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UNC TLT Collaborative
Board Meeting Minutes

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October 23, 2002
2:00-4:00
Videoconference

Present:
Board members:
Steven J. Breiner (App. State)
Sandra Huskamp (ECU)
Arasu (Nick) Ganesan (FSU)
Sharon Pitt (NCSU)
Kern Parker (UNC-A); Pat McClellan-new appointment
Kathy Thomas (proxy for John Oberlin) (UNC-CH)
Mark Sivy – proxy for Sallie Ives (UNCC)
Ray Purdom (UNCG)
Beverly Vagnerini (UNCW)
Joyce Williams-Green (WSSU)

TLTC Staff:
Hilarie Nickerson (UNC TLTC)
Laura Rogers (UNC TLTC)
Frank Prochaska (UNC TLTC)

Ex Officio Board Members:
Robyn Render (OP-IR)
Jo Ann Pearson (Alliance)
José D'Arruda (Faculty Assembly)

Other:
Henry Schaffer

Absent:
Derrick Wilkins (ECSU)
Brenda Shaw (NCCU)
Margaret Mertz (NCSA)
Tamrat Mereba (proxy for Dr. Rodney Harrigan) (NC A&T)
Tom Jackson (UNCP)
Benjamin M. Coulter (WCU)
Betsy Brown (OP-AA)
Mary Reichel (ULAC)

Initial business
Approval of September 19th minutes will be deferred until the November meeting.

Alliance Update Report

Jo Ann Pearson reported:

Banner:

- Campuses identified project leads and sequencing order for implementation.
- Campuses to bring feedback from campus functional groups
- Subcommittee of Alliance Board looking at the hardware systems on which Banner operates
- Technical assessment is underway. Then SCT will visit with each campus to discuss migration plan
- Doing Business Process Analysis
- Processes have been identified, SCT will take processes and see where commonality exists

UNC Data model:

- Laura Young identified as project lead
- Task force has been named and charged
- Have financial model to report data dynamically
- Should be implemented in July 2003

Prospective Student Portal:

- Campus Pipeline acquired PSP, it will be integrated into complete portal for campuses.

Faculty Assembly Update Report

José reported:

- Next meeting will be held in November
- Robyn and Frank met with the Faculty Assembly at the last meeting
- Will be involved with the BoG Technology group (see Robyn's update)
- Mapped out strategy for the rest of the year:
- Minimum requirements for technical needs of faculty on campus
- Studying wireless vs. hardwire for faculty needs
- Open to be involved in the TLT Conference. The conference has the full support of the Assembly

Division of IR Update Report (Robyn)

Robyn Render reported:

- Reminded group that we are close to the conclusion of the expansion budget biennial process for FY2003-2005
  - Healthy set of requests submitted $92 million in the IT section
  - The requests will be prioritized in these groups:
    - Requests for security components, network and security
      - expands out to broader requests for IT infrastructure: classroom equipment to network
    - Information systems and Data Management: includes licensing of Oracle and hardware necessary to run the systems, hardware and software for campuses converting to Banner. Equal dollar amount for campuses not converting.

- Research in high performance computing in support of MCNC and for campus specific requests
- Professional development and training: allocate $1K per IT support individual (not just those working for central organization).
  - Not guaranteed money, but the request will be put forth

- Board of Governors (BoG) committee on IT will focus on the future of information technology and will make formal recommendations to BoG.
  - Charge for committee:
    - University requirements of services for MCNC: re-evaluation of necessity of services, then re-endorsement of services. They are close to completing the review. Still need direct feedback from users. Faculty Assembly will help provide feedback via video conference to take place before the end of the Fall 2002 semester.
    - Respond to the Governor's commitment to efficiency. Official report to come out in December. Committee will respond.
    - Begin the next iteration of the IT strategic planning. Draft guiding principles regarding what the next round of IT strategic planning should revolve around.

