

Information Technology Council
Humboldt State University

Meeting Notes for: March 11, 2003, 2:05 to 3:25 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, Pat Collins

Others Present: Bill Cannon, Ben Curran (TNS), Lawrence Williams (Plant Operations), Bruce Tiffie (as proxy for Megan McKenzie), Linda Thompson (Bookstore), Molly Simpson (Recorder)

1. **Approval of the Minutes:** Minutes of the February 11, 2003 meeting were approved as amended (Bradley/Sanford).

2. **Report Items:**

Working Group on Assistive Technologies: Walker reported that the group had met with Cannon to review the requested proposal in response to the CSU audit. The group also created a proposal for process, documentation, and review and compliance of accessibility for student labs. He stated that the group also met with Cannon and McFarland to review the proposal and to discuss submitting the three documents to becoming the definition for accessible workstation or student computing lab facility. Walker distributed copies of the three documents to Council members for review. Cannon told the Council if approved as a recommendation, he would email McFarland and Hans McCrone regarding the web section and the status of establishing standards for accessibility. Cannon noted that responsibility for inspections would be assigned to McFarland's area. Additionally, there would be a requirement for new lab designs or remodels to have an inspection first to assure compliance. If they are in agreement with that then we would have a meeting that would also include Dawn Hill and Bob Schulz. Walker made a motion to forward the three documents to Cannon for review and the motion was carried.

Common Software Acquisition Group: Bradley reported that the testing of web mail products had been extended through Spring Break. He noted that the group is still working with Peter Johnson on Collaborative Suite. Johnson is currently working on getting a demo of the product with the Windows platform. Cannon commented that Humboldt State, Stanislaus, and San Francisco State are working with Oracle on pricing for Collaborative Suite. Current discussion now is for a 95 percent discount. This would cover faculty and staff only. The campus would still need to cover students. Linda Thompson told the Council that due to the campus deadline for

purchase of \$1000 or less, the next bulk buy will be April 25th. She noted that she would update the web page with the new deadline and agreed to also post the Adobe price list as well. Thompson reported that she had received approval for the Bookstore to be the distributor for Microsoft work at home. Linda Thompson will work with Sandy Camozzi and Bill Cannon on the logistics. She noted that the cost for media should be just under \$10.00. She also announced that through June 28th the purchase of a ten user license for Filemaker would include the server license for free. Interested parties should contact Thompson for further details.

Working Group on Web Access: Quarles reported that the group had met with Cannon and discussed the need for uniformity in documents for Web Access and Assistive Technology. Tex revised the documents accordingly. Quarles stated that the working group will approve the documents and forward them on to the Council at the next meeting. Cannon noted that Elizabeth Hans McCrone had attended the last SCIT meeting and agreed that two campus committees were needed for the official web presence. A policy committee which would also deal with the look and feel of the page and a technical committee. The policy committee would be advisory to Hans McCrone and the technical committee would be advisory to Cannon.

Professional Development Group: Granfield reported that the group had disbanded. Granfield stated that she would forward information onto Donna Smith for the web page. The Council agreed to delete membership and leave a brief explanation. Links to group works such as the resource database will remain as well. A brief discussion ensued regarding the group's goal to combine training and the associated costs and possible coordination of training opportunities.

Active Directory Working Group: Collins reported that the group had met and reviewed the DNS strategy for Active Directory that TNS had completed. Collins thanked TNS for taking the time to work on the strategy noting that it looked good. Collins noted that the group wanted to continue with the staging TNS had set up. Curran noted that a minimal set of documents providing minimal configurations will be required prior to beta testing. TNS will test Active Directory on their own domain (Stage 2A) and the working group will test after that (Stage 2B). Stage 2 should begin sometime in April. Van Duzer asked that Anthony Carnemolla (Professional Studies) be added to the mailing list for this working group.

3. Discussion/Action Items:

CMS: Cannon reported that the CMS audit report was out. It would be formally distributed at the CMS Directors meeting the following week. A summary of the audit with CSU responses should be out in a couple of weeks. He also reported that the CMS Steering Committee had forwarded to V.P. Coffey a proposal to delay the start of the Student Systems implementation by at least one year to reduce costs. Cannon stated that an implication of the delay is that the campus needs to address Identity Management more seriously. He noted that Heather Tierney was currently compiling survey responses and creating Visio flow charts on how personal data is used and disposed of on campus. The chart should be available in the next few weeks.

TII: Cannon updated the Committee on TII noting that the pre-construction meeting had taken place and construction would begin in the next couple of weeks. He noted that Griffith Hall will be the first building and that the construction schedule should be out sometime in April.

4. New Business:

Posting Working Group Information: Quarles reported that Donna Smith had created a template for the working group information. Chairs should review their group information on the ITS web page and let Donna Smith know if they have any changes.

Network configuration Change: Curran reported that an outage would occur from 2:00 A.M. to 4:00 A.M. 3/12/03. Curran explained that the outage was for the purpose of testing by SBC. He also told the Committee that Subnet would be changing. This change will double the total number of IP addresses available, but that static machines would have to be manually changed.

5. Adjournment: (Garcia/Shellhase) 3:25 P.M.