

Information Technology Council

Humboldt State University

Meeting Notes for: September 21, 2000 from 10:00 A.M. to 12:00 P.M.
SBS 405

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

Others Present: Bill Cannon (SCIT), Molly Simpson (Recorder)

1. **Introductions:** ITC Members introduced themselves and gave a brief summary of what their ITC functions are within their prospective departments.
2. **Review of Charge:** Cannon explained that this group was an Advisory Committee, that advises in three primary functions. One is to provide advice to ITS on operational issues across the campus. The second is to provide advice to the SCIT on long range standards and plans from a technological standpoint. The third is provide advice to the Information Security Officer on security issues that affect the campus.
3. **Operating Procedures:** Cannon reviewed the Operating Procedures beginning with Meeting Procedures noting that the IT Council is a formal council that was constituted by SCIT which stems from the URPBC, which follows the structure of Robert's Rules of Order. Discussion ensued as to how agenda items would be addressed. Walker motioned to make agenda items open, with members sending agenda requests through the listserv and the general campus population submitting requests via email at ITC@humboldt.edu. Collins seconded and the motion was passed.

Protocol for the distribution was discussed, and Cannon noted that availability of the minutes would be sent to the ITC listserv and would include a link to the Web page containing the minutes. He also noted that archived minutes, mission, etc. would also be available at this site.

Cannon completed his review of Operating Procedures by discussing the Communication Procedures, stating that only IT Council members, Molly Simpson, and himself would have authorization to send correspondence to this listserv. Granfield requested that a list of who is on the listserv be generated. Cannon stated that he would provide a list for distribution to IT Council members.

The Council discussed who would be responsible for checking and responding to the ITC email. After ensuing discussion, Collins motioned and McKenzie seconded the motion to make the Chair responsible for ITC@humboldt.edu.

Other communication items included procedure for approval of minutes. Collins questioned and Cannon responded by stating that approval of minutes would take place at the following meeting after Council members had time to review them.

- 4. Election of Chair:** Two nominations were sent to Cannon prior to the meeting, and both nominations were for Quarles. Nominations were made at this meeting for Walker and Collins. Both declined. Quarles accepted and is elected IT Council Chair.

The Council discussed the goals of cohesive organization, stimulated resources, defined policy and improved communication.

- 5. Preliminary Agenda for 2000/2001:** Quarles handed out a list of suggested agenda items that was compiled by Cannon. After review and ensuing discussion, two major areas were selected for the Council to work on as a starting point. Two sub-groups were assigned to work in these two major areas. Walker, Hendricks, Garcia, and Collins will serve on the first sub-group and will address the areas of Networking and Security Issues. Shellhase, McKenzie, Granfield, and Sanford will serve on the second sub-group and address the areas of Remedy and Desktop Support.
- 6. Meeting Schedule:** Council discussed dates, times, and locations of future ITC meetings and concluded that it would meet on the second Thursday of the month from 10:00 to 12:00 in SBS 405.
- 7. Announcement:** Cannon announced that ITS would be implementing a protocol for notification of infrastructure failures to maintain a consistency of information. Contact numbers will be set up to three contact points which are UPD, Plant Operations, and Networking. These three locations will be in contact with each other and the information would be reported to the Info Line. ITS point of contact is extension 5000, which is Networking Services.

Updates:

Academic Computing: Hendricks noted that two labs were currently closed for remodeling, Jenkins 212 and Seimens 119. Work should be completed in the next couple of months.

Communications & Network Services: Garcia reported that work on the DHCP procedure modifications would be tabled for the time being, noting that the current procedures should continue to be followed until further notice.

Student Affairs: Walker reported that the electronic testing service that will be housed where EOC is currently housed, however this move has been postponed until November 15th.

Adjournment @ 11:30 a.m., motioned by Collins and seconded by Sanford.