

**Information Technology Council**  
Humboldt State University

Meeting Notes for: October 14, 2003 from 2:00 P.M. to 4:00 P.M.  
SBS 405

Members Present: Mark Hendricks, Rick Garcia, Mike Bradley, Jeremy Shellhase, Pat Collins  
(also as proxy for Joan Van Duzer), Riley Quarles, Katherine Granfield

Others Present: Bill Cannon (ITS), Gary Noar (as proxy for Dale Sanford), Melinda  
Christensen (Help Desk), Peter Johnson (UCS), Matt Koelling (as proxy  
for Toby Walker), Tera Mar (as proxy for John Filce), Bruce Tiffiee (as  
proxy for Megan McKenzie, Linda Thompson (Bookstore), Molly  
Simpson (Recorder)

1. **Approval of the Minutes:** Minutes of the September 9, 2003 meeting were approved  
as amended (Collins/Bradley).

2. **Discussion/Action Items:**

**Report from Cannon:** Cannon told the Council that he had committed \$15,000 for the  
campus to purchase Oracle Collaboration Suite. He noted that although no funds had  
been allocated for this purpose, the campus would find a way to pay for this even if it  
meant borrowing from other funds. He also noted that the ongoing annual cost for  
Collaboration would be only \$3000.00. He stated that the license would cover faculty  
and staff and that the campus would still need to find a solution for students. Bradley  
made a motion to have the Software Acquisition Group look at lower cost web-based  
services for students. The motion was carried (Bradley/Garcia).

**IT Council Input to Strategic Planning Project:** Cannon reported that the kick-off  
meeting for the 18 campus focus groups had taken place on Wednesday. The IT Focus  
Group had already had their first meeting. He noted that the Strategic Plan was a year  
long process; however, the focus groups are to complete most of their work before  
Christmas break. He told the Council that the IT Focus Group would be meeting again  
on Thursday to develop goals and strategies for information technology on the  
campus. He asked how the Council would like to participate in the process. Cannon  
noted that after Thursday's meeting he would email the Council with the goals and  
strategies. He asked that Council members email him with suggestions or comments.

**Windows Patches/ Patch Management:** Bradley stated that after the last round of  
patches from Microsoft, he had received calls from several ITCs regarding patch  
management. Bradley said that the topic warranted discussion by the Council and  
should possibly be sent to either the Desktop Support Working Group or the Common

Software Acquisition Group for further consideration. He noted that the campus could possibly arrange for a bulk-buy or at least purchase the same product so that there could be shared expertise. Bradley made a motion to have the Desktop Support Group take on the responsibility of developing recommendations regarding patch management and to coordinate with the Common Software Acquisition Group to develop a unified security strategy. The motion was carried (Bradley/Collins).

**Improving IT Council Communication and Effectiveness:** Hendricks told the Council that he wanted to delay this item until the next meeting. He asked Council members to think of ways to improve the effectiveness and better communicate the accomplishments of the Council and to share those ideas at the next meeting.

### 3. **Announcements/New Business:**

**TNS Update:** Garcia told the Council that Science D and the Natural History Museum are now on a wireless data networks. TNS is currently testing wireless telephone equipment for the Natural History Museum.

**TII Update:** Garcia asked that feedback relating to the TII Project and contractors be sent to him. He told the Council that walkthroughs were currently taking place in the Theater Arts Building.

**Active Directory:** Bradley told the Council that changes had been made to the DNS server to allow DDNS updates for selected active directory servers/hosts. He noted that AD testing had begun on the HSU network. He stated that ITS was ready to work with the Active Directory Working Group to do further testing. The Group plans to meet soon and will coordinate with TNS on issues that arise from testing. The plan is to implement Dynamic DNS (DDNS) campus-wide down the road.

**Server Password Aging:** Bradley reported that server password aging will be happening on Laurel and Bay. Peter Johnson noted that passwords would need to be changed every 90 days beginning in about a month. Cannon noted that the campus will have to age all PeopleSoft passwords. Bradley noted that PeopleSoft passwords will also expire every 90 days.

**Campus Time Server:** Collins noted that there are currently many applications for a campus time server. Synchronizing time services on clients will be important as centralized directory services are deployed. A brief discussion ensued. Bradley made a motion to have the Active Directory Working Group investigate an official time service for the campus and to facilitate active directory deployment. The motion was carried (Bradley/Garcia).

**LDAP Update:** Johnson told the Council that the campus is very close to having user friendly email aliases. He handed out instructions on how to view and update current email aliases and preferred email destination. He asked Council members to begin testing it out. He noted that currently the user-friendly addresses were available to faculty and staff only. He noted that everyone should have a first.last name alias. Johnson stated that directory changes in Banner are updated to the LDAP server

hourly. He asked that IT Council members give him feedback on the documentation and operation of the Banner email preferences page.

**Spam Changes:** Christensen reviewed changes to spam filtering noting that it would be handled at a user level now, not a system level. These messages use to be tagged and trashed. Now the messages will be tagged [SPAM?] and sent to the users directly. It will be up to the user to accept or delete the messages. Notification will go out in the University Notices Friday, October 17, 2003, with a reminder in the following weeks University Notices. She noted that the University Notices scheduled to go out will include instructions on how to filter messages.

**Web Accessibility Awareness Workshop:** Quarles announced that WAG would be giving a workshop on accessibility awareness. He distributed a document outlining what the workshop would cover. The Workshop will be held on Friday, November 14, 2003, from 1:00 to 4:00 in Library 114 and Library 118. He noted that Peggy Martinez will be speaking at the workshop. Quarles stated that in response to the audit, the group had made many resources available to the campus such as the WAG site, SDRC site, TIGERS grant accessibility modules, and W3C QuickTips. The ITS website now has a direct link to Accessibility which covers policy.

**Updates from Cannon:** Cannon told the Council that the next ITAC meeting would be in a week. The focus would be on security and middleware. Cannon also told the Council that there had been progress made on LDAP and that the SSN Conversion Project was going well. The cut-over is scheduled to take place the first of the year. He also stated that any processes using social security numbers as student ID would need to be cleaned up. Anyone using social security numbers for some process should contact Alan Lutje. Cannon noted that in November the campus would cut over HR and all faculty and staff will be issued new ID numbers. The new numbering scheme will be the same for faculty, staff, and students. Discussion ensued regarding details of the conversion.

**Workshops:** Quarles announced upcoming workshops on Digital Imaging and Photoshop. He told the Council that a beginning workshop would be held on Friday, October 17<sup>th</sup> from 2:00 to 4:00 in Jenkins Hall 212 and an intermediate workshops would be held on Friday, October 24<sup>th</sup> from 2:00 to 4:00 also in Jenkins Hal.

**4. Adjournment:** (Shellhase/Collins) 3:07 P.M.