

Information Technology Council

Humboldt State University

Meeting Notes for: April 11, 2002 from 10:00 A.M. to 12:00 P.M.
SBS 405

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

Others Present: Bill Cannon (ITS), Linda Thompson (Bookstore), Phil Hooker (Media Services), Lawrence Williams (Plant Operations), Matt Koelling (Student Affairs), Molly Simpson (recorder)

1. **Approval of the Minutes** - March 14, 2002 minutes were approved as amended (Van Duzer/Sanford).

2. **Report Items:**

Network Advisory Group: Walker reported that the group had not met. He also reported that TNS had sent out a revamped schedule of the DHCP and TII Project.

Desktop Support Working Group: Sanford stated that the group had not met and had nothing to report at this time.

Working Group on Assistive Technologies: Walker reported that the group had met and discussed the Alva product, Outspoken. Tex worked with Mary Ann Evans in Purchasing on an agreement with the vendor. The agreement reached was that we would return the product for a 70 percent refund. The refunded money will be used to purchase other assistive equipment including track balls and keyboards. Walker noted that he and Tex would be working on documentation/tracking of this decision and forward it on to Ralph McFarland. Walker stated that the group also discussed long-term funding and authority/responsibility for assistive software in academic labs. He noted that the group would come up with a strategy and questions for Cannon prior to meeting with him. Cannon commented that the group might expand their scope to include interdisciplinary labs. He noted that the model that works for Academic Computing may not be the same model that would work for interdisciplinary labs.

Walker reported that Takao had talked with other attendees at the CATS 2002 Conference regarding how campuses are providing assistive technology. She found that methods were unique to each campus. Additionally, she found that JAWS is the

main voice output software being used by campuses for the Windows side. Walker noted that the group had also discussed the JAWS licensing issue and possible solutions. Walker stated the group planned to meet with Steve Heck regarding issues with PeopleSoft and accessibility. He also stated that the group would be looking at the current Web/Reg Banner interface in terms of accessibility.

Common Software Acquisition Group: Hendricks noted that the group did not meet and had nothing to report. Cannon asked if the group still planned to review MeetingMaker. Bradley noted that 7.1 version of MeetingMaker would be out sometime this quarter. Bradley stated that they were also checking into Corporate Time which is currently being used at some of the other CSU campuses. The product will sync with portable devices and offers other useful features as well.

Linda Thompson from the Bookstore gave the Council an update on the current Adobe licensing. She noted that she would have Photoshop 7.0 pricing available by the end of the week. She reported that there was only one year left on the contract. She also noted that with the current Adobe agreement the Bookstore is technically considered the end user. This is a problem because the vendor will only supply one copy of the maintenance. In addition to not sending enough copies for actual end users, the contract also says that the Bookstore can't copy CDs, however Thompson will allow departments to check out the CD. She also stated that if departments wanted to purchase the media the charge would be \$25.00. Thompson stated that HSU would renegotiate after the expiration of the current contract.

Thompson stated that the calculations to determine the current number of Macromedia licenses on campus did not seem very accurate due to the information coming from several different sources. She stated that she would be willing to coordinate holding orders for bulk buys for better pricing. Cannon noted that the CSU signed a contract and that ten of the campuses participated. He stated that the contract is at the maximum discount rate and that every campus can order off of it in quantities of 50. He also stated that there was no ordering or final pricing information available at this time.

Working Group on Web Access: Matt Koelling reported that the group had met and discussed ideas for an upcoming Accessibility Campaign. The group came up with a list of ideas including an HSU website with W3 standards, a WAG presentation to deans and department chairs, a TIGERS grant to develop a web accessibility on-line course to share with all CSU campuses, and promotion of the event through flyers, posters, and bulk-mail. The group also looked at having an awareness week conference with keynote speakers, workshops and videos. Koelling noted that they would like to include the TIGER grant video on accessibility. Cannon suggested that the group may want to look at including ergonomics to the awareness campaign. Discussion ensued regarding the campaign.

Professional Development Group: Granfield reported that the survey results revealed that 15 percent is the average time IT staff are currently spending on professional development. Responses ranged from one percent to forty-five percent. She noted that many people mentioned the value of one-on-one contact with other IT professionals as a device for learning. The group discussed the possibility of creating a directory of IT professionals on campus. They also discussed how it would be implemented and how it would be used. The group agreed that it would have to be tied into the development plan. The group decided to use the ITC list for a starting point and also work off the campus directory to create a list of names and locations. Quarles noted that he would send an email with attachment of the list and hoped that ITC members would contribute information on any additions to the list. Granfield noted that the list is a draft and would be used for group purposes only at this point. Quarles noted that the group was looking at adding a slight biography of people's skills and experience to the list.

Koelling noted that creating a library/resource area specific to IT staff would be quite useful. He stated that books and publications people have already read could be recycled for this purpose. Cannon noted that ITS could provide the location for books and publications. Koelling stated that he was willing to help setup and manage the site.

Active Directory Working Group: Sanford submitted the group's mission statement, membership list, and monthly meeting date/time/location. Collins noted that Garcia would be unable to attend all of the group meetings. He stressed the need to keep TNS informed and stated that the group would email any questions they had to NetOps. Collins also noted that the group would be setting up test sites.

Quarles noted that he would forward information on the new group to Donna Smith for posting to the web page.

3. Discussion/Action Items/Announcements:

Report from Bill Cannon: Cannon stated that HSU was participating as a secondary test site on the Meta directory. He stated that other campuses participating included Hayward, SLO, and Northridge.

Cannon stated that a faculty-led team from this campus would be participating in a two-day meeting where they would be discussing faculty and academic technology.

Cannon reported that the upcoming CIO meeting would be addressing the new federal legislation that would allow the federal government to look into our databases and get information about our faculty, staff, and students. He stated that he would report back to the IT Council at the next meeting.

Cannon announced that the annual survey would be coming soon. He noted that all CMS questions would be taken out of it.

Dell Meeting: Hendricks asked ITC members if they had any comments on the Dell meeting. The Council discussed the meeting and issues with Dell including part swapping. A lengthy discussion ensued regarding similar issues with Gateway and the level of customer service from both vendors.

90 Percent Review: Cannon noted that the overall plans were complete, however revisions to the tables (outlets, etc.) could still be submitted. He also noted that there was not yet a formal deadline on reviewing the tables.

Adjournment: 11:50