINUTES for September 14, 2004
Bush 105, 12:30-1:53 pm

Committee Members Present: Don Griffin (Chair), Martina Dow (Secretary),
Dick James, Dorothy Mays, Udeth Lugo, Son Ho
Guests: George Herbst, Les Lloyd

- I. Call to Order – 12:35 pm
- II. Minutes of August were not approved at this time.
- III. Old Business

President's Budget Meeting will be today, September 14, 2004 at 3:00 pm – Don Griffin (Chair), Martina Dow (Secretary), and Dick James will attend for the Finance and Services Committee.

The party for hurricane staff is postponed for now. This gives Don time to bring the information about the work performed by the staff to the faculty meeting for the approval of a proper citation. The departments involved are Facilities, Campus Safety, Student Affairs, IT, Res. Life, Food Service, Telecommunications, and RAs. For the first hurricane, bonuses were issued for five or more hours of work. Human Resources is working on getting food coupons for Publix or the Campus Center for the group that worked the second hurricane.

IT reported on major work performed over the summer and gave a preliminary report on the IT Master Plan. Les asked the Finance and Services to offer ideas. The new Internet line is up and running and is providing six times the bandwidth we had last year. Registration of computers went much smoother this year. At this time there are less than 100 computers not registered, which is much better than last year. Over the summer, all connections in the residents' halls were tested and repaired if needed. Wireless installation began in July and all resident halls should be done by the end of October. Wireless connections will be completed this fall in Cornell Social Sciences, Crummer, Bush, Cornell Campus Center, Olin Library, and part of Mills.

The servers and the website have been upgraded. Faculty were involved with the development of the new website. There are plans for putting a plasma screen in the Campus Center with a scrolling calendar so that everyone will know what events are happening on Campus.

There will be an upgrade to e-mail system in next few months. Everyone will move over to the new system this fall. An upgrade for blackboard will also occur

Don asked about training on the new equipment for the IT staff. Les said that at this time IT is working on getting everything caught up, but then they will provide training on the Cisco equipment for those that need it; there is funding available for this training. When asked if IT is using consultants, Les says that some are brought in for a few things, but that IT handles most issues in house so the cost for consultants is minimal.

IT used three other institutions as benchmarks for the IT Master Plan. This was done to give them some ideas for future plans. The IT Master Plan committee met in November to go over the list they have compiled. Les will meet with departments concerning input on the IT Master Plan. It was suggested that Les should meet by department rather than building due to the different needs of the various disciplines.

75% of students on Campus have laptops. George mentioned PDA's and Les said that he did not see the need for them at this time. Voice over IP telephones were mentioned, but at this time the advantages of this system at Rollins were not clear.

Security for the IT systems was mentioned – Les stated that most schools use one person, who may spend about 1/3 of his or her time on security issues. However in the future, there may be the need for a full-time security person.

George said an outside peer review much like the one done for Campus Safety will be done for IT. Anyone with questions or suggestions concerning the IT Master Plan, should e-mail Les.

IV. New Business

Les Lloyd will return in a future meeting for an update.

Next meeting will be October 12, 2004 at 12:30 pm in Bush 105.

Respectfully submitted,

Martina Dow, Secretary.