

Information Technology Council
Humboldt State University

Meeting Notes for: September 12, 2002 10:00 A.M. to 11:50 A.M.
Location: SBS 405

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

Others Present: Bill Cannon (ITS), Nick DeRuyter (ITS), Justin Loch (as proxy for Megan McKenzie)

1. **Approval of the Minutes:** Minutes of the August 8, 2002 meeting were approved as amended (Van Duzer/Granfield).

2. **IT Council Chair Election:** Quarles announced the nominees for Chair were Walker, Quarles, Collins (declined), and Hendricks. Each of the three nominees made a statement to the Council. A motion was made to have the Chair serve a one year term with a two year consecutive limit. (Hendricks/Sanford). A brief discussion ensued. The motion was not carried. Votes were tallied and Quarles was re-elected as Chair of the IT Council.

3. **Report from Cannon:**

Annual Survey: Cannon reported that IT staff at Humboldt State had taken the time to respond to the survey questions in a consistent manner. He congratulated participants on a job well done.

CMS: Cannon reported that eleven campuses were in full production on both Human Resources and Finance. All eleven campuses successfully closed their books last year on the new finance system. Several of these campuses reported that their financial closing went smoother than ever. He noted that both Fresno and Sonoma are now on the new student system. Some glitches have been noted, however this is still a pilot project. Cannon expected to see more activity regarding CMS this year. The next big push would be to get into Administer Workforce which is one of the primary modules that will be used to support Faculty Personnel Services in the HR area.

TII: Cannon reported that the adjusted schedule for the TII project was being met. He stated that the formal bid documents were being worked on. 90 percent drawings had been approved and that the final on the 100 percent drawings was currently underway. Cannon told the Council that final bid documents should be out the end of

September. He noted that it would be about a 14 month project. Cannon also noted that a letter containing all of the space impacts on campuses had been given to the Executive Committee with copies distributed to the executives in each of the major units.

Academic Technology Advisory: Cannon reported that the Chancellor's Office had decided that they needed a more inclusive overarching advisory committee and therefore the structure of the Committee would be changed.

SCIT: Cannon told the Council that this year's Tech Plan would be structured differently from prior years. The four themes would not change, however the structure would need to be changed to meet the needs of the future. He discussed moving away from a "silo" server style environment towards an integrated server environment. Cannon stated that money would be needed to build some form of consolidated server environment. He noted that the consolidated server environment was needed to ensure reliability and functionality with enterprise type services. Cannon told the Council that a consultant (Jim Hubbard) had been hired to help develop a hardware and software architecture that will take us into the future. He also told the Council that the PeopleSoft portal and the Blackboard portal would need to be integrated. Additionally, he stated that the President was pushing for a modern web-based portable email tool for our students. Cannon stated that these changes would require more resources.

Microsoft Agreement: Cannon updated the Council on the current status of the Microsoft contract negotiations. Discussion ensued.

Report Items:

Active Directory Working Group: Sanford reported that the group had not met. The group planned to meet in the near future to discuss LDAP. Cannon noted that the ITS response to the group's recommendations would be distributed in the near future.

Network Advisory Group: Garcia reported that TNS was still working on AppleTalk seed router replacements. Hendricks reviewed the group's proposal for naming conventions. He noted that this would be for new machines as they were added. A motion was made to accept the group's recommendation (Shellhase/Van Duzer). The motion to accept the recommendation was carried. A brief discussion ensued.

Desktop Support Working Group: Sanford reported that the working group had not met. The Council briefly discussed coordinated efforts in purchasing computers.

Working Group on Assistive Technologies: Walker reported that the group had not met. The group was in the process of scheduling a standing meeting time. Walker reported that Tex had worked on an alternative to the Jaws licensing issue. He stated that five Jaws disks (that do not count licensing) were now available for students to check out. These disks allow students to load Jaws on the workstation they are using. He also noted that the group would continue working towards universal access for Jaws.

Common Software Acquisition Group: Sanford noted that Van Duzer would be the Chair of this working group. He reported that the group had met with Linda Thompson to work out dates for bulk Macromedia purchases. They decided on three dates: September 15th, December 15th, and May 15th. Purchase requests should contain verbiage indicating that the order should be included in a bulk purchase.

Working Group on Web Access: Shellhase reported that the group had not met and that the group would be looking for a new chair. Quarles noted that the group should meet and select a new chair.

Professional Development Group: Van Duzer reported that the group would be meeting on September 20, 2002. Quarles stated that the group had identified two areas of need. The areas identified by the group were sharing resources and sharing skills. Riley noted that the group was in the process of developing a database for the purpose of integrating information on resources available in the lending library, resources IT staff have available for loan, and an IT staff skill list.

4. Announcements:

Bradley reminded the Council that the MeetingMaker upgrade would take place on Saturday (9/28/02).

Walker announced that the Student Affairs web page now included a student handbook, calendar of events and many useful links. He invited Council members to view the page and to let Matt Koelling know if they wanted to see something else added.

5. Adjournment: 11:50 (Walker/Hendricks)