Information Technology Council
Humboldt State University

Meeting Notes for: August 12, 2003 2:00 to 4:00 P.M.
                            Location: NHE 116

Members Present: Riley Quarles, Mark Hendricks, Dale Sanford, Katherine Granfield,
                            Pat Collins

Others Present: Bill Cannon (ITS), Diane Sudori (as proxy for Mike Bradley), Cassandra
                            Tex (SDRC), Linda Thompson (Bookstore)

1.   **Approval of the Minutes:** Minutes of the May 13, 2003 meeting were approved as
        distributed.

2.   **Report Items:**

        Working Group on Web Access: Quarles reported that the group had completed the
        charge given to provide recommendation documents to Cannon for the accessability
        audit and to add content to the WAG website. The recommendations were
        synthesized into the accessability portion of the newly updated ITS website. The
        documents can be found under Tech Guides or by direct link. Accessability links cover
        policy, accessability for workstations/labs, web accessability, and TDD. Quarles noted
        that the compliance date of July 22nd had been met. Quarles stated that the ITS page
        focuses on the office and general information aspects of accessability while the WAG
        web page contains accessability education and policy. The group will now focus on
        an awareness campaign. The campaign will target the campus community but also
        reach out to K-12 and Humboldt Office of Education. Tex distributed quick tip cards on
        making accessible web sites. Quarles announced that Natalie Walston was the
        temporary Campus Web Master noting that she would be working with Cannon on
        creating a link to Accessability off the HSU homepage. Recruitment for the position of
        Web Master is scheduled to take place in November. Tex asked that accessability
        experience be included in the job qualifications.

3.   **Discussion/Action Items:**

        Report from Cannon:

        Accessability Audit: Cannon reported that the accessability audit went in on time
        and was accepted. He noted that there were some action items on the website that
        would require some follow up. He noted that there would likely be an audit follow-up
        in about six months.

TII Project: He reported on the TII project noting that work was being done on the SBS building and that construction had begun in the Science 1B building. A room upgrade schedule should be available soon.

Annual CSU-wide Survey: Cannon thanked Council members for their efforts in the annual CSU survey noting that the survey was done well and therefore no follow-up questions were directed to the HSU Campus.

Server Migration: Cannon reported that server migration plan had been completed over the summer. He noted that the plan is posted on the ITS site under Planning/Policy. It is a five-year plan originally intended to start this year, however, the funding is not available. The Executive Committee has approved the plan. The plan is basically a $400,000 plan to replace all of the servers in the Computer Center with a super server cluster running Linux. The cost over five years would be about 1.6 million dollars in new monies. He noted that for a campus the size of HSU, this was a very small amount.

IMI: Cannon informed the Council that legislation has passed to stop the use of social security numbers as of January 1, 2004. He noted the plan was not in outline form and the intent was to convert to new ID numbers over the Thanksgiving break. Cannon reviewed the current plan outline. He told the Council that in the student system the Student ID number (currently SSN) would be copied into the SSN field and the Old ID field. The new generated number will go into the ID field. If someone can not remember their new ID number they can type in their SSN to find their new ID number. Discussion ensued regarding the new numbering system.

New Services: Cannon reported that user friendly email addresses should be implemented during the fall semester. Current email addresses will be hidden and one new email address will be created using the faculty or staff name as listed in the directory. Example: bill.cannon@humboldt.edu. There will also be an option to create a second address. Both addresses will go to the same account. Cannon noted that currently discussion is taking place on whether or not to offer this to students as well. He noted concerns of volume, overhead dealing with inappropriate names being picked, and if this happens would one or all accounts be cancelled.

Cannon told the Council that the campus now has an 800 number for remote Dial-up. The service has been available for several months, however documentation is not yet in place. The cost is $1.00 per month plus 10¢ per minute. He noted that registration was required. Departments/Colleges interested in this service should contact Cliff Schall at extension 5000 for set up details. He noted that Melinda Christensen was currently working on documentation for this service.

He stated that a wireless infrastructure was now in place running from the Library to the Depot. It is not turned on all the time due to testing. Documentation is not yet in place. While the service is now available, the roll out will take place after documentation is complete.

Cannon announced that Squirrel Mail, the campus's new webmail system had been implemented and that workshops for using the new product were currently being offered.

Cannon also reported that the preliminary selection for a system-wide universal mail system was Collaborative Suite and that negotiations were currently taking place. He estimated that the cost for faculty and staff on this campus would be a one-time cost of $40,000. He noted that he would keep the Council informed.

Hardware Recommendations: Cannon stated that there would be a push to try to bring stronger recommendations on hardware for the campus .This is because support costs are too high and support staff are being stretched too thin. This would simplify many current issues. Also, he noted that information would be gathered and the CSU will be negotiating prices. He noted that options to recover some of the costs would be needed.

Cannon stated that ITS would try to keep all services at the current level, although 10% of positions and 50% of OE had been cut from the department due to the budget.

4.   **Announcements/New Business:**

        Requests for IT Council Chair 2003/2004: Quarles asked that members send their nominations directly to Molly Simpson. Cannon noted that this year the ballots would be pre-printed with nominee names and no add ons would be accepted.

        Bookstore: Thompson noted good deals on laptop bundles available to staff and students.

5.   **Adjournment:** (Granfield/Hendricks) 2:50 P.M.