Northern Virginia Community College  
Information Technology Committee  
April 26, 2019  

eMeeting Minutes

Present: Bartley, Christian D.; Bohnstedt, Kathy; Canfield, Barbara; Fanelli, Lyle; Gage, Jacqueline; Haggray, Annette; Harper, Elizabeth; Hilbert, Pam; Lerner, Jennifer; Noor, Ahmad; Sachs, Steve (chair); Sinner, Allen; Srinivas, Karan; Winner, Kristine; Wood, Scott

Dr. Sachs reviewed the Agenda. The Committee approved the minutes of the March 22 meeting.

Dr. Sachs reviewed the most recent draft of the annual college technology plan. He noted that he had sent the earlier committee draft out to Deans and Provosts for review, but failed to attach the actual plan to the email. However, he got no feedback that an attachment was missing and no feedback for the plan. He said that he will send it out after the committee meeting to get any feedback prior to it going forward to Administrative Council. He pointed out that the current plan is based on enrollment remaining at the 2018-19 level. If it were to drop by 2%, that would reduce the funding available to the plan by more than $136,000 since the plan is primarily funded through the student technology fee. He noted that there had been quite a few changes in actual projected costs since the last committee meeting (even quite a few from VCCS this week). These represent cost changes and not any new items. Many of the changes were the result of being able to pre-pay items with year-end funds and finding a few items that were either duplicates or items that still had multi-year payments in place so no bill would be due in FY2020. There were also quite a few changes since actual costs were starting to come in for the VCCS centrally paid items. We were able to prepay some required hardware costs that the VCCS required us to make, so that reduced the amount for FY20. There are still several major cost figures that have not been finalized. These include the cost of Microsoft Office and the cost for ZOOM. While the amounts in the plan should be adequate, we do not know at this time. As currently drafted, the plan has a surplus of $65,167. This is currently listed as a reserve. Dr. Sachs proposed leaving the reserve to cover any under-enrollment or in case the final costs for items in the plan come in much greater than budgeted. If the surplus remains through the Fall, the new Information Technology Committee should consider allocating the first $50,000 to the campuses/units in October/November.

He reminded the committee that the plan had already cut $242,941 in one-time funds from the campus/unit allocation. The rest would be used to prepay FY21 items to make more funds available for that year’s technology plan. The Committee approved the technology plan for submission to Administrative Council for final approval.

After approving the technology plan, the committee discussed how the $605,411 in campus/unit technology plan funding should be distributed. Dr. Sachs pointed out that there was discussion at Administrative Council last year about whether the new IET Provost should receive an allocation since the other Provosts/campuses receive one. It was decided for FY19 that he would not receive an allocation since he would have to negotiate for space to put any equipment or software. After considerable discussion, the committee will recommend that the distribution of funds be based on FTES with credit for IET enrollments split between the 5 comprehensive campuses and IET Provost since those students and the campuses are still served at the campus level. NOVA Online enrollments will be duplicated in the campus totals. The committee felt that the IET Provost could argue for a larger share of funding at the Administrative Council.
The Committee continued its review of feedback on the Strategic IT Plan from the college community. The discussion focused on feedback emailed to the special email address for strategic plan comments. The committee discussed every email and comment. As the comments were reviewed and compared to the draft plan, a number of edits and additions were made to the plan. In some cases the comments were either too specific to be included in the plan or were operational and would be referred to the appropriate IT staff.

Dr. Sachs reported that the logistics for doing the short in-class technology survey were too complicated to have it completed this year. He said they would try again for an in-class survey next fall. The data suggests that those without a computer or internet access were not fully represented. The committee discussed the results very briefly with respect to any changes needed to the Strategic IT Plan. No one saw any obvious changes or additions needed based on results from the survey. However, next year’s ITC can review the data in more depth and make recommendations for amending the plan if needed. The committee approved the final draft of the Strategic IT Plan for submission to the Administrative Council for approval. Dr. Sachs will send out the plan to the faculty and staff as the final draft and indicate that any comments can be sent to him or Provosts prior to its consideration by Administrative Council.