

St. Dominic Technology Committee Meeting Minutes  
Wednesday, February 21, 2007

The meeting was called to order at 8:00 p.m. in the school meeting room. Present were Tom Rieger, Steve Schuh, Karen Chaffee, Fr. Dave Reith, John Chovanec, Virginia Wanta, Joyce Sauer and Chris Hugi.

The January minutes were approved.

Steve reported that the training for printing and copying on the new machines is complete. Two more machines need the codes installed. The '98 machines can not print to the new printers unless a driver is installed. Most of the '98 machines will be decommissioned when the new teacher computers are reassigned. The folding machine and riso need to be sold if possible. Steve will handle selling them on Craig's list or ebay. A face trimmer for the main printer in the parish office and a finisher on the machine upstairs has been requested. The next training will be on scan to file and scan to email.

The committee discussed options for teacher replacement computers. Laptops as replacement teacher computers were discussed including issues regarding the additional initial cost, shorter life-span, security and functionality. Joyce also requested projector/laptop/smart board mobile units for the lab/science lab that could also be utilized throughout the campus. These items are not on the strategic plan, but will be evaluated as we develop the plan this year. The committee requested that a new technology proposal be presented. Meg will forward the in-draft form to Joyce.

The archive server was requested to be made ready for use with the necessary back-up in place. An external drive for back-up will be installed.

The strategic plan should include updated phone technology VOIP was discussed. Telecommunications will be put on next month's agenda.

Additional software license for Adobe Acrobat, MS Front Page will be needed for those individuals working on the website along with possible photo editing and Digital Asset Management software. Kay Abel also needs an updated version of MS Publisher to work seamlessly with LPI. The committee recommends upgrading the parish-wide MS Office Suite per the strategic plan. The latest version of MS Office 2007 Professional Plus is the version available through the Archdiocesan pricing program. The teacher computers and the Office upgrade will be scheduled over the summer. This upgrade would make available our current MS Office 2000 licenses for student computers.

MS Office Outlook should be evaluated to determine the applications that can help parish staff be more efficient in the areas of calendaring, and time management.

John Waymel has again agreed to participate in the IBM grant. The committee recommends that we acquire 11 PC's for the lab, 3 17" monitors, one each for school administrator, school secretary and teacher/lab support computer. In addition, 10 speakers systems will be selected. The committee continues to appreciate the opportunity this grant provides in keeping our computer lab refreshed.

Computer workstations for the two main computers, one each in the school and parish center are recommended to fully utilize functionality. Adobe Acrobat and MS Office need to be installed on these two computers. Additional network software will also be needed.

The technology committee has the opportunity of preparing information for the parish website in relation to parish technology. An outline was presented for consideration, including areas such as "Needs List" and "Ways to Support Technology".

As there was no further business, the meeting was adjourned at 10:00 p.m. The next scheduled meeting is on Wednesday, March 21<sup>st</sup> at 7:00 p.m. in the school meeting room.

Respectfully submitted,  
Meg Picciolo, Technology Secretary