BTAC Meeting for February 9th, 2018 9:00 to 10:30 AM Location - A113

* Charter Explanation
	+ ACTION ITEM – put Cyber Security in Charter as bulletin point (per Myrna)
	+ BOL Software - Replace Panopto
		- ILOS and Respondus Monitor would replace Panopto
		- ILOS has closed captioning which is needed to be ADA compliant
		- ILOS Pilot currently testing with 5 people 3 use every day (per Todd Mobray)
		- Individuals nominated to test ILOS for their areas are as follows:
			* Peter Solie, Kathy Boeger (may be testing already), Dana Weber, Deanna Heier, Karey Marshall and Cheryl Lippert all three have been testing and we would like their feedback.
	+ Software renewals – Software renewal spreadsheet shown to committee and explained a little about the amount of money spent on software renewals every year. Todd Moore suggested that a survey go out to all employees asking them what software they are currently using
	+ ACTION ITEM – next meeting need to discuss how R25 will be replaced.
	+ ACTION ITEM - Get licensing prices for Camtasia for next meeting.
* Tech Request – showed spreadsheet and will be bringing it forward for BTAC to discuss and decide on.
	+ Tech Request are used for Strategic Planning as well – Brian Howe visualizing a different classroom with different furniture and equipment and working on Grant to help fund this.
	+ Michelle showed the Lumens ladybug and explained about it.
* O365 – we are moving to and BTAC committee will be part of the decision making process
* SharePoint – Internal website and eventually portal – ISG is the company we have been in touch with about this.
* DropBox Accounts – go away when college goes to O365
* GoToMeeting – Move to Zoom for savings. Committee will help with Zoom push for users. Todd Mobray explained that Emporia state loves Zoom. Also he announced that he found out that Zoom has limited storage so a third party was needed for storage, however, ILOS has unlimited storage and Zoom videos can be stored in ILOS
	+ ACTION ITEM – Todd Mobray would like a Zoom account.
* Cyber Security & External Mandates – Myrna helped explain some of the need to understanding GLBA and BDPR along with HIPPA, FERPA and Federal Trade Red flag. Currently, Michelle and Myrna have started working on GLBA and GDPR deadline is July 2018.
* SubTeams P&P – Myrna, Michelle and Mike Halbleib will be working on the policies and procedures for many areas that we don’t have P&P for or that need to be updated.
	+ Note Michelle reminded folks to not send information to anyone outside of the committee pertaining to Policies and Procedures. That stays with the committee.

Present – Michelle Kaiser, Renee Demel, Amy Oelke, Claudia Mather, Todd Mobray, Kurtis Teal, Cristi Gale, Myrna Perkins, Diane Engle, Todd Moore, Brenda Brack, Michael Halbleib, and Rodney Stanfield.

Not Present – Erin Renard and Randy Klinger