Discussion on and vote to adopt Strategic Plan
Laura Rogers reported:
- Mission and Vision statements were presented in bullet and paragraph form. The group consensus is to go with the bullet version.
- Laura asked the Board to check bullet version to make sure all ideas from paragraph version are captured in the bullet version.
- Laura invited other comments about the strategic plan.
- Motion to approve strategic plan as drafted
- Motion carried. Proxy votes from: Margaret, Tom and Ben
- Robyn commended the Board for work on the strategic plan. She indicated the document is critical and timely.

Election of Kern Parker's replacement on Planning Committee
- Because Kern is leaving the TLTC Board and being replaced by Pat, we need to replace Kern on the planning committee
- Ben Coulter was elected to the planning committee

Select date for December face-to-face meeting
- The next face-to-face meeting will be held on Dec. 16 at GA. It will replace the Dec. 11 videoconference

Discussion on Spring 2003 TLT Conference
Frank Prochaska reported:
- Review of the conference last year:
  - Last year conference was held the 2nd week of April
  - 235 participants, 50 more than the year before

- o More than half of the presentations were from Faculty members
- o Total cost: $76K
- o Charged $60 registration, raised $13k
- o TLTC paid $63K – about $250 per participant
- o Planning committee began late last year (January), so timelines were very short
- This year we want to get off to a quicker start
- Hilarie has put together an initial plan and timeline, some to be addressed today:
  - o Window of dates?
  - o Location?
  - o Number of participants?
  - o Co-sponsor with Faculty Assembly?
- Program committee
  - o Names have been sent to Hilarie from campuses, along with others
  - o Identify responsibility of the program committee
- Faculty Assembly suggested last week of March, first 2 week of April
- Each Board member should check for conflicts on their campuses. Hilarie will send out a note requesting feedback regarding dates.
- Total length of conference:
  - o 2 full days that run for 3 days: noon to noon
- Location: Koury Center vs. other venues
  - o Centrality of location works well for most
  - o Cost per person was nominally higher (by just a few dollars) to go to Koury vs. the Wilmington facility, but no registration fee was charged for the Wilmington conference
- Frank suggested increasing the fee from $60 to $80 or $85
- Planning may be tricky because there MAY be budget reversions again this year
- May plan to be conservative
- Could we save money by having the campuses provide AV equipment?
  - o Frank estimated about 10K for cost of AV for 6 rooms.
- Should conference be shortened to a day and a half? Program committee should discuss this.
- Discussion items:
  - o Size of audience: should we have more people attend?
  - o Should we look into inviting vendors attend (and pay a fee) Frank talked with UNC CAUSE people who were on the vendor committee. They indicated that it's difficult and time consuming to do correctly for the number of dollars it brings in.
  - o A consultant could be hired to manage conference and negotiate with vendors.
  - o Frank and Hilarie will consult with a professional conference consultant to explore possible fee for our conference.
  - o Robyn indicated that vendor want quality time with participants.
  - o Perhaps focus on a small targeted group of vendors.
  - o Vendor could partner presentation with campus
  - o Staff will consider comments and figure out which way to go

- Responsibilities of the program committee
  - Select theme and topics
  - Identify and contact keynote speakers
  - Decide what kind of activities are most useful at conference
  - Come up with schedule of events
  - Review proposals
  - Steve, José (Faculty Assembly), and Ray volunteered to be on the conference program planning committee
  - Will ask ULAC if they want to have an official representative, although there are librarians on program committee.
  - Should ask Faculty Development Committee of Faculty Assembly for a representative on the program committee.
  - Additional members will be added to help review proposals
  - Frank will work with Joyce and Sandra to identify a chair of the program committee

New Business
  - Henry: District court ruling that websites aren't covered by the ADA.
    - Campuses come under other laws that apply to higher ed.
    - We may hear from clients who want to avoid making their sites accessible.
  - Steve noted:
    - We need to update committee list on TLTC web page
    - We need to post by-laws on the TLTC website
  - Another video conference scheduled for next Wednesday, Oct. 30 from 2-4

Adjourn
Meeting adjourned at 3:50