

**Information Technology Council**  
Humboldt State University

Meeting Notes for: February 11, 2003, 2:05 to 3:55 P.M.  
Location: SBS 405

Members Present: Riley Quarles, Joan Van Duzer, Mike Bradley, Dale Sanford, Mark Hendricks, Rick Garcia, Katherine Granfield, Jeremy Shellhase, Toby Walker, Megan McKenzie

Others Present: Bill Cannon, Don Wolski (as proxy for Pat Collins), Tara Mar (as proxy for John Filce), Molly Simpson (Recorder)

1. **Approval of the Minutes:** Minutes of the January 14, 2003 meeting were approved as amended (Bradley/Garcia).

2. **Open Discussion:** The Council discussed the structure of working groups and the protocol for adding and removing members. Cannon noted that group members are volunteers and can resign from a group at any time. The Council also discussed the possibility of rotating working group members and recruiting from outside of the Council and even outside of the IT field. Cannon and Quarles will meet to discuss working group definitions and review comments made during the open discussion. They will report back to the Council.

3. **Report Items:**

**Network Advisory Group:** Garcia reported that the group had met and that Cliff Schall had attended the meeting. Topics discussed at the meeting included TII project support, systat, and the web page. Garcia noted that the AppleTalk router project was still on-going and should be completed in the next couple of months. He updated the Council on the Network Appliance Survey and urged Council members to forward survey information if they had not already done so. Garcia stated that if Council members had any concerns they should send email to NAG. Garcia distributed the working document otherwise know as "the white paper." He reviewed the document noting that the campus was currently at stage one and should be at stage two in April. Cannon noted the schedule should be met and that Microsoft had extended support for NT for another year. Quarles asked that IT Council members review the document and ask questions regarding the document at the next meeting.

**Desktop Support Working Group:** Sanford asked that Collins be formally added to the working group. Hendricks noted that the group had discussed what LDAP means for the campus and which campus organizations could utilize LDAP. Hendricks noted that the group had generated a list of campus areas and systems that would benefit

from LDAP. The list will be posted/distributed after it has been reviewed and approved by the group.

**Working Group on Assistive Technologies:** Walker distributed copies of the XP compliant version of ZoomText along with installation instructions. He reviewed the handout and asked that members contact him if they had questions or ran into problems. The Council briefly discussed a CSU audit on campus accessibility had taken place. Cannon distributed and reviewed the draft findings noting that 5-A was related to having a formal assignment of responsibility and documentation and 5-B pertained to fixing existing problems. He discussed draft responses which were reviewed with Deans and Directors of areas cited in the report. Cannon suggested that the Working Group on Assistive Technology and the Web Access Group schedule meetings and invite Tex, Walker, and himself in order to get a process going.

**Common Software Acquisition Group:** Bradley noted that the group will meet on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month with the 4<sup>th</sup> Wednesday being the standard meeting day. He stated that the group was working with Peter Johnson along with the Desktop Support group on Collaborate Suite and LDAP. He stated that Sanford had given the group preliminary information/prices on Lotus Notes. He noted that Hardin has installed two web mail products on a test server. The group will coordinate on student feedback as well as faculty feedback.

**Working Group on Web Access:** Quarles reported that the group had met and discussed the TIGERS grant modules and setting up for training. He noted that the group planned to work on this during the summer and offer workshops in the fall. He also noted that the six modules would provide a good foundation for the workshops. The group is now focusing on the process for review in regards to the CSU accessibility audit.

**Professional Development Group:** Granfield reported that the group had met with five of the original group members. Three members resigned and the group was soliciting for membership. She stated that the group was reviewing its limitations and promoting the use of the database they created. Don Wolski expressed interest in attending a group meeting and possibly joining the group. He suggested possible networking with IT people outside of the University. Cannon suggested that the group meet and review documents and evaluate the need for the group.

**Active Directory Working Group:** Sanford reported that the group would be meeting soon.

### 3. Discussion/Action Items:

**Microsoft Agreement:** Cannon reported that the new MS contract was in place and that once the details were settled the Council would be notified. He noted that the new contract would be valid for two years.

**IMI:** Cannon reported on the Identity Management Initiative, noting that responses from the first survey were received. The surveys will help to create a chart showing

where and how personal data is used and disposed of and facilitate clean up of these processes. He noted that HSU contractor and auxiliary data should be included.

**4. New Business:**

**Posting Working Group Information:** Quarles told the Council that he had discussed posting working group information on the ITS page with Donna Smith. Quarles will provide a template for posting information and group Chairs will forward information to Smith directly.

**5. Announcements:**

**Gateway:** Cannon polled the Council to see if there was sufficient interest in having Gateway come to the campus for a road map show.

**6. Adjournment:** (Hendricks/Granfield) 3:55 P.M.