

# University Council Technology Standing Committee

**Minutes**
**April 22, 2013**
**2:30 pm**

<b>MEETING CALLED BY</b>	Laura Spray, Chair
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>FACILITATOR</b>	Laura Spray, Chair
<b>NOTE TAKER</b>	Margaret Canzonetta
<b>ATTENDEES</b>	<p>Members Present: Linda Barrett, Mary Hardin, Alvaro Rodriquez, Jim Sage, Anthony Serpette, Alicja Sochacka, Laura Spray</p> <p>Guests: Margaret Canzonetta (recording secretary), John Savery and Dr. Scott Randby</p> <p>Absent with notice: Aimee DeChambeau, Chris Kuhn</p> <p>Absent without notice: Stewart Moritz</p>

## Agenda topics

### CALL TO ORDER

<b>DISCUSSION</b>	Laura Spray called the meeting to order. The March 18, 2013 meeting minutes were approved with no changes. The minutes have been posted on the UC Sharepoint site.
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### CCTC

<b>DISCUSSION</b>	<p>Scott reported that the committee met last week and put together a list of nine to ten people interested in serving on the subcommittee to look at web conferencing software. John helped to put together the list. The list was submitted to the executive committee of the faculty senate last week and he had not heard back on the status. The group will be working with John to make a recommendation for conferencing services for the campus. The committee also discussed byod. Scott felt it was a good discussion and that Neal L'Amoreau provided good information to the committee. They will look at faculty needs and issues looking into next year. Scott felt it was going to take some time to analyze because it is a complex issue. They are meeting throughout the summer to gather information and will forward it to the committee and John Savery. Jim asked Scott what he thought the faculty would like to do. Scott</p>
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	<p>felt it depended on the faculty - some rely on university equipment and some do not rely at all. Some faculty might want a stipend to use their equipment. There were concerns about faculty not knowing what devices to buy. They talked about the university coming up with list of recommended devices and a list of what they would provide support. Jim also brought up the issue of security. He is bringing in someone from NASA to talk about encryption. Mary indicated that she has talked with people from other industries and they sometimes lock down machine or don't allow organization email or applications to reside on machine – all virtual. This matter will be discussed in further detail later.</p>
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### EFFECTIVENESS COMMITTEES

<b>DISCUSSION</b>	<p>Laura asked Jim to give a report on the University effectiveness initiative committees. Jim indicated that he is on four committees. First is the Procurement Committee which is looking at ways to reduce procurement costs, specifically, travel savings of about 10%. They will probably be selecting a travel agency and everyone will be encouraged to use procurement cards for all purchases and payment methods. The University gets rebates from the bank for using them. Items also being discussed are mileage rates, a saving 10% by using Southwest Airlines and mobile devices. They believe there will be a savings of \$1 to \$2 million.</p> <p>Jim chairs the second committee which is an initiative to launch “Lean Six Sigma” campus wide. He spent some time with Akron Children’s Hospital about how they use Lean and he will be visiting universities with Lean processes. They are looking at services that are not adding value. Lean is intended to teach people the process to identify work out of a task or responsibility.</p> <p>The third initiative is how IT support is provided when department techs leave and then IT takes over. An example is in the Arts &amp; Sciences Department. Mike Sherman asked him to put together a recommendation on the matter. The goal is not to eliminate positions in colleges but to take care of the needs in the department without replacing the position. They will be engaging with department techs to put together a proposal.</p> <p>The fourth initiative is the operational review committee. It is charged with looking at VPs spending, including IT. Originally the VPs were asked to bring benchmark data but the plan changed and they were given a reduction target and asked how you would get there. The IT department was asked for a 6.2% cut or \$1.2 million. The VPs presented their plans to meet the goals. Once the budget was approved, then they could look at benchmark spending at appropriate levels.</p> <p>Jim did not have information on the other committees. If anyone has questions, please contact Jim.</p>
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### TERMS

<b>DISCUSSION</b>	<p>Laura discussed the members whose terms ended in April. The election of officers will take place at the May meeting. Laura will remind members of the responsibilities of the chair and vice chair.</p>
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## IPV6

<b>DISCUSSION</b>	Mary reported that she had a meeting with Telecommunications and the IPV6 subject came up. Their biggest concern is with security holes with IPV6 before it is opened on campus. Laura indicated that the subject will be discussed at the next meeting if there are still concerns.
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## MISCELLANEOUS

<b>DISCUSSION</b>	<p>Jim updated the Committee on the online program indicating that it has become a faculty initiative.</p> <p>The Successful U application was discussed. Alvaro indicated that he has downloaded the application and it is used to show the services the University offers, a calendar of classes and options.</p> <p>Margaret was asked to download the last three IT Board reports to the University Council Sharepoint site, which she has completed.</p> <p>Laura invited the members to attend the May 14 University Council meeting.</p> <p>Mary questioned whether the renewal of the Barnes &amp; Noble contract is exclusive. Laura indicated that she would find out.</p> <p>Anthony discussed the web team and the requests they receive for appointment scheduling software. The Committee discussed options for scheduling appointments with Outlook, gmail, Sharepoint and others. They would be interested in a web based system for integration to everyone's calendars.</p> <p>Alvaro asked if the University will be streaming the graduation ceremonies. Margaret indicated that she believed they are doing so but Laura will follow up with Alvaro.</p> <p>The next meeting is May 20 @ 2:30 p.m.</p>
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