

CJC Technology Committee Meeting Minutes
September 23, 2021 3:00-4:00pm

1. Call to order at 3:02pm.
2. Harrison Hove elected chair.
3. Minutes from previous meeting approved.
4. Classroom support: Merrill mentions updated clarification on classroom support issue. We can no longer call UF classroom support at the hourly rate, they will not service our classrooms unless they have a contract for the CJC classrooms in question. Merrill recommends paying for UF Classroom Support because it would add a significant load to CJC IT, if internal IT had to run classroom support and update all equipment in these rooms. CJC IT would also likely need additional employee(s) to handle the burden. Committee members talked to chairs about issue. ADV was concerned about giving up room control even with first window priority, wants/needs flexibility. PR was also concerned about letting registrar control classrooms in question, even with CJC-promised scheduling priority in first window. JOU was less concerned about registrar controlling these classrooms.

Merrill broke down the three main options with the classroom support issue.

Option 1 (High Control/Increased One-Time Upgrade Expense and Increased Annual Service Expense): CJC maintains booking control of all 15 classrooms and signs a service contract with UF's Classroom Support. CJC will be responsible for bringing all rooms up to the service equipment standard (roughly \$57,000 with a 5 year lifecycle) as well as an annual service contract fee (\$15,050).

Option 2 (Moderate Control/No Upgrade Expense and Moderate Annual Service Expense): CJC maintains booking control of 9 classrooms (1070, 2008, 2058, 3024, 3028, 3032, 3215, 3219, 3324) and signs a service contract with UF's Classroom Support. The remaining 6 classrooms (G030, 1074, 1078, 1090, 1098, 3020) the registrar would control, while allowing for CJC priority booking. The costs associated with the registrar maintained classrooms would fall to Classroom Support. Saving the CJC \$5280 annually in service contracts and roughly \$21,000 to bring the equipment up to service level. CJC would still have roughly \$10,000/annually in classroom support expense but all classrooms would have UF Classroom Support service.

Option 3 (Total Control/Maximum CJC Expense-All Upgrade Expense and New Personnel Needed): CJC maintains all control over classroom booking. No service contract is signed with Classroom Support and all support falls to CJC IT. This would require an additional hire to cover the extended support hours (7am-10pm) and workload (roughly \$80,000-90,000 with benefits).

Committee recommended 2-1 to pay for classroom support, absorb upgrade costs, and maintain control of classrooms in questions (Option 1). One committee supported classroom support and letting registrar control classrooms with first CJC maintaining priority in first

window scheduling in these classrooms and savings on upgrade costs (Option 2). No voting supported the idea of letting CJC IT absorb the work (Option 3).

5. Open access on 3rd floor to faculty wing. Randy Wright updated the committee and explained all doors were locked during Covid-19. Graduate Studies, 2nd Floor/Dean's Suite, and Flannagan wing have all unlocked doors during special business hours. After a brief discussion, committee voted 3-0 to recommend unlocking 3rd floor faculty wing doors from 8am-5pm Monday-Friday.
6. Adjourn at 3:54pm.

In attendance: Alpert, Hmielowski, Hove, Merrill, Wright.