



## December 19, 2012 – FLITE Technology Meeting

---

**Chairperson:** Scott Garrison

**Present:** Scott Garrison, Josie VanAvery, Sharon Hamel, Kristy Motz, Kriss Tessin, Emily Mitchell, Andrew Peterson, Leeann O’Neal, Rick Bearden, Leah Monger, Scott Claerhout.

### **Topics for Discussion**

#### **Status of FLT 121 – Scott Claerhout**

Scott C. noted he did not receive his keys for FLT 412H. He also noted a delay with moving all equipment out of 121. He will definitely pursue progress before Spring Semester starts.

**Action:** Josie will check the status of the keys as well as initiate door changes between FLT 121 and 412H.

#### **Status of PaperCut Conversion**

Rick noted most issues have been resolved regarding the Sierra migration and he doesn’t foresee any major problems. He also noted the Sierra migration is at 90 percent completion. Rick stated that he is working with Jenny from Ricoh to make the transition and that the software is in place but he was waiting for the hardware to be delivered.

Scott C. inquired about the time frame of the conversion and Rick thought it would be after the holiday break. Scott also inquired as to whether there will be individual help from Bill and Rod.

Kristy inquired about the card process with patrons. Rick reassured that the process is in place for assistance when printing is needed. Rod, Bill, Emily, John Ruark, and Lyle will be available to assist students with the transfer of funds from their accounts to allow printing.

Rick reported the drivers are the hold-up.

#### **BRCL Temporary Location**

Scott G. reported that due to the renovation plans of the Big Rapids Community Library, it is increasingly likely that the BRCL will be temporarily moving into FLITE. Concerns of servers and IP addresses need to be addressed as well as the impact on the catalog system.

Kriss discussed the possibility of moving the BRCL servers over to FLITE and Scott C. noted concern regarding space.

Scott G. noted that Miriam Andrus from BRCL will be visiting January 11 at 3:00 to view the prospects of the temporary relocation.

Rick noted concerns regarding the resources available to accommodate the move for BRCL.

Scott G. noted that there is time to give it some thought and feels it is possible and probable.

Emily inquired why there was a need for BRCL to bring in their public computers.

Scott C. stated that IT would be able to help with the filtering.

#### **Smart Technologies Interactive White Boards/FLT 405**

Joe Strohkirch recommended to Scott G. to send the Smart white boards to the used equipment sale or dispose of them as they are not current products and would not be a good addition to any current campus location.

Scott G. noted that they were not used very much in 405 except perhaps as a white board and he would like to use them simply as a white board out on the floor for students. He would like experiment by placing them on the lower and second level and see if the students use them in group discussions.

#### **Port Situation @ FLITE**

Laurie has started the research and submitted an update of her progress to Scott G. Scott G. suggested that after testing of a port, a green dot should be placed at the position if it is a working port. Scott C. suggested that the tested ports should also be differentiated from the non-tested ones.

Rick suggested that identification should be made of the ports that have been previously identified with a green dot but do not presently work so that our technicians may fix whatever might be the problem.

#### **Other business/roundtable**

Sharon noted FLT 405 is just about cleared out for the renovation. There are some chairs that were removed from 405 that will be available to other areas of FLITE.

Scott G. inquired about when FLT 446 would be available from IT because FLITE needs that room before the Rankin Center closes for renovation.

Scott C. stated that they are awaiting furniture delivery to the West building and that FLT 446 should be vacated sometime during spring semester. He would forward information as soon as the vacancy is completed.

Leeann noted that the personal computer replacements will not be completed until after the holiday break.

Rick noted that everyone needs to check their telephones for incoming and outgoing calls since the change to the PBX system. If there are any problems, the faculty and staff need to call extension 2901.

Kriss reported Sierra seems to working well.

Leah noted that she attended a meeting on the newly proposed email systems and that it was suggested to her to encourage everyone to attend the sessions that explain the proposed products. IT is reviewing different vendors and requests everyone who has reviewed the systems to fill out a survey so that IT may get some feedback as to which one is favored.

Scott G. noted the plans to remove the desk on the fourth floor bridge and placement of new furniture. The purple-pink chair that is currently on the bridge was sent over by Karen Simmons and is on a trial basis.

Scott G. noted that he is planning on a meeting with Mike Hughes and the building partners in January to discuss digital signage. Scott G. will forward more information in the future as he receives it.

**Next FLITE Technology Meeting**

**January 16, 2013 / 10:00-11:00 a.m.**

Respectfully submitted by Josie VanAvery