

Information Technology Council
Humboldt State University

Meeting Notes for: September 14, 2004 from 2:00 to 3:30 P.M.
SBS 405

Members Present: Mark Hendricks, Riley Quarles, Mike Bradley, Dale Sanford, Phillip Hooker (as proxy for Joan Van Duzer), Katherine Granfield, Jeremy Shellhase, Megan McKenzie, Toby Walker, Tera Mar

Others Present: Bill Cannon (Director of Information Technology Services), RJ Wilson (Manager of Academic Computing), Cassandra Tex (SDRC), Andrea Schwandt-Arbogast (Graphics/Webmaster), Linda Thompson (Bookstore), Nick DeRuyter (Manager of University Computing Services), Barb Dyer (University Computing Services), Molly Simpson (Recorder)

1. **Approval of the Minutes:** The minutes of the September 10, 2004 meeting were approved as distributed (Shellhase/McKenzie).

2. **Report Items:**

WAG: Quarles reported that the working group revisited a draft document created last year addressing the review process for checking reasonably accessible websites. With the support of Helen Jones, Director of Diversity and Compliance, the group plans to remove costly components of the document and concentrate on a gradual approach towards full compliance.

3. **Discussion/Action Items:**

Jaws Update: Tex told the Council that the new version of Jaws had been released. She noted that a hardware "Dongle" would be required for authentication and license tracking. Walker distributed the appropriate versions of the software to ITCs.

Campus-wide Form Index: Schwandt-Arbogast told the Council that she had been approached by the CMS Forms Group about creating a campus wide "form index" that could be placed on the HSU website. She asked for feedback on usefulness and feasibility of doing this. Cannon noted that a definition of forms would be needed. Schwandt-Arbogast stated that she would maintain links to forms but not the forms themselves. Discussion ensued regarding purpose and definition.

4. Announcements:

Bradley reported on the new Barracuda anti-spam system. Barracuda machines are a low cost solution and rated number one by Network Computing. The new equipment is filtering all email. In the first week of operation 360,000 emails were blocked including viruses and 7,000 emails were tagged as spam. Discussion ensued regarding the specifications of the Barracuda equipment. Bradley told the council that the testing group would be looking at user controls, spam scoring quarantines, daily reports, and another white list procedure. Anyone interested in being part of the testing group should contact Mike Bradley.

Cannon told the Council that Hendricks, who had been working for three managers for the last year, would be moving to University Computing Services permanently. He noted that Wilson would need to appoint a new Academic Computing representative to the I T Council.

Cannon reported that the Faculty Solutions Center was close to completion. He noted that there were two surveys out for faculty, one specifically for training services and one on customer satisfaction on campus. He also noted that the surveys are completely anonymous, validation information is not saved. He told Council members, if asked, to assure faculty that the surveys are anonymous. The survey deadline would be October 25, 2004. Cannon reported that group documents on the roles of decentralized units were forwarded on to Burroughs to help with the review.

DeRuyter announced that web-reg testers would be needed in November. Testing would possibly be scheduled during the next IT Council meeting on November 9th. Bradley noted the new Banner version 6 would be installed prior to testing.

Shellhase addressed some of the Library's concerns dealing with SSL certificates. Shellhase asked members if there was any interest in exploring campus wide certificate options. Discussion ensued with members expressing high interest, but concerns regarding cost.

5. Adjournment: 3:30 P.M. (Granfield/Shellhase)