FERRIS STATE
UNIVERSITY

June 20, 2012 – FLITE Technology Meeting Minutes

Chairperson: Scott Garrison

Present: Scott Garrison, Scott Claerhout, Kristy Motz, Emily Mitchell, Brent Kundinger, Leah Monger, Randall Schroeder, Sharon Hamel, Andrew Peterson, Rick Bearden, Mike Johnson, Kris Tessin, Josie VanAvery.

Topics for Discussion

Brief Updates:

Discovery system vendor presentations
Scott noted the Summon presentation on 6/18/12 and that there will be 2 other vendor presentations to come regarding this venue.
Action: Fran will notify personnel of future meetings with the other vendors.

Status of Bill and Rodney for FY12-13
Scott stated there will be funding from carryover amounts that will pay the salaries for Bill & Rod for one more year and he will pursue permanent funding.
Action: Josie will prepare the PAF for each and transfer funds to the appropriate accounts.

Printing/Copying RFP update-Rick
Scott noted that the current contract expires this month and we will be looking to review proposals sometime next week.

Rick gave an update regarding the required pre-bid vendor meeting for the RFP on printing/copying. Rick accompanied the group of vendors around FLITE to provide a view of our printing/copying needs. Rick noted that we are looking to review the proposals sometime next week and that the RFP was written in an open manner so it will be a challenge to correlate the proposals. Rick also noted that it is important that the proposal explicitly be constructed to allow for the addition of other colleges to join in on the proposal.

Currently, there are 5 colleges that would like to be onboard with the program but Rick thinks it would be advantageous for the university if all students printing were the same. He noted they will look to simplify it for students' by eliminating the cards and streamline the process through the student's account. They want to make it easier for the colleges to be onboard. It will still contain dedicated personnel from the vendor but we may be able to drop the service to be part-time personnel. Rick would like a higher

quality service but noted there is a need to bring the price down. Attendance at the pre-bid meeting was required of the vendors in order to submit a bid.

Scott noted there were 7 vendors interested and that FLITE is agreeable with coordinating the contract.

Scott also noted recognition to Rick and Scott Claerhout for their presentation to Deans' Council. Rick mentioned they would like for the students to have a unified print/copy program across campus as well as in Grand Rapids. There were inquiries as to what service Rick is looking for with the vendors. Rick noted he was looking for a flexible program.

Scott Claerhout suggested that other computer labs within close proximity of the open computer labs, that have pay to print systems, should have the pay to print feature installed. This will help generate revenues from lab/classroom spaces that traditionally don't offer a printer within the room.

Update on Millennium>Sierra Migration- Rick/Kriss/Leah
Leah noted that the Sierra update originally scheduled for September 2012 was delayed to a November/December timeframe. It was suggested that the update was preferred to have it November 17 rather than December 17; Leah so noted that to the vendor.

Rick stated they are making progress on the Millennium upgrade.

Kristy inquired about the transition of Millennium to Sierra and Rick noted that it would be a smooth transition with a down time of 5 or 6 hours.

FLT-119 Adaptive Technologies Lab update - Brent
Brent stated he replaced 5 of 7 machines in room 119 with 755's and added the new Jaws and Kurzweil 3000 software. Two old machines are still being used but updated with software.

Brent mentioned that Rick is housing the licensed software on the Iliad server. Brent emphasized that the Duxbury software needs to be updated and noted that Ann will do a walk through and update the signage designating the new software. Brent will update the website.

It was reported that there are problems with the Epson scanners working with the 64-bit Windows 7. Some twelve-year-old scanners are still working but eventually will need replacement. To date, 6 new scanners are needed.

Status of FLITE's $25,000 one-time technology funding
Funding was transferred to FLITE and distributed to the appropriate department.

The KVM server was ordered. Wireless networking is another possible use for the funds.

Rick noted that it will cost $15,000 to replace the connections for the wireless.
Rick also stated a server needs to be replaced and he will acquire a quote.
Kristy suggested digital-signage and Scott G. proposes a group made up of the building partners to discuss digital signage interests and craft a proposal to present to the Provost's Office for the second-time funding opportunity.

Discussion points for Scott Garrison's first meeting w/John Urbanick & Scott Thede (meeting will immediately follow the technology meeting)

- Scott C. noted there will be a switch from Novell to Active Directory.
- Rick noted LDAP and made suggestions regarding the switchover.
- Scott C. suggested that the switchover should be done in stages.
- Mike noted the students will still have access to their class folders through Novell.
- Rick noted mobile-device printing is a target to research but there is no immediate solution. He also noted the unpredictability of knowing where the campus is going with the print/copy segment and the printing system is evolving as far as charges to the students.
- Scott C. noted that the Bradford wireless connection upgrade will occur when the issues with the wireless at FLITE are resolved.
- Mike noted the router for wired connections was original but switches were upgraded in 2010.

Other business/roundtable
The personal computer replacement program was approved again this year. Criteria have not been determined. It was noted that last year it was 4-year-old faculty & staff computers.

Meeting adjourned at 11:00 a.m.

Next FLITE Technology Meeting

July 18, 2012 / 10:00-11:00 a.m.

Respectfully submitted by Josie VanAvery