

Technology Advisory Committee

Meeting Notes – September 14, 2026

Virtual ZOOM 1:00 – 2:00pm

Attendees:	Tarana Chapple, Annette Perot, Steph Roach, Michal Manneh, Yoseph Demissie, Alexis Arreola, Erica Reynolds
Guests:	Zac Russi

Topic:	Comments:
Introductions	Introduction to Zac Russi. Still needs to be appointed
IT updates	Mitel phone system to Zoom Phone: - Existing physical phones will continue to be used and will receive the necessary Zoom software/firmware updates. - Zoom will also provide an optional soft-phone capability, allowing users to make and receive calls through the Zoom desktop client or mobile device. - Additional training/webinars are planned for October and November, with a possible session in December.
Classroom and Lab Technology Updates	Technology upgrades and ongoing projects, including: - Replacement of computers in Building 14, Rooms 101 and 105, replacing computers that were more than ten years old. - Upgrades to eight monitors in the Cosmetology classrooms/labs in Building 5. - A major technology upgrade in the Photography Lab (Building 4, Room 11), replacing a projector/system that had been installed around 2011.

	Continued work to update digital media labs and other instructional spaces across campus.
Resource Requests for Technology Needs	The committee agreed that submitting resource requests is currently an important way to: - Document technology needs; - Establish a record of replacement requirements; and - Allow IT and leadership to evaluate priorities when funding becomes available. Purchasing Process: IT reminded the committee that technology purchases should be routed through IT rather than having departments independently purchase equipment from vendors such as Best Buy or Amazon. This ensures that: - Equipment meets institutional requirements; - Appropriate pricing and specifications are used; - Licensing and compatibility are addressed; and - The amount requested accurately reflects the actual cost of the required equipment.
Technology Donation Guidelines	The committee discussed developing a technology donation rubric or set of guidelines. Potential guidelines could address: Age and expected useful life;

	• Device condition; • Required accessories, including power adapters; • Operating system and software compatibility; • IT support requirements; • Licensing requirements
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