Minutes of Meeting
Technical Services Committee
August 27, 1999

Convened: 1:10 p.m.

Present: Subir Chakrabarti, Dave Donaldson, Julie Freeman, Ain Haas, David Hoegberg, Bill Schneider, Michael Scott, Bob Sutton, Tom Upton, Rosalie Vermette, Jeff Wilson

I.   Introductions were made.

II.   The committee voted to have Subir Chakrabarti chair the Technical Services Committee for 1999-2000.

III.   David Hoegberg reported on the last Agenda Council meeting.

   A. Technical Services Committee will need to design a policy for distributing old computers.

   B. Changes made in Technical Services:

      1. A position for Director of Technical Services will be created with Mike Scott serving as Interim Director until then.

      2. Several of the labs have been remodeled.

IV.   Bill Schneider reported on the reorganization of Technical Services.

   A. Dean Saatkamp sent a memo, dated July 8, 1999, to the Technical Services staff regarding the planned reorganization.

   B. Bill Schneider has been made Dean of Technology and summarized the reorganization as following:

      1. Personnel

         a. A position for Director of Technical Services will be created. The director will be the liaison to the Dean's office for the Technical Services Committee. Mike Scott has been appointed Interim Director.

         b. A position for secretarial support will be created and filled ASAP.

         c. Responsibility for Network Support of Technical Services has been given to Bill Stuckey. A new job description will be developed.

d. Mike Scott will serve as the Interim Director of Technical Services until the director position is filled.

2. Dean Saatkamp has agreed to a budget for Technical Services, which includes STF.

3. Computers

a. The school received $340,000 to bring the school's computers up to date. A program has been proposed to replace a computer approximately every three years.

Joy Kramer deserves a pat on the back for the long hours she put in to get all of the new computers up and running.

b. Surplused computers

i. Some of the 486's and non-Power PC Macs will be put in the Liberal Art's surplus for home use check out with the following stipulation:

(a) There will be no technical support for 486 and non-Power PC computers.

(b) The computer belongs to Liberal Arts and will be returned to the school.

ii. All Pentiums and Power PC Macs will be put in a pool to be used for Centers, Programs, part-timers, and grad students. The committee will decide on a policy to fairly distribute the pool. Requests are to be in by September 15, 1999.

V. Tech Services status report: Mike Scott explained his view of the committee. The committee will help guide and direct Technical Services based on the goals and needs of the faculty. He also explained the different policies the committee will need to help develop.

A. Technical Services is currently working on a set of policies for the part-time employees used in the various labs.

B. Hardware & Software Support Policy Draft. This policy will limit what Technical Services will support in both hardware and software. Faculty will not be prohibited from installing their own hardware/software, but Technical Services will not support it and reserves the right to remove it if it causes problems with the current system.

VI.   Training on new computers.

     A.   A form has been created introducing the user to his/her new computer. Information will also be made available on the web.

     B.   Ongoing training sessions will be available on Fridays for both Windows and Mac. The material will be based on need and the sources drawn from the Technical Services staff and UITS.

VII.   STF requests

     A.   The committee approved Mike Maitzen's request for equipment and Miriam Langsam's request for three walk-up e-mail computer stations.

     B.   There was a discussion of implementing the new procedure approved last year to have regular deadline of STF Small Grant Requests. Requests will be due on March 1 and October 1. A dollar limit will be decided once this year's budget has been determined.

VIII.   Meeting semester calendar: September 17, 1999 at 1:00pm; October 8, 1999 at 2:00pm; November 12, 1999 at 1:00pm; December 3, 1999 at 2:00pm