

Information Technology Council
Humboldt State University

Meeting Notes for: November 11, 2003 from 2:00 P.M. to 4:00 P.M.
SBS 405

Members Present: Mark Hendricks, Katherine Granfield, Toby Walker, Jeremy Shellhase, Mike Bradley, Tera Mar, Joan Van Duzer, Pat Collins, Riley Quarles

Others Present: Bill Cannon (ITS), Gary Noar (as proxy for Dale Sanford), Nick DeRuyter (UCS), Cassandra Tex (SDRC), Chris Cook (as proxy for Megan McKenzie), Linda Thompson (Bookstore), Laurie Takao (AC), Molly Simpson (Recorder)

1. Approval of the Minutes: Minutes of the October 14, 2003 meeting were approved as distributed (Collins/Bradley).

2. Report Items:

Web Accessibility Group: Quarles reported that the working group had been rehearsing for the Accessibility Awareness Workshop. He told the Council that guest speaker Peggy Martinez would demonstrate JAWS. Additionally, Cassandra Tex would demonstrate BOBBY, and Andrea Schwandt-Arbogast would demonstrate DreamWeaver preferences for designing accessible web sites. He stated that the workshop would take place on Friday the 14th of November from 1:00 to 4:00 P.M. in Library 114 and that space was still available for those wishing to attend.

Active Directory Working Group: Collins reported that the group had met on October 27th. He distributed and reviewed the notes from the group's last meeting. He noted that the group planned to run three types of testing on DNS. He stressed the importance of testing prior to migration noting that results could affect how active directory domains are implemented. He stated that the group had also discussed a campus-wide time server. Collins told the Council that Don Wolski had written a document on how to progress on implementing a campus-wide time server. Collins stated that he would forward the document on to DeRuyter for review and discussion by the group.

Desktop Support Working Group: Hendricks distributed notes from the group's October 29th meeting. He noted that Johnson had been working on stabilization of the LDAP servers and coming up with ways to update the directory information. He also noted that work related to email aliases was going well and

that Johnson had reported that he was investigating integration of the LDAP server with Active Directory servers on campus. Hendricks told the Council that the group had discussed antivirus software noting that the current license for updates will expire in May 2004. The group was given the task of reviewing a desktop security strategy. The group recognized that not having antivirus software would increase the likelihood of a user losing data. Additionally, staff would spend more time fixing computers. The group concluded that it is vital that the campus workstations utilize virus protection software. Additionally, purchasing the maintenance now is more cost effective for the campus and would assure that all users are using antivirus software. Cannon reported that ITS would cover the cost of renewing the antivirus software for another two-year period. He noted that next year could be even worse in terms of the budget. Quarles made a motion for the Council to adopt the recommendation of the working group, that antivirus software be considered a strongly recommended infrastructure software for all campus systems for liability as well as data integrity reasons. Anti-virus update services should not be allowed to expire and that university funds should be used in the future. The motion was carried (Quarles/Walker). The Council discussed keeping the current antivirus software or looking into other alternatives.

Help Desk Re-Organization: Cannon reviewed restructuring in the Help Desk area noting that Jim Goddess was now staffing the Gist Hall 218 lab. He noted that the two Rover positions had been lost due to budget cuts. Goddess will also continue to work on documentation efforts. He told the Council that Dan Cleaves was in charge of Help Desk student supervision. Additionally, he stated that Melinda Christensen had moved to an office in Van Matre Hall and was currently working on documentation including documentation for the campus wireless service which should be out in the next couple of weeks.

3. Discussion/Action Items:

Status Report on Oracle Collaborative Suite: Cannon reported that he had identified a funding source to purchase Collaborative Suite Licencing for the campus. He noted that he was also holding a small amount of funds aside for training and implementation of the new product. Cannon noted that the campus would bring up an Oracle portal which already has links built in to work with Collaborative Suite. He also noted that with the current campus resources there will not be a formal campus portal project pursued at this time. He also noted that the campus will have to bring up the PeopleSoft portal product as well. It will be brought up behind the Oracle portal. It will be specifically for navigating the Human Resource application. The campus will need to bring up Oracle LDAP as opposed to open LDAP. He announced that Heather Tierney would be deeply involved in the conversion from MeetingMaker to Collaborative Suite which should take place July 1, 2004. Cannon noted that the ongoing costs for Collaborative Suite was approximately \$4,000.00 less annually than MeetingMaker. He also noted that the campus would most likely start implementing PeopleSoft Student Administration in January of 2005 or 2006.

Community of Academic Technology Staff (CATS): Cannon told the Council that he had received email regarding the next CATS conference. He stated that this year there would be only three sponsored spots for the HSU campus. Discussion ensued regarding how sponsored spots were allocated in the past. Takao made a call for submissions for presenting at the conference. A motion was made to handle nominations for sponsored attendance in the same way as prior years, with a one page memo on why the requestor wants to go, what they hoped to gain by going, and how they would distribute the knowledge they gained to the rest of the campus. The motion was carried (Collins/Shellhase). Takao noted that the conference schedule should be out in mid January and she agreed to keep Hendricks updated on the conference schedule and dates.

Improving IT Council Communication and Effectiveness: Hendricks suggested having a deadline for when agenda items and information are due. This would give members time in advance to read documentation and be prepared for discussion at the Council meetings. He also suggested having a calendar posting the dates and times of working group meetings along with when agenda items deadlines etc. He noted that group Chairs should assure that meeting notes and information are posted in a timely manner so that others can see what the groups are working on. Hendricks asked members if they had any other ideas and a brief discussion ensued. Hendricks reviewed the current status of the group sites and suggested having a table of current projects on the ITC website. He stated that Chairs should be responsible for updates. All group Chairs should check and update their websites, list current and past projects, create a calendar to include working group meeting times, and create a list of current group topics. Walker suggested formalizing Chair duties.

Star Office: Van Duzer noted that she had reviewed the link sent out from Cannon on Star Office. Discussion ensued regarding problems with past versions and possible interest in testing the product. Cannon noted that the unlimited use distribution package would cost \$500.00. But use at home would have to be purchased separately at \$79.00 each. Tex noted interest in getting a demo copy to look at how Star Office works with assistive technologies. Cannon told the Council that he would call Sun Microsystems to get some demo copies for distribution to those interested in testing the product. Williams stated that the written reviews on Star Office say that there are zero collaborative features and that the database is clumsy and separate. Few users need these features but they are important to some. Van Duzer noted that it also did not contain a desktop publishing feature, but most people use PageMaker anyway.

UCS: DeRuyter informed the Council that the personalized email address project continued to move forward and that work was still being done on setting up a back-up to LDAP. DeRuyter asked Council Members if they had received any feedback on the new virus filtering protocol. Discussion ensued.

4. Adjournment: (Shellhase/Van Duzer) 3:40 P.M.