

University of Utah
Information Technology Council
Executive Committee
August 11, 2005
THE MINUTES

Attendees (or Representatives):

Cathy Anderson, Lisa Arbon Tagge, Ed Barbanell, David Blackburn, Tom Cheatham, Tom Fuller, Chuck Grissom, Kay Harward, Lisa Hemsley, Steve Hess, Hayl Kephart, Lisa Kuhn, Helen Lacy, Wayne McCormack, Paula Millington, Joyce Mitchell, Grant Moulton, Brent Park, Jim Parker, Wayne Peay, Caprice Post, Steve Reynolds, Kevin Taylor, Daniel Trentman, Pete van der Have, Mark Woodland, Joanne Yaffe Kjosness

I. Welcome and Introductions – Wayne McCormack

II. Minutes for June 9, 2005, were reviewed and approved.

III. Marriott Library Construction IT Impacts – Steve Hess for Gary Rasmussen

The new Library Data Center issues were reviewed with the council members. Issues of special interest are listed under Tab 30 for review. The remodel project will take approximately two to three years, the project is currently behind projected completion dates, and some of the delays are due to asbestos removal projects. This is an informational item; no action is required at this time.

IV. Power Conservation Project – Pete van der Have and FM Energy Guests

The University has engaged the services of FM Energy to assist in controlling energy costs on campus. FM Energy representatives reviewed the multiphase project with the council members. During the first phase, FM representatives will be meeting with employees and faculty to educate them regarding energy conservation and to make changes where possible. The ongoing process may include the installation of new or improved energy saving devices. Larry and Bianca from FM Energy will meet with the IT Manager Group at their September meeting. This is an information item; no action is required at this time.

V. E-Mail Report - Caprice Post for Dave Huth

The original project timelines called for essential system moves to begin by fall semester. The Implementation Committee determined that the time lines should be changed due to allow for architecture changes that would make down stream departmental implementations more efficient. Council members discussed the desire to have all official student communication changed from paper to electronic. They would also like students to be given University email addresses to use for official communications. Council members are also concerned that the University can experience serious security issues when students use other email systems. Monthly email committee updates can be viewed on the web site <http://www.it.utah.edu/services/emailWeb/email/project/index.html>. See Tab 1 for additional information. This is an information item; no action is required at this time.

VI. Cellular Phone Procedures and Pilot – Grant Moulton

The Cellular Allowance Plan is now in the pilot phase, the purpose of the pilot to test payroll, accounting and documentation procedures. Participants of the pilot will receive salary additions beginning with the August 22nd payroll check. The pilot will run for two months. If necessary, adjustments will be made to the system before the new plan rolls out to campus departments. Cellular vendors

are developing on-line resources to support department and individual purchases. Information and ordering resources will be accessible from the IT Website. See Tab 2 for additional cellular procedures and pilot information. This is an information item; no action is required at this time.

VII. Instructional Computing Budget Allocation Process – Kevin