

University of Utah  
Information Technology Council  
Executive Committee  
June 12, 2003  
THE MINUTES

Attendee (or representatives): Sarah Michalak, Stephen Hess, Edward Barbanell, Paul Brinkman, Tom Cheatham, Martha Eining, Julio Facelli, Kay Harward, Dave Huth, Bill Jahsman, Phil Johnson, Lisa Kuhn, Gary Levy, Laurie MacMillan, Wayne McCormack, Clifton McIntosh, Paula Millington, Grant Moulton, Tony Murillo, Jim Parker, Wayne Peay, Pierre Pincetl, Gary Rasmussen, Rita Reusch, Steve Reynolds, Joe Taylor, Kevin Taylor, Daniel Trentman, Pieter Vanderhave, Chuck Wight, and David Zemmels

- I. Welcome and Introductions – Sarah Michalak
- II. Minutes for April 10, 2003 reviewed and approved.
- III. Vice Presidents Report  
Steve Hess reviewed the background information and two memos pertaining to social security numbers (included in Tab 28) with the council members. The council members discussed the need to remove social security numbers from student, staff and faculty documents and records where possible and the OIT asked the members to forward information on documents that require social security numbers so that procedures can be reviewed to make personal information more secure.
- IV. Wireless Committee Report  
Wayne Peay reviewed the information provided in Tab 21 for the council members. The Wireless committee intent is to establish standards by which wireless implementation may be integrated on campus. Wayne encouraged the council to review Tab 21, which contains a wireless whitepaper discussing the 802.1X standard, and to see input from their respective departments and colleges. Wayne also encouraged participation of departments and colleges on the Wireless Committee so that there will be increased information sharing and broader representation in the planning process that is guiding the adoption of campus standards.
- V. Digital Lockers Project – Chuck Wight  
Several groups across campus have expressed interest in the ability to store individual digital information and to be able to easily access the information over the web or from home or office. Chuck proposed that a project be initiated to look into the “digital locker” technology. Tab number 22 is one example of a digital locker technology that would be investigated. Council members discussed data storage issues and agreed with the recommendation Chuck presented and approved that he proceed with a project to inquire after the costs, providers and roll-out plans and report back to the council on the findings.

- VI. E-Commerce “Projectization” – Steve Hess  
The E-Commerce committee proposes the participation of the Associate Academic Vice President for Information Technology in the prioritization process of the e-commerce committee. The purpose is to assist with the development, facilitation and completion of campus e-commerce projects. This group will report prioritization results to the IT Council. Background information for this proposal is listed under Tab 23. The council members approved this proposal.
- VII. Next Generation Voice Report – Wayne McCormack  
The processes the Next Generation Voice committee has been working on were review and the background information is included in Tab 24. In the April ITC meeting the recommendations of the Next Generation Voice committee were approved except the portion addressing backbone network cost “hardening” methodology. It has since been determined that Financial and compliance issues be addressed by the University Administration instead of the Next Generation Voice Committee. The Committee will continue to focus on the system related issues and report back to the ITC
- VIII. E-Mail Report – Bill Jahsman  
During the April ITC Meeting the E-Mail Committee presented their committee findings and recommendations. The ITC approved their recommendations and charged NetCom with proceeding with a RFI in preparation for potential RFP’s from e-mail, calendaring and collaboration software vendors. A draft of the RFI document is in Tab 25. The E-Mail Committee recommended the ITC approve the RFI and task NetCom with continuing the assessment processes. The Council approved the recommendation
- IX. Electronic Classroom Fund Report – Steve Hess for Helen Lacy  
The documents in Tab 26 outline the activities of Instructional Media Services and the committee which reviews the proposed e-classroom projects to be funded by Student Computing Task Force funds.
- X. Student Computing Task Force Budget – Steve Hess  
The documents provided in Tab 27 outline the budget for FY 2003-2004. The fund is healthy and is being managed by Lisa Kuhn. It was recommended that the Council members review and approve the proposed budget. The council approved the proposed budget.

The next meeting is scheduled for August 14<sup>th</sup>, 2003  
At noon in the Dumke Board Room of the Eccles Broadcast Center