

## **Information Technology Council**

### Humboldt State University

Meeting Notes for: August 9, 2001 from 10:00 A.M. to 12:00 P.M.  
SBS 405

Members Present: Toby Walker, Mike Bradley, Mark Hendricks, Dale Sanford, Pat Collins, Rick Garcia, Jeremy Shellhase

Others Present: Ryan Grace (CNRS), Steve Heck (CMS), Dave Simpson (ITS), Nick DeRuyter (ITS), Christi Hawkins-Smith (as proxy for Joan Van Duzer), Lawrence Williams (as proxy for Katherine Granfield), Bill Cannon (ITS), Molly Simpson (Recorder)

- 1. Approval of the Minutes** - June 14, 2001 minutes were approved as distributed (Sanford/Bradley).

- 2. Report Items:**

**Working Group on Network Issues:** This group did not meet and had nothing to report at this time.

**Working Group on Desktop Support Issues:** Sanford reported that the group had distributed (to the IT listserve) a report of the survey results. He noted that at this point it would be up to the Council to decide what they would like the group to do with the survey results. He also noted that they had received one comment, and a minor revision is in process. Cannon suggested that everyone respond to the group even if it is to report no comments. This way the group will know who has seen and reviewed the document.

**Working Group on Assistive Technologies:** Walker reported that he had been working with Laurie Takao on accessibility software purchases. He noted the priority will be to install software in Gist Hall and Library 121 and that he will be working with Academic Computing to complete these installations.

**Working Group on Web Access:** Shellhase reported that work was still in progress in regards to web policy implementation. Cannon noted that the group was expecting updated text from Public Affairs; however, they had not yet received this text. He noted that the group had looked at some sample wording from the CSU web page and from State of California web pages. At this point the group had nothing to implement. Collins introduced Ryan Grace and asked that he be included in mailings etc. for this group. Collins also asked that Grace be a member of the Web Access Working Group if that was appropriate. Cannon indicated that it was.

**Working Group on Shared Software:** Hendricks reported to the Council that the group had met. He noted that the group's purpose was to come up with a way for the campus to evaluate software and coordinate bulk purchasing. The group has drafted a proposal for evaluating software and created two categories. One for infrastructure software used throughout the campus and one for elective software. At the last meeting the group looked at how to evaluate infrastructure software and will be sending out a draft before the next ITC meeting. Ways that software would come to the evaluation process would be from a list of expiring software and referrals from either the IT Council or by the Administration. Sanford suggested that virus software go through the evaluation process. Discussion ensued regarding a recent virus program code implementation initiated by ITS to protect campus users from the SirCam virus/worm. Cannon stated that under normal conditions, evaluating virus software would be a good idea; however, in an emergency situation where time is an issue software would need to be installed to assure the protection of campus users. Further discussion ensued regarding client side and server virus protection. Bradley noted the importance of having protection on both desktop and server. He also noted that it is recommended that they come from two different vendors to cover each others flaws. Collins asked the group if they had looked at the funding aspect of evaluating software. Sanford stated that part of the group's intention was to look at the ramifications of funding by department versus funding centrally. Cannon told the Council that there was an account that funds central software; however, the software approved for that funding has to be approved by URPBC. He continued by telling the Council that a process was needed to make recommendations to URPBC. Cannon noted that any software that would require new funding would need a recommendation to URPBC by Fall.

**Working Group on Staff Training Issues:** Collins told the Council that there was nothing to report since this group had not yet met. Cannon noted that the group's focus should be on non-CMS and non-TII training.

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

**CSU** - Cannon told the Council that there had been no meeting and that the next meeting was scheduled for August 16, 2001. Collins asked how the survey had gone and Cannon replied by saying the survey data was compiled and turned in on time. He was hopeful that this year the results would come in a more usable database format as opposed to last year's spreadsheet format that contained over 600 pages.

**CMS** - Walker introduced Steve Heck to the Council. Heck thanked the Council for inviting him and expressed his interest in continuing to participate in IT Council meetings, noting that all of the working groups were relevant to the CMS project. Heck told the Council that most of the first wave campuses would probably be fully live within the next 30 days. He noted that HSU would not begin implementation of the actual software until February 2002. The next implementation would be in October 2002 for the Finance software. Heck told the Council that Student Administration should be starting

sometime in 2003. He told the Council that they had been working on business processes and establishing diagrams/flowcharts to make sure that we know what all the existing business processes are so that when we get the software product we can see where we need to customize. He noted that ITS and the Budget Office had contributed support in this area. He also noted that Human Resources, Procurement, and the Budget office (with help from Laurie Sheppard), were moving ahead rapidly. Once completed they would be working on Faculty Personnel. Heck stated that negotiation were currently taking place to schedule Payroll, Accounts Payable, and General Ledger. He said that they hoped to start the process for Enrollment Management this fall. He also reported that they had been interviewing vendors for the readiness assessment validation and at the same time they were looking at these vendors as potential support consultants for actual implementation. He told the Council that he had been working on a move to an actual CMS Project Office and that it would be located in Gist Hall. The CMS office space would include a combined testing/training/video conferencing space. He was hopeful that the CMS Project office space would be completed by January of next year. Heck noted that they had received over 1000 responses to the end user surveys and that they were currently working on compiling the results into an Access database.

He told the Council that each campus had been asked to designate an official PeopleSoft Administrator who would be ultimately responsible to work with the Project Director to make sure any software products received from PeopleSoft are appropriately received and installed. He stated that Humboldt State's PeopleSoft Administrator was Dave Simpson and that Nick DeRuyter would be the alternate.

#### **4. New Business**

**DHCP Poll** - Garcia asked members to email detailed feedback on how the DHCP project was going. Garcia noted that this feedback would help determine if date adjustments would be needed. Cannon stressed the need for the Network Issues group needed to have an early meeting and come up with a recommendation on a date and to produce a list of questions. Discussion ensued regarding the details of the DHCP Poll.

Cannon told the Council that the charter for the IT Council calls for the election of Chair at the first meeting in September. He asked members to forward nominations and that the election should be the last item of business on the first September meeting agenda.

**Adjournment:** 11:10 (Shellhase/Bradley)