Information Technology Planning Council  
March 5, 2014  
Meeting Minutes

In attendance: Jerry Waldron, Teresa Nakra, Eileen Alexy, Sunita Ahlawat, Yuji Tosaka, Daniel Bowen, Arti Joshi, Laurel Wanat, 2 students from SG

Ex officio: Allen Bowen, Jeff Kerswill, Shawn Sivy, Jeanette Wolinski, Sushma Mendu

1. February 19, 2014 meeting minutes approved.

2. Data security awareness training video system presentation by Allen Bowen. Council members uniformly liked it and thought it was valuable.
   a. discussed how to implement this for both faculty and students
   b. could be required of faculty in the same manner as Ethics Training and other similar programs
   c. requiring training for students might be more difficult; would need to be implemented in a rolling manner. Could possibly work in Freshman Seminar format, IDS Information Literacy requirement, Freshman Orientation

3. IT Budget presentation by Jeff Kerswill
   a. $1.3 million yearly budget of institutional commitments for hardware and software, including server maintenance
   b. annually at budget preparation time, commitments are verified
   c. process is transitioning from a fixed allocation to a request-based process; last year’s request was not approved in full. Existing commitments had to be trimmed to fit to the smaller amount.
   d. in the current fiscal year, there are higher-than-usual costs for computer replacements, because some high-end computers were replaced this year out of replacement cycle.
   e. 1600 computers on a 4-year replacement cycle; 2500 total computers on campus
   f. current media replacement cycle funds total $125,000 (50% reduction over the past few years)
   g. as recently as 2007, the campus IT budget was $2 million
   h. IT contingency fund of $125,000 handles unforeseen items (including Lynda.com pilot)
   i. Needs are being handled right now on a per-project basis – requests are handled in a one-by-one manner. Canvas was approved in this manner, for 3 years of approved funding. After that date, it will need to be approved as an institutional commitment.
   j. Wireless budget was approved for $2 million by cabinet, but without long-term maintenance planning.
   k. $1 million earmarked for STEM building technology from Bond expenditure; the maintenance for that will move back to the IT budget in a few years.
1. Strategic, long-term planning needs to be addressed
m. baseline growth for maintenance has not been approved (approximately \%3-5 per year)

n. members discussed the possible role of the ITPC in advocating for IT funding -- what should be the role of ITPC in advocating for IT budget needs with Cabinet and other strategic financial planning?
o. across most colleges, IT usually represents 6-7\% of the total college budget; the percentage of IT as part of total budget at TCNJ should be determined

4. Membership invited to submit strategic budget priorities for IT in budgeting process for submission in May and June