I. Call to Order and Determination of Quorum

The meeting was called to order by Tracy Stanley at 9:05am.

II. Roll Call

Members Present:

David Rosi, Drew Davidson, Amina Jama Warsame, Ignacio Bautista and Tracy Stanley

Members Absent:

Maddie Coy, Lisa Matye Edwards, Davis Boswell, Mikayla LaFontaine and Roxana Ahmadifard

Advisory Representatives Present:

Megan Wiggins

Advisory Representatives Absent:

Brandon Ray

Guests:

Kim Salsbury and Garry Lienhard

III. Approval of Agenda

Ignacio Bautista moved to approve the April 27, 2015 agenda. Drew Davidson seconded the motion; all were in favor, none were opposed and none abstained. Motion passed unanimously.

IV. Approval of Minutes

Drew Davidson moved to approve the March 12, 2015 meeting minutes. Ignacio Bautista seconded the motion; all were in favor, none were opposed and none abstained. Motion passed unanimously.

V. Reports

a. Chairperson- Tracy Stanley

Tracy reported that all of the Learning Commons computers are installed so this does not have to take place during this quarter or in the summer. Drew Davidson reported that he's talked to staff and faculty in the Library and they are very pleased with the updates and smooth transition.

b. Other Members

Drew Davidson didn't have an update but wanted to get an update on how the "Whisper Room" (a recording/editing booth in the Learning Commons) was coming along; the Committee voted to help cover the costs for this at the November 20, 2014 meeting. He had heard that there aren't outlets already in place in the space they wanted to put the room and this was holding up the process. Tracy Stanley reported that she knows the computer, software and the booth itself are on campus

and ready to be installed. Drew will follow up with Melinda Weatherford, the Faculty Librarian and project coordinator for the booth, to see what the timeline looks like and will report back at the next meeting.

VI. Old Business

a. Darlene deVida- Monthly Lab Spending Report

Darlene was unable to make the meeting but notified Megan Wiggins and Tracy Stanley that she would send her report to Justin Ford to give to the Committee as soon as possible. Tracy Stanley reported that Darlene will have her annual request for funds ready to be voted on at the next meeting.

b. Drew Davidson- Fund Request for Assistant Director Of Student Programs   Remaining Salary for 2014-2015

Drew filled out a Fund Request form and will give it to Tracy Stanley to send forward for signatures. This is a one-time cost to cover the remainder of the salary for the Assistant Director of Student Programs. Drew Davidson motioned to approve the fund request for the Assistant Director of Student Programs' remaining salary for 2014-2015. Ignacio Bautista seconded the motion; all were in favor, none were opposed and none abstained. Motion passed unanimously.

c. Tracy Stanley and Garry Lienhard- Update on Site License for Digital Signage

There is no update to be reported. Gary will check in with the Visix Digital Signage representative and report back at the next meeting.

d. David Rosi- Update on Conversation with Nadine Lemmons about BTEC Labs as General Use

David Rosi talked to Nadine Lemmons, BTEC Instructor, and they are still trying to work out the details. The room must be quiet for students to study and students that are using BTEC-specific computers need to know that they will have to move to another computer if another student needs it for that use. Kim Salsbury reported that her and her staff try to explain to students the differences between the labs, the Learning Commons is more for group work and the other labs are for independent learning. She said this helps keep the labs pretty quiet. Tracy Stanley suggested that David and Nadine work on better signage for the labs and Kim will work on incorporating the information about what labs are best for certain uses in New Student Orientations. They will report back at the next meeting about the progress.

e. Tracy Stanley- Update on Conversation with Darlene deVida about AAR 105 (Lab 7) and VOC 113 (Lab 8) as General Use

Tracy Stanley talked to Darlene deVida and they are also trying to work out the details so that Lab 7 and Lab 8 can be general use. The main concern is vandalism and the lack of staffing to make sure equipment isn't being stolen or damaged. Megan Wiggins suggested putting in a request for security cameras to be installed in the rooms. Tracy said this would be difficult to accomplish due to intellectual property and academic freedom issues. She did suggest to put them in the hallways

outside of the labs to track who's coming in and out of the rooms. There was discussion that this still wouldn't prevent people from stealing the smaller pieces of technology out of the room because sometimes we wouldn't know until down the road and it would be hard to determine what footage to look at. Darlene is currently looking into ways to deal with the situation and circumvent issues, she will report back at the next meeting.

f. **Lisa Matye Edwards- Fund Request to Update the Computers in the Career Center**
Lisa was unable to attend the meeting so Tracy Stanley reported on her behalf. Tracy announced that they were able to take some of the higher quality computers that were taken out of the Learning Commons and put them into the Career Center. Career Center staff seem to be pretty pleased with the update so there shouldn't be any need for a fund request.

VII. **New Business**
There was no new business to discuss.

VIII. **Calendar**
The next meeting will be on Monday, June 1st at 9am in the Student Center Diversity Equity Center.

IX. **Adjournment**
Ignacio Bautista moved to adjourn the meeting. Amina Jama Warsame seconded the motion; all were in favor, none were opposed and none abstained. Motion passed unanimously.