

**Information Technology Council**  
Humboldt State University

Meeting Notes for: December 9, 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, Riley Quarles, Rick Garcia

Others Present: Bill Cannon (ITS), Gary Noar (as proxy for Dale Sanford), Nick DeRuyter (UCS), Cassandra Tex (SDRC), Phil Hooker (as proxy for Joan Van Duzer), Dave Marshall (as proxy for Pat Collins), Molly Simpson (Recorder)

**1. Approval of the Minutes:** Minutes of the November 11, 2003 meeting were approved as distributed (Collins/Bradley).

**2. Report Items:**

**Assistive Technologies Group:** Walker reported that JAWS 5.0 was now available and was the last update in the current Service Maintenance Agreement. He told the Council that he would be distributing the updated JAWS floppy disks in the near future. He informed the Council that some labs are moving away from using floppy drives. This is an issue because students are currently given JAWS on disk to take with them to labs on campus. He noted that the group would be looking in to other possibilities for JAWS such as LDAP. Walker noted that Tex had completed reports on physical lab accessibility for CNRS and CAHSS. Reports for CPS and Housing are in the works. He distributed copies of plans for the remodeled lab in Founders Hall 202.

**Web Accessibility Group:** Quarles reported that the group-sponsored workshop on web access was a success. He reviewed the highlights of the workshop noting that key note speaker Martinez was a great asset. She contributed a fresh perspective with helpful suggestions. Quarles told the Council that by completing the tasks put before them, the group had met their goals. Quarles stated that the group planned to continue working on raising campus awareness of accessibility issues. He noted that there would be a DreamWeaver workshop on February 20<sup>th</sup> and the group was also discussing the possibility of scheduling another accessibility workshop in the future. Hooker asked if it would be okay to open the workshop up to people off campus. Quarles noted that community participants would be welcome, but on-campus participants would be given preference.

**Report from Bill Cannon:** Cannon reported on two University Notices scheduled to go out in the current week. The first would announce the availability of email aliases to faculty and staff. The second would inform students, faculty, and staff about the new HSU student ID numbers coming out Jan 10, 2004. Between January 12<sup>th</sup> and January 14<sup>th</sup> each student would receive an individual email with their new HSU ID number. Discussion ensued.

Cannon announced the implementation of scheduled down times for systems. The down times will allow for checking the systems and applying patches. The down times will most likely be the same as the times that CMS will use (12:00 A.M. to 6:00 A.M.)

Cannon reported that the Collaborative Suite order for HSU and Stanislaus was expected to go out in the next couple of weeks. The hold up is due to hardware configuration at Stanislaus.

Cannon also noted that first production VLAN is now in place and is supporting all of the access to the Teale Data Center.

### **3. Discussion/Action Items:**

**Macintosh Banner User Information:** Bradley told the Council that the campus was currently supporting Banner Mac users on an old Windows server. Bradley noted that at some point the campus would like to explore the possibility of replacing that with a standard Windows server; however, Mac clients would need to be running OS 10.2 or above. Bradley stated that he would like to get an idea of how many users in each area are ready to be moved over now. Bradley noted that he had a partial list to ITCs for review and comment.

**Improving IT Council Communication and Effectiveness:** Hendricks stated that at the last Council meeting due dates were discussed. He noted that he planned to call for agenda items and send out the minutes the Friday before the first Tuesday of each month to allow for a week of review. Hendricks also stated that if possible, documentation for an agenda item should be sent out with the agenda. Cannon noted that these documents should be posted to the website and notifications should be sent out to the full ITC listserve. Hendricks discussed the possibility of an ITC MeetingMaker calendar to post events and deadlines. A brief discussion ensued.

**CATS 2004:** The Council discussed the upcoming CATS Conference. Laurie Takao noted that detailed information would not be out until January at the soonest and maybe not until sometime in February. Conference details and attendees to be discussed at the February meeting.

**4. Announcements:**

**Network Problems:** Noar noting hearing that virus problems over the last two weeks had impacted the network and more specifically, Banner. Garcia noted that there were still quite a few infected machines on campus. He noted that TNS has been calling users of infected machines. They are trying to get people to patch the infected machines but at this point if they do not get a response TNS will be disabling the machines until the patch has been installed. A brief discussion ensued.

**Macromedia Bulk Buy:** Hendricks told the Council that the next deadline for the Macromedia bulk buy would be December 15<sup>th</sup>. The next bulk buy would not be until May 2004.

**January 2004 IT Council Meeting:** Hendricks asked the Council if there was any reason not to cancel the January ITC meeting. A motion was made to cancel the January meeting and a brief discussion ensued. The motion was carried (Quarles/Mar). Discussion ensued.

**5. Adjournment: 3:10 P.M.**