

Information Technology Council

Humboldt State University

Meeting Notes for: February 14, 2002 from 10:00 A.M. to 12:00 P.M.
SBS 405

Members Present: Dale Sanford (also as proxy for Riley Quarles), John Filce, Mark Hendricks, Joan Van Duzer, Jeremy Shellhase, Rick Garcia, Pat Collins, Mike Bradley, Toby Walker

Others Present: Bill Cannon (ITS), Lawrence Williams (as proxy for Katherine Granfield), Matt Koelling (as proxy for Toby Walker), Molly Simpson (recorder)

- 1. Approval of the Minutes** - December 13, 2001 minutes were approved as distributed (Van Duzer/Hendricks)

- 2. Report Items:**

Network Advisory Group: Nothing to report at this time.

Desktop Support Working Group: Sanford noted that the group did not meet. Plans for the next group meeting would include Cannon looking over the RUDS model that was distributed at the last ITC meeting. The group would also be discussing comments received regarding the model.

Working Group on Assistive Technologies: Walker reported the group had met at a new time and would be formalizing the new meeting time soon. He reported that they had met with Laurie Takao and Cassandra Tex to discuss the status of lab software installations on the PC side. He told the Council that Macintosh voice output software, by Alva, was not compatible with Microsoft products. They were thinking of returning the software, however it is the only software of its type that can be used with the Mac platform. He also stated that other features work okay. While it does not provide full access it does provide more than what we have currently. Walker reported that SH118, SH119, and NHW244 all have JAWS and ZOOM TEXT installed, and HGH229 is soon to follow.

Walker stated that the group also discussed the need to meet with Cannon to explore the responsibility of accessibility software. This role has not been completely delegated at this time.

Cannon told the Council that smart classrooms had video with closed caption, however it was not compatible with the projectors. He met with McFarland and Mueller. Mueller noted that under a motion, passed by URPBC, contingency funds can be used to fix this

problem by installing needed equipment in all existing smart classrooms. The closed caption equipment will be included in all future smart classrooms.

Common Software Acquisition Group: Van Duzer reported that the group was waiting for direction from the Council on the next software up for review. Cannon reported that the Norton Anti-Virus recommendation had been approved by the Executive Committee. He noted that he was still waiting on feedback from the Chancellor's office on the major software packages we have been looking at, including Blackboard, Macromedia, and Adobe.

He noted that this campus and others were moving away from WebCT and using Blackboard. He stated the cost of this year's contract was \$5,000.00 and that the cost of next year's contract would be \$7,500.00. Sanford asked about Symantec Ghost. Bradley stated that the CSU has a current agreement with CompuCom for the purchase of Ghost as well as other products. Bradley told the Council that he would email the CSU Bulletin on CompuCom to the ITC list serve.

Working Group on Web Access: Shellhase distributed minutes of the WAG meeting on 2/6/02. He stated that the group had met. With Cannon's help, the group's recommendations resulted in a small amendment to the policy on accessibility. He noted at this point, that the group planned to work on WC3, focusing on level one as a baseline.

Professional Development Group: Van Duzer reported that the group had met. She gave a summary of the meeting, noting that they had discussed the need to develop and publish a guideline for IT Professional Development. The group looked at what methods could be used to determine what percentage of time should be devoted to professional development. It was estimated that 15% to 25% of time was spent in this area. Human Resources stated six hours per week was acceptable for attending fee waiver classes. Van Duzer noted that the group also discussed what the definition of professional development should include. The Council discussed sources of professional development including trade magazines, networking, and workshops. Van Duzer noted the group would like to ask Council members how much time they spend on professional development and their preferred methods.

Council felt this was a worthwhile endeavor. Van Duzer felt this endeavor was an important stepping stone to building an IT Staff Professional Development Plan.

3. Discussion/Action Items/Announcements:

Report from Bill Cannon: Cannon reported that thanks to the efforts of Bradley, Dyer, and Sudori, the PeopleSoft training software had been received, tested, and preliminary orders had been put together for basic machine configurations. Work was still being done to finalize server and network configurations.

He also reported that SCIT had approved the draft of the 2002 Technology Plan. The plan will go to URPBC on 2/22/02. Items were added to the draft that were direct reflections of items brought up in ITC, including a more formalized approach to professional development for the IT staff on campus. The most recent draft of the plan should be posted to the web later in the day.

CSU - Cannon updated the Council on the TII Project, noting that the inter-building media is now being paid for out of the construction budget putting us back on target.

Cannon told the Council that the Microsoft contract will expire in December 2002. He recommended that everyone upgrade their machines before expiration. A comparable contract, under Microsoft's new educational pricing structure, will increase the cost of that contract to the CSU by a factor of four. Negotiations are in progress.

He updated the Council on Blackboard, noting that we could survive at least another year on our current license type. After that we will need to increase service in terms of the Blackboard license.

Cannon discussed portals, noting that the CSU was currently doing a review and may force us to go with PeopleSoft portal and the associated costs. At this time it appears to be the only rational navigation tool to allow students to get around the PeopleSoft student system. The portal works with Human Resources and Student Administration, however it does not work with Fiscal. This continues to be a work in progress.

New Business:

CATS sponsored participants - Sanford requested that the Council forward their recommendations to Cannon. Cannon noted that there were four sponsored spots and five requests to attend. He stated that if there were no objections to any of the requests, he would cover the travel costs for the fifth person to attend. Dave Marshall, Laurie Takao, Joan Van Duzer, Michael Penney, and Phil Hooker requested to attend. The Council approved all five requests. Van Duzer noted that Jodie Slack had won a sponsored spot last year and would also be attending.

Hendricks reported that AC labs were having problems with printing Acrobat documents. The problem lies with the postscript in the eight HP8000 printers. PDF documents crash these printers. This is a known error with HP and he distributed a list of ways to work around the problem to the Council. Discussion of this problem followed.

Sanford noted that Collins, Bradley, Garcia, and he would be working towards a test site for active directories.

Garcia gave a report from TNS, noting that the DHCP project was still on schedule. He voiced concerns regarding some wireless devices, noting that there was a possibility of serving out DHCP numbers and overlapping frequencies. He stated that wireless devices should be coordinated through TNS to avoid these types of problems.

Collins commented on the DHCP move scheduled for March 1, 2002. He stated that he would not be done converting by the deadline and asked how this would affect Internet service to his area. Garcia confirmed that this would leave some of Collins' area without service and that concerns should be emailed to netops@humboldt.edu. A lengthy discussion ensued, issues were brought up and there was no resolution.

Adjournment: 11:18 (Collins/Shellhase)