

## Standing Committee Annual Report

Name of Committee or Council:

Technology Committee

Chair

John Blake

Meeting Dates in Current Year:

See List Below

### Major Actions or Accomplishments:

Full Committee Meetings were held on the following dates:

2010: 9/16, 11/10; 2011: 3/23, 5/2

TAF Fund Allocation Subcommittee Meetings were held on the following dates:

2010: 11/3; 2011: 3/30, 4/6, 4/13, 4/20, 4/21

#### Actions/Accomplishments

##### Fall Term, 2010

- Allocation of carryover Technology Access Fee funds for projects proposed for 2010-11 on the main campus and at the AP Center at Fort Campbell; notification sent by the committee chair to people who received funding.
- New proposal forms were developed and used for the 2010-11 cycle. By asking specific questions, the new forms were intended to give more uniform information to the committee and to help people submitting proposals recognize needs such as shipping and installation costs and the need for prior approval from the legal office for contracts.
- The committee chair assisted with 2010-11 purchase orders; with carryover funds available, the committee was asked to consider increases in funding needed for specific projects due to prices. Electronic voting was used to streamline the approval process.
- A Virtual Laboratory Subcommittee was formed.

##### Spring Term, 2011

- Committee members reviewed over 150 proposals submitted by faculty and staff totaling over \$5 million in requests and allocated over \$2 million in Technology Access Fee funds for projects. Notification sent by committee chair to people who submitted proposals.
- At requests of department and lab managers, the committee considered numerous requests for funds to cover lab budget overruns and to make emergency repairs / replacements of lab equipment. Electronic voting used to streamline this process.
- The Virtual Lab Subcommittee made visit to Jackson State Community College to be shown applications of this technology.

June, 2011

- Committee work has continued into the summer. The committee chair has reviewed purchase orders submitted to confirm that items being ordered were items in proposals approved by the committee; large batch of purchase orders reviewed, approved, and passed on for further processing and purchase after July 1<sup>st</sup>. Committee members have responded to several issues sent out by the chair for electronic voting. More purchase orders are being sent in and processed throughout the summer months.

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The task of reviewing proposals and allocating TAF funds is not a small task, and this activity dominates the agenda of the Technology Committee.

Special thanks are due to the following people who do the work of this committee.

**Stephanie Taylor** (Office of Information Technology) provides invaluable support and spends long hours on work for this committee that is well removed from her official duties as Network Manager. Having worked with the committee since its inception, Stephanie provides much needed help and support to the committee chair and to committee members who spend a comparatively short time on this committee. Her efforts help ensure that there is continuity in practice from year to year. In addition to the advice, help, and support given, Stephanie spends many hours doing dull but vital work such as transferring information from individual proposals to a spreadsheet which is used for budget allocation.

**Donna Johansen** (Business Office) manages the accounts and provides vital support to the committee and the university in keeping track of TAF funds. Generally, faculty members are not experts on budgets and accounting practices; Donna provides that much needed expertise. She, too, has worked with this committee for years and helps to ensure that there is continuity in practice from year to year.

**Crystal Emmons** (Office of Information Technology) agreed to chair the Virtual Laboratory Subcommittee. She arranged the trip to Jackson State Community College and is responsible for other activities in this area.

**Kim Traylor** (Office of Information Technology) helps this committee by taking minutes and performing other necessary support functions.

Throughout the year, the Help Desk Manager **Jeff Walton** (Office of Information Technology) and **Charles Wall**, Director of the Office of Information Technology, work with and do much to support the mission of this committee.

Finally, thanks are due to committee members, the voting members who have responded to countless requests for votes throughout the year, and to the people who served on the subcommittee for allocating TAF funds, a task that takes extra time and effort. I appreciate their work and support.

John Blake, Chair, Technology Committee