

## **Technology Advisory Board (TAB) Minutes of Meeting of November 17, 1999**

Location: Andy Holt Tower, 4th floor conference room  
Time: 2:00 - 3:00 pm

### **Attendance**

**Members:** Allen Cain (Proxy for Josh Morrison), Will Carver, Frank Davis, Matt Disney, Jim Gehlhar, Dewitt Latimer, Susan Metros, Faye Muly, Stan Pinkleton, Kenneth R. Walker, Clifton Woods.

**Others:** Bill Britten, Frances Fogerson, Nancy Gnilka, Robert Osborne, Mark Paganelli, Linda Painter, Sydney Price Post.

### **Discussion 1: Campus Networking Review**

Dewitt Latimer presented an overview of FY99 accomplishments and FY00 projects and plans. Completed tasks include the wiring infrastructure and communications equipment installation in the Residence Halls, a campus backbone upgrade, equipment additions and upgrades in eight buildings, and wiring infrastructure changes in three academic buildings. Latimer noted two-thirds of all dorm students currently utilize in-room connections.

Beginning November 29, an extensive network audit will include visits to every building on campus to verify and assess inventory, evaluate room conditions, and check wiring maps. The resulting report is expected by February 2000. This effort precedes a proposed major campus network upgrade, which at this time does not involve Technology Fee appropriations.

Discussion following Latimer's report included the issue of whether the Technology Fee should continue to fund subsidizing ERA accounts and the installation of Ethernet cards in student computers. This issue as well as the appropriateness of moving on to different network funding projects will be reviewed in the 3 Year Planning subcommittee. Also it was noted the level of networking service to housing for married students (off campus) is not equal to the dorms (on campus) due to the long distances involved.

### **Discussion 2: Inventory Management Policy**

Nancy Gnilka reviewed a written copy of a proposed policy for inventory management. The policy was adopted with the following notations: (1) the Technology Fee equipment sticker discussed under "Transfer Guidelines" is not the same as the regular university inventory sticker and (2) a statement will be added to clarify that the policy is retroactive to all past inventory purchases made with Tech Fee funds.

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**Technology Fee  
Inventory Management Policy  
November 17, 1999**

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**Statement of purpose**

On a yearly basis, the Technology Fee funds the purchase of equipment and software in support of student educational activities through various UTK departments ("awarded departments"). These awards generally serve as a "jump-start" for colleges and departments to provide their students with state-of-the-art computing functionality through the latest technology available at the time of the award. As stated in the Technology Fee Request Guidelines for FY00, priority is given to proposals that contain departmental commitment for on-going support (including staff, supplies, room security, software upgrades, and hardware maintenance.) The "awarded departments" are expected to be able to sustain a viable operation without technology fee funds beyond the award process.

The guidelines also state the Technology Fee account will retain ownership of the inventory awarded to the various colleges and departments. To promote "good stewardship" and to foster long-term effective use of the awarded equipment and software within the colleges and departments, the Technology Advisory Board advocates they be awarded ownership (thereby, all responsibility for such units or components) after a certain period of time using the guidelines listed below. The basis of the transfer process will include all awarded equipment and software retroactive to the commencement of the Technology Fee.

In keeping with "the spirit of the Technology Fee" it is also declared that all "awarded departments" must agree to continue to use the awarded equipment / software as outlined in the original award request for a minimum period of two years after the transfer is made. After this period, the equipment or software may be used within the owning unit to meet other departmental needs or requirements. If an "awarded department" deems it necessary to replace or upgrade the technology fee award equipment and/or software before the minimum period is met, in order to provide the highest level of functionality to the student, it should be allowed to do so. Consideration for such early transfer situations will be handled on an individual basis.

**Transfer Guidelines**

The Division of Information Infrastructure (DII) will maintain an inventory file of all original purchases under the appropriate Technology Fee account, which will also reflect an "inventory transfer" record. The "awarded department" must agree to continue to use the awarded equipment / software as outlined in the original award request for a minimum period of two years after the transfer is made. During this time, audits may be conducted to ensure compliance with the original request. At the end of this two year period, the Technology Fee equipment sticker may be removed by the "awarded department."

All equipment or software which has a purchase price that falls below the minimum cost criteria for entry in the official UTK inventory system will be transferred to the "awarded department" at the time of the award. (As of 7/1/99, this value is \$2,000.)

All other equipment or software, where appropriate, would be transferred to the "awarded department" after a period of one year.

**NOTE:** There may be exceptions to the above guidelines as all transfers are subject to review by the Office of the Vice Chancellor for Information Infrastructure.

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### **Other Business:**

Pinkleton, Metros, and Latimer briefly described five major projects sponsored by the Division of Information Infrastructure. They range in scope from major networking initiatives to course management system development as well as emerging technologies in telephony systems.

Frank Davis commented off-campus students who provide their own Internet accounts (through AOL, etc.) have asked about connection to the UTK system, especially to access library databases. Latimer indicated Networking Services is looking at various ways to authenticate incoming connections to proprietary applications or databases not based on IP. A new approach should be available in the near future.

The next meeting will be February 15, 2000 at 2:00 pm in the 4th floor conference room of Andy Holt Tower.

Minutes prepared by: Frances Fogerson