

**ETS Project Scheduling
Sub-committee of Technology Committee**

Meeting Notes April 22, 2016
13:30-14:30
DA Admin Conf Room 106

Sub-committee meeting notes and attachments are reported to the Technology Committee <http://www.deanza.edu/gov/techcommittee/>

Attendees: Tina Lockwood, Jose Rueda, Sharon Luciw, Bill Matsumoto, John Vandercook, Moaty Fayek, Susan Cheu

The subcommittee reviewed the Multi Media scheduling spreadsheet (attached).

Multi Media

- May 9th is the deadline for FY15/16 requisitions. Tina Lockwood requested all FF&E req's to her by 9AM May 6th to allow for review and approval.
- Several items are not eligible for FF&E funding. Susan Cheu to follow up on alternative funding sources for virus checking software for VDI server, projector maintenance and Blu-ray players.
- Process for getting a project on the scheduling list was discussed. Department needs to obtain quote from ETS and then get approval from area VP before it can be scheduled. Best way to get a quote is to submit a ticket to ETS.
- FY16/17 Instructional Equipment requests scheduled for submission by August 2016.
- iPads have started arriving from orders placed in the Fall. Will take some time to stage and distribute.
- Summer is reserved for the new Foothill Sunnyvale Educational Center.

Lab Refresh

Lab computer refresh schedule has not changed

- Faculty/staff requesting the status on the refresh of their individual computer should put in an ETS ticket on their help website.
- Additional funding for any non-standard computers/equipment needs to come out of the departmental B Budget and be authorized by the area VP. Non-standard equipment must be reviewed and approved by ETS for compatibility and serviceability. Non-standard equipment is only refreshed with district standard equipment. B budget's can be used to fund the additional cost to refresh a non-standard computers/equipment.
- Maybe a need for an iMac lab in ATC2013 for IOS programming. Moaty to follow up on space/funding needs.