

AGENDA/MINUTES

MTIS Cluster Meeting

3/26/14

2:00pm

LL102

ITEM 1. DEVELOPMENT DAY WORKSHOPS - STAFF REPORTS

- Discussion: Managers and MTIS staff gave reports on the following Development Day workshops:
- Ricardo Reyes – *An Overview of the College Budget and Who Let the Dogs Out/The Tales of DSS*
 - Willie Ford – *Nearing Retirement in the FRS*
 - Yvette Hernandez & Rick Kleinbauer – *What Hiring Managers are Noticing About You Right Now*
 - Mac McDowell – *The Master Plan for the Loxahatchee Groves Campus*
 - Jenn Bunnell & Victor Lopez – *PC Refresh for Microsoft Windows: Focus Group*
 - Lydia Runkle - *Gentle Yoga Flow*

Data/data source: (where appropriate)

Action: none

ITEM 2. MTIS CATALOG – DATABASE CHANGE

- Discussion: Group discussed the need to upgrade the media collection database due to a discontinuation of current server. Everyone agreed that they liked the current catalog system's functionality and ease of operation.

Data/data source: (where appropriate)

Action: Managers will meet with the College Webmaster and move forward with upgrading the system.

ITEM 3. BRING YOUR OWN DEVICE UPDATE

- Discussion: Group discussed the necessity of limiting the types of personal devices that can be used in classrooms. The college/MTIS cannot support every device. Even with adapters, some cables do not support audio. Upgrades to HDMI capabilities will have large impact on MTIS budgets.

Data/data source: (where appropriate)

Action: Media Managers will submit a letter to Provosts requesting MTIS involvement in future equipment upgrades to HDMI, etc.

ITEM 4. STREAMING MEDIA - HOSTING

Discussion: Managers met with 3 vendors interested in hosting e-learning and media streaming formats.

Data/data source: (where appropriate)

Action: Managers will review and determine which product to implement. They will schedule meeting with IT for follow-up on capabilities and cost effectiveness of either purchasing a server or going to an outside host.

ITEM 5. WEBEX UPDATE

Discussion: LW MTIS tested the WEBEX conference system on recent HR workshops using a web cam and a microphone. Features include the ability to share the screen with a PPT and to track users. Logging in with the meeting number allows access to 100 users.

Data/data source: (where appropriate)

Action: PBG and BR campuses would like to test system.

ITEM 6. BUDGETS

Discussion: Managers discussed current budget issues and purchases at each campus. Items included: retrofitting classrooms, cost of converting to digital, Phoenix system, and requests for additional personnel. Costs to upgrade classrooms to digital could be up to \$2000 per room and this would greatly impact current budgets.

Data/data source: (where appropriate)

Action: Departments need to plan future budgets that will support retrofitting equipment and new technology upgrades.

ITEM 7. FEE SCHEDULE UPDATE

Discussion: Discussed updates for college's fee schedule. Suggested increasing charge from \$35 to \$50 per hour for media tech and camera operator support during an event.

Data/data source: (where appropriate)

Action: Willie will submit this change to the college fee schedule upon approval by each campus Provost.

Attendees:

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|------------------|-----------------------------|-------------------------|
| Willie Ford | Chris Cobb | Ricardo Reyes |
| Mac McDowell | Jerimiah Ayala | Daniel Ibanez-Yachelson |
| Jhanak Thapaliya | Billy Reddy | Yvette Hernandez |
| Jenn Bunnell | Victor Lopez | Rick Kleinbauer |
| Lydia Runkle | Lisa MacMullen | Ivette Ramos |
| Stephanie Cohen | Sharon Bethea <i>scribe</i> | |