



# ***UH / Maui Community College***

## **Technical Support Committee**

<http://www.ecet.mauicc.hawaii.edu/tsc>

**Meeting Notes: 27 Sept 2006**

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**Members Present:** Diane Meyer, Jon Lightfoot, Sandra Swanson, Steve George, Debbie Winkler, Margaret Christensen, Dorothy Tolliver, Mike Albert, and Robert Wehrman

**Members Absent:** none

**Guests:** Mary Jones, Suzette Robinson, Bradley Duran, Amina Abdusamad

A quorum was achieved and the meeting convened at 1508.

### ***SPECIAL ORDERS:***

None.

### ***MEETING NOTES:***

There were no changes to the notes of the 13 September 2006 meeting. Diane moved, Bob affirmed, to accept the notes as submitted. The motion carried.

### ***UNFINISHED BUSINESS:***

#### **Computer Replacement Policy: (Bob)**

- Amina represented the Associated Students of MCC (ASMCC). She advised the Committee that the ASMCC has agreed to support a technology fee of \$3/per credit with a ceiling of twelve credits.
- The ASMCC will meet in the near future to formally approve the fee. Amina will forward a copy of the resolution to Bob.
- The next step will be to take the resolution to the Campus Executive Committee. Bob will ensure that that happens.
- Bob will distribute the latest technology fee policy, which has been revised to include the twelve credit cap, to Sandra for distribution to the TSC. Bob also distributed petitions as additional student support would be a plus.

Action: Tabled.

#### **Pharos SignUp: (Dorothy / Steve)**

- The computers have not yet arrived.

Action: Tabled.

#### **Wireless Printing: (Steve / Jon)**

- Jon reported an additional laptop with a Pharos printing problem. This machine had Norton Anti virus installed, and the error screen stayed up long enough for him to record the error codes.
- Jon will contact Pharos with the error code & seek their advice.
- Meanwhile, Sandra suggested that a detailed log be maintained of the hardware and software configuration of problem machines.
- On an unrelated issue, Jon reported a problem with the bill changer in the KaLama

- Computer Lab. He contacted the manufacturer who offered to send a replacement. Jon is unsure if the device is under warranty or not, but it now appears to be working.
- Jon will find out if there is a fee for a replacement machine.

Action: Tabled.

#### **Laboratory Printers:** (Jon)

- The purchase order is ready for SuperQuote. Three color laser printers will be ordered, one each for the Library, Learning Center (TLC), and KaLama Computer Laboratory (KCL).
- The purchase will also include an initial supply of consumables.

Action: Tabled.

#### **Computing Services Transition:** (Margaret)

- Mike Albert will assume temporary liaison duties effective 15 October. He will assist with purchase order authority, personnel issues, and other administrative responsibilities.
- Pacifico Evangelista will be responsible for the day-to-day operations of the center. He will be the primary point of contact for emergencies, work order triage, and other "nuts and bolts" issues.
- Bringing Frances Segundo on full time is a high priority. A full time secretary will be a big help to the staff during the transition.
- Steve will return on a consultative basis approximately 15% in early December.

Action: Tabled.

#### **NEW BUSINESS:**

None.

#### **OTHER BUSINESS:**

##### **Computer Recycling:** (Diane)

- Diane asked for more details about the planned computer recycling effort planned for the week of 23 October.
- Steve reminded all that any hardware that will be recycled must have the proper paperwork completed to remove it from inventory.
- David Tamanaha will be distributing further information.

No action required.

##### **Events:** (Sandra)

- Sandra noted that today marked Margaret's birthday.
- Steve was thanked for his service to the TSC. His presence will be missed.
- The 25 October meeting may be relocated. Sandra will advise.

**Adjournment:** There being no further business, Bob moved, Debbie seconded, to adjourn. The motion carried and the Committee stood adjourned @ 1605.

**Next Meeting:** The next scheduled Technical Support Committee meeting will convene at 1500, **Wednesday, 11 October 2006**, in Ka`a`ike 210. The deadline to submit items for the agenda is 24-hours prior to the meeting.