

Information Technology Council
Humboldt State University

Meeting Notes for: February 13, 2007 from 2:00 to 4:00 P.M., NHE 106

Members Present: Mark Hendricks, Michelle Henson (proxy for Dale Sanford), Josh Callahan (proxy for Mike Bradley), Bethany Gilden (proxy for Pat Collins), Dave Pearson, Katherine Granfield, Jeremy Shellhase, Toby Walker, Megan McKenzie, Jeanne Wielgus, Jeff Graham (proxy for Todd Stone), Joan Van Duzer

Others Present: Bugs Broillard (UCS), Nick DeRuyter (ITS), Anna Kircher (ITS) Lorrie Marsh(TNS), Drew Meyer(UC), Riley Quarles (IMS), Steve Darnall (CAHSS), RJ Wilson (AC), Jason Hardin (UCS), Rick Garcia (TNS), Chris Hansen (CAHSS)

1. Approval of the Minutes:

December 2006 Minutes were approved as distributed (Garcia/Gilden).

2. Report Items:

Common Software Acquisition Group: Hardin reported that the group was currently working on creating an official recommendation and technical summary on AV to present at the March 13th Council meeting.

Network Advisory Group: Callahan reported that the group was currently looking at a procedure that would establish guidelines for any "Internet Facing Server" that would be requesting a firewall "pinhole". The procedure would include fields for system contact, back-up contact, and patch management information. Garcia noted that the group was also looking at implementing similar procedures for wireless.

Garcia informed the group that global changes to network equipment were posted on the Moodle site and systat.

Desktop Support Working Group: Hendricks reported that the group had been working on finalizing the ITS procedure documents. The group was also discussing other procedures and initiatives to improve desktop management and security.

Messaging Working Group: Walker reported that the group was meeting on 10:00 every Monday. The group is actively looking at finalizing categories for the requirements matrix and determining what minimum requirements must be

met. People from the committee met with Paul Picciotta in the CMS Office regarding PeopleSoft CRM. CMS will be using PeopleSoft CRM version 9.0 with a possible implementation date of March 2008. CRM falls within the context of choosing a messaging system. The committee is currently looking at document material from Paul Picciotta on requirements/interoperability.

3. Discussion Items/ Action Items:

CATS 2007: Quarles noted sending email to the Council regarding the three sponsored spots available to campus IT Staff for the CATS Conference. In the past the Council has voted on whom to send. This year only three people asked to be nominated (Van Duzer, Darnall, and Marshall). A motion was made to forward the three names on to the CIO for approval. The motion carried (McKenzie/Callahan). Kircher noted that she would send out an approval email outlining the responsibilities of the sponsored attendees.

Separating Employee Clearance Form: Kircher reviewed processes relevant to the Separating Employee Clearance form. Kircher noted that the form was a result of a business practice, not a policy.

HSU-Procedure Document: Hendricks reviewed the proposed procedure document. A motion was made to approve the new procedure process. The motion carried (Gilden/Shellhase).

Firewall Change Management Procedure: Tabled until the next Council meeting.

Internet Facing Server Procedure: Callahan submitted the Internet Facing Server Procedure to the IT Council for 30 day review on behalf of NAG. Callahan gave a brief overview of the procedure, noting that any system that required access from the Internet would need to follow this procedure. The procedure contained a form that listed some System Administration responsibilities as well as acknowledgement of AUP guidelines.

4. Announcements/New Business:

Monthly Service Window: Callahan told the Council that the monthly service maintenance would be on the third Sunday of the month. He noted that he would send out email and that there will be more down time than normal. Garcia noted that TNS would be testing an emergency website that would result in a 10 to 15 minute outage. A brief discussion ensued regarding the timing of the service windows. DeRuyter noted that the third Sunday was selected so that down time would coincide with CMS down time.

Status of the MPP Searches within ITS: Kircher reviewed the recent reorganization in ITS noting that due to budget, the four ITS teams had been reduced to three.

Director of Central IT Systems and Services (TNS/UCS w/o Help Desk) - Candidates to campus in a few weeks.

Director of Desktop IT Systems and Services (AC/Help Desk) – application review date is March 2nd, 2007.

Director of Instructional IT (IMS) – application review date is February 19th, 2007.

The ISO search will follow shortly.

Update on ATI: Kircher noted that the coded memorandum was issued by the Chancellor's Office reinforcing Accessibility Standards for the CSU. There are three passes of compliance:

1. Web Pages/Sites - All new and updated web pages must be accessible by July 2007.
2. Instructional material – all new instructional electronic materials must be fully compliant by Fall 2008.
3. Procurement – Procurement has three phases (business procedures) for hardware items such as copy machines:
 - Equipment through bidding – compliance by fall 2008
 - Equipment not through bid/card
 - Purchases through P-Card

Tracking will be needed to assure compliance at HSU. There is no funding for this mandate. ITS is in the process of organizing training to give needed information to the campus. The following tools are available for compliance web page compliance checks:

Dreamweaver training
Individual
BOBBY or Indv. Checker.

Hi Soft with check page teach to develop and check information forthcoming.

Walker offered assistance from Matt Koelling noting that he had excellent knowledge in this area. Matt can be reached at extension 3373.

Van Duzer noted that Sean Kegan of the Hi Tech Center Training Unit at DeAnza Community College is working on related efforts.

MAGic replaces ZoomText: Tex informed the Council that the campus now has MAGic and that it will eventually replace ZoomTEXT. She asked that ITCs hold off on removing ZoomTEXT until Tex and Walter have time to test this process so that they can assist users. Students will need ZoomTEXT until the campus is ready to support MAGic. Jaws and MAGic won't run with VISTA – suggest delay of vista installation until more is known. Although Microsoft does have products that provide some assistance to individuals with disabilities the depth of quality is lacking.

5. Adjournment: 3:15 P.M. (Garcia/Shellhase)

