

**MINUTES**  
**Information Technology Advisory Committee**  
**March 3, 2020**

Attendees: Adrian Aron, Lisa Blackwell, Charlie Cosmato, Danny Kemp, Phillip Hardy, Neal Leahy, Justin Martin (guest), Peter McCann, Elizabeth McCormick, Randa McDonald, Margaret McManus, Jackie McNabb, Ed Oakes, Bob Phillips, Denise Rahmes, George Santopietro, , Ken Smith, Matthew Taylor, Margie Vest, Jeff Willner

Absentees: Jaehwan Jeong, Melissa Neal, Lisa McDaniel, Laura Quesenberry, Sean Ramsey, Scott Shull, Meghan Spraker, Andrew Travis, Geoff White

Elizabeth McCormick called the Information Technology Advisory Committee to order at 10:00 a.m. on March 3, 2020 in Martin 230.

Elizabeth asked for a motion to approve minutes for the February 7, 2020 meeting. Phillip Hardy motioned, Neal Leahy seconded, motion carried.

I. Printing Services - Ed Oakes shared photos of Printing Services new location at 219 East Main Street, Radford. The old location at Grove and First Avenue is a university owned building and is currently under renovation.

Ken Smith shared a student complaint concerning handicap access at the new location and buses not having a stop there. Ed suggested working out delivery with printing and the department and that he would follow up on the handicap access with facilities.

II. DoIT Projects - Denise Rahmes explained the project status report that is updated weekly that is also shared with cabinet. She explained how each project is defined and the project lifecycle. Each project is also classified by size and priority. The project report is pulled from Zoho.

III. Email Directory for Students – Charley Cosmato asked about an easy way for faculty to find students' email. A few members suggested using Degree Audit. Ed stated that he will take this back to the DoIT Director's meeting and look for other options to help faculty.

In other business, Bob Phillips asked if there was an emergency plan for teaching remotely and recommended doing a test day due to coronavirus or other emergencies that may arise. Peter McCann stated that discussions are now being held. Charley stated that his team was currently working on rapid course development . DoIT will create a list of technology that's currently available and Ed stated that we now have a campus wide license for Zoom.

Ed reminded everyone that Security Awareness Training is due on April 1. A list of employees who have not completed the training will be available at the next ITAC meeting on April 3.

With no further business to come before the committee Elizabeth McCormick requested a motion to adjourn, Jeff Willner motioned, Bob Phillips seconded, motion carried. The meeting adjourned at 10:38 a.m.

Respectfully submitted,  
Sharon R. Ratcliffe