

Information Technology Council

Humboldt State University

Meeting Notes for: October 11, 2001 from 10:00 A.M. to 12:00 P.M.
 SBS 405

Members Present: Riley Quarles, John Filce, Mark Hendricks, Mike Bradley, Jeremy
 Shellhase, Toby Walker, Joan Van Duzer, Pat Collins

Others Present: Bill Cannon (ITS), Gary Noar (for Dale Sanford), Lawrence Williams (for
 Katherine Granfield), Molly Simpson (Recorder)

1. **Approval of the Minutes** - September 13, 2001 minutes were approved as distributed
 (Bradley/Filce), Van Duzer abstained as she was not at the last meeting.

2. **Report Items:**

Working Group on Network Issues: Hendricks reported that the group had finalized the DHCP survey. He noted that the results of the survey would be used to produce a report that would be available at the next ITC meeting. Additionally, these results would be used to help TNS in the conversion process.

Working Group on Desktop Support Issues: Shellhase reported that the group had met and that a mission statement and regular meeting times had been distributed to the IT Council. He stated that the group had also met with Jim Goddess and would be meeting with the Help Desk and Sandy Camozzi very soon. The purpose of these meetings is to determine how first level support is currently being handled. Cannon asked if the group had discussed support requirements for PeopleSoft. Shellhase noted that the group had discussed the topic but not in depth. Cannon stated that he would keep the group informed of new information in this area. Cannon noted that some seats may still be available for the CMS video conference that was rescheduled for November 16, 2001 and that any interested parties should contact Dana Minchew in the CMS office.

Working Group on Assistive Technologies: Walker reported that the group had met on September 25, 2001 and had discussed some of the technical obstacles of implementing the new software in the labs. He noted that the group revised their scope from completing all stations in the labs to completing two stations per lab by the end of this semester. Next semester the remaining installations would be completed. Walker stated that the group had formalized their meeting dates and times. They would be meeting on the third Wednesday of each month from 11:00 to 12:00 in Nelson Hall East 219. The group planned to invite Mark Hendricks to one of their sessions to help brainstorm on possible wireless strategies. Walker stated that he hoped to be able to provide a wireless

connection in a couple of labs using some contingency funding in the URPBC proposal. He also stated that the main focus of the group would be to look at more long term solutions such as a fleet of laptops with wireless connections. Walker noted that he had met with Vice President Butler who recommended that a proposal to provide long term funding come out of this group and move up the appropriate channels. Walker also noted that the group still needed to meet with Cannon in regards to this issue.

Working Group on Common Software Acquisition (formerly the Working Group on Shared Software): Hendricks reported that the group had met a few times and had developed a mission statement and a regular meeting time. Their group will meet on the last Wednesday of the month from 3:00 to 4:00. He stated that the group was currently working on ways to make the purchase of software more cost effective. Hendricks told the Council that the group was testing their evaluation process on virus software and should have the results available at the next ITC meeting. Cannon stated that he would like to distribute a copy of the process to SCIT once it is complete. He noted that the group should be sure to include funding issues in the document. Cannon complimented the group on their work noting that this evaluation process could become a how-to guide for the campus. Hendricks noted that Camozzi had brought up the fact that purchases are driven more by when funding is available rather than when licenses expire. The group is currently looking into ways of evaluating software in a timely manner so that recommendations can be made and requests will be in place when funding becomes available. Discussion ensued regarding virus software including the hidden costs associated with changing vendors.

Working Group on Web Access: Shellhase reported that the group had met and discussed the direction that the group should be focused on. The group agreed that their focus would be on developing a policy on accessibility of web resources and making recommendations to the ITC (as stated in their mission statement). Quarles noted that Ralph McFarland has been asked to join this group as well.

Professional Development Group (formerly Working Group on Staff Training Issues): Van Duzer reported that the group had compiled the survey results regarding interests in learning opportunities/professional development opportunities. She stated that the group had met to discuss the findings of the survey. She briefly summarized the results of the survey noting the following areas of interest:

18	Web Development (usability and accessibility)
16	Windows 2000
15	Adobe Suite
14	Java Scripting
13	Macromedia & Accessibility
09	MacOS

Van Duzer stated that the group had met and agreed that these short term training needs were good; however, the needs of the IT community would be better addressed if the training had a broader purpose. More specifically, the group planned to work on the

structure for IT professional staff to create Professional Development Plans that would be submitted to supervisors. She stated that plans would be completely voluntary and at the same time be tied to the individuals job description and provide some guidelines on the amount of continuing education or professional development that is important for IT staff to do their jobs well. Van Duzer told the Council that non IT topics could be relevant to the Professional Development Plan such as stress management, ergonomics, presentation skills, disaster recovery, and time management.

3. Discussion/Action Items/Announcements:

Windows Active Directory: Hendricks asked that this item be moved to the November ITC meeting. The Council briefly discussed issues regarding active directories.

Working Group Summaries: Quarles reminded the working groups to submit their group summary information (membership, meeting dates, mission statement) to him for posting on the web page.

4. Report Items:

CMS: Cannon reported that CMS would be fully funded for this year; however, next year we would be short of funding. He noted that the URPBC had recommended to the Executive Committee that there be no further invitation for proposals of funding for the rest of the year. This would allow for funding to be carried into next year to help cover some of the CMS project expenses. He also noted that there was a possibility that portals could become part of the CMS project.

TII: Cannon told the Council the 50 percent plans had not yet been approved. Meetings with the architects would be held through the weekend in order to finalize these plans. He briefly discussed the space issues that needed to be resolved in order for the plans to be approved.

ATAC: Cannon distributed a document regarding Professional Development. He told the Council that the Chancellor's Office was sponsoring a group called ATAC (Academic Technology Advisory Committee). He stated that this group had put forward a proposal for a major ongoing continuing development program for faculty. The proposal asked for \$20,000,000.00 per year. This proposal currently has goals but no set plan. Cannon noted that CIOs from the ten campuses that represent the Academic Technology Advisory Committee were invited to a meeting in order to bring some reality to this program. He noted that a planning session was scheduled for February to try and outline how to develop a real support plan. Cannon volunteered to be a pilot campus and noted that this opportunity could bring ongoing funding to our campus.

Adjournment: 11:15 (Bradley/Hendricks)