

## **Information Technology Council**

### **Humboldt State University**

Meeting Notes for: September 13, 2001 from 10:00 A.M. to 12:00 P.M.  
SBS 405

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

Others Present: Dave Simpson (ITS-for Bill Cannon), Sandy Camozzi (for Joan Van Duzer), Molly Simpson (Recorder)

1. **Approval of the Minutes** - August 9, 2001 minutes were approved as amended (Hendricks/Bradley).
  
2. **Election of Chair for 2001-2002** - Quarles explained the election process noting that nominations had been made for Rick Garcia, Toby Walker, and Riley Quarles. He asked the Council if there were any additional nominations to be made. Garcia nominated Bradley. Granfield invited nominees to express their interest in being Chair of the Council. Garcia noted that he was not interested in being Chair at this time but would certainly consider the opportunity in the future. Walker indicated that he would be interested in being Chair; however, he also thought that the Chair should remain for two years for continuity and consistency. Quarles told the Council that he had enjoyed being Chair noting that it had been a great experience. He expressed that he would like to do it again this year; however, if any of the other nominees strongly wanted to be Chair he would withdraw his nomination to allow someone else the experience of being in this facilitator's role. Bradley stated that he would not reject the nomination but that he had no strong desire to take the position as Chair. Collins said that Walker's comments were quite good and that there would be plenty of time for one of the new nominees to become Chair later. He also stated that Quarles had done a good job and at this point he recommended that Quarles remain Chair. Hendricks also indicated his agreement. Quarles noted that with these votes of encouragement he would remain a nominee. Members voted at which time all votes were passed to Dave Simpson (for Bill Cannon). Simpson counted the votes and announced that Quarles had received the largest number of votes and would remain Chair.

### 3. **Report Items:**

**Working Group on Network Issues:** Garcia reported that the group had met and nominated a Chair (Garcia). He also reported that the group had worked on a draft to

send out to Council members in order to find out what percentage of machines people had already moved over to DHCP and how much further they have to go. He noted that this would help TNS in coming up with dates for sub-netting. He also noted that the 17<sup>th</sup> date will still be in effect. Garcia stated that the group hoped to meet next week and get survey information ready for the October ITC meeting. Hendricks clarified the purpose of the survey stating that the intent was to determine who is in charge of what areas and what IP ranges were traditionally held. He continued by stating that the survey also provides people with the opportunity to request a number of static IP addresses for particular purposes such as servers, printers, and network equipment. Hendricks told the Council that the group planned to email the survey to every ITC representative and hoped to get responses back as soon as possible. Hendricks described the survey questions and indicated that it included a section for comments. Garcia stated that the information would be posted on the web page. Collins said that the group briefly discussed the implementation of Win2000 on campus. He stressed the need for this subject to be addressed within this working group. Hendricks proposed that discussion of DHCP, DNS, and Win2000 take place at the next IT Council meeting. Collins requested that Bradley be a part of the working group as a special resource due to his knowledge in this area. Hendricks told the Council members that they should expect to be asked questions regarding IP addresses, static addresses, and network equipment servers. AG group/Wildpackets, a tool used to ping IP addresses, was discussed briefly.

**Working Group on Desktop Support Issues:** Granfield told the Council that the group was still in the distribution stage of the report the group had compiled. She brought extra copies of the report for any members who had not yet had a chance to review it. Granfield asked that corrections be submitted to her. She noted that the survey was done to identify possible issues that the working group would address. The report indicated that pathways for support was the main area needing to be addressed. After a brief discussion the Council decided that this group should look at who should be the first level of support and to compare Help Desk Roles with ITC department roles. The goal would be for the group to come up with a recommended model to decrease redundant work. Jim Goddess and Sandy Camozzi were asked to join this working group representing the Help Desk.

**Working Group on Assistive Technologies:** Walker told ITC members that this group had not met due to Laurie Takao's unexpected time away from the campus. He stated that software had been installed in the Access Lab in the Library; however, there were current issues regarding the Jaws license and authorization which prevented them from installing this software in Library 121 and Gist Hall. He told the Council that the group would be looking into long-term solutions and other strategies including roving laptops. The group would also look into what software could possibly be installed on these laptops.

**Working Group on Shared Software:** Sanford told the Council that the Norton Anti-Virus contract would be expiring in May and that funding would need to be approved by February. Sanford requested that Bradley join this working group because of his client and server side knowledge. Sanford then handed out copies of the group's model for the new process and briefly discussed the steps of the model.

**Working Group on Web Access:** Shellhase noted that this group had not met. Sanford asked about the status of the group's review of current web policy. Quarles noted that a meeting had taken place in July that included Bill Cannon, Sean Kearns, Andrew Jones, Jeremy Shellhase, and Riley Quarles. From this meeting Andrew Jones was to work with Sean Kearns to look at changing the current text and establishing a new set of policy/guidelines statements. This information was to be brought back to the working group who would make recommendations to the IT Council. At that point the IT Council would make recommendations to SCIT for a formal policy. Sanford expressed concern that Kearns and Jones had not yet forwarded this information to the working group or the IT Council. Quarles suggested that interested ITC members look at the current policy and forward recommendations to the working group. Collins suggested that the IT Council issue a letter to Kearns asking for a draft so that the Council can review the document and make a recommendation to SCIT for an official policy. Quarles noted that he would discuss this with Cannon. Due to some confusion in membership, Shellhase listed the working group members: Shellhase (Chair), Noar, Grace, Van Duzer, Jones, Tex, and Quarles. Walker noted that there have been two additional groups meeting to discuss various web issues and that this most likely added to the confusion regarding membership.

**Working Group on Staff Training Issues:** Granfield reported that the group had decided to change their name to Professional Development Group and that Collins was the Chair of this working group. She told the Council that the group meetings are held on the first Friday of each month at 11:00 in Gist Hall 212. He also told the Council that the group had affirmed their scope to focus on IT staff development. The four areas the group had defined were as follows:

- Identify Needs
- Opportunities (what kind of training development is available)
- Resources (funding sources)
- Identify Development Standards/Formal Structure (to attempt to work this into the administration so that staff are supported and allowed to take time off to get the desired training).

Quarles noted that the group was working on creating a solicitation to be sent to the IT listserv asking members what training opportunities they would like to see and to prioritize them. The form will also contain a section to allow for comments. The group will also be exploring current and future funding.

**3. Discussion/Action Items/Announcements: none**

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

Sanford made a motion to make public the dates and times of working group meetings. Hendricks seconded the motion and the motion carried. Granfield asked the Council about maybe taking this motion a step further and having working groups be more structured. Sanford asked to make a friendly amendment to the motion to have groups make public the regular meeting times, member list, and statement of purpose. Collins seconded the amendment to the motion and the motion carried.

**Adjournment:** 11:32 (Walker/Shellhase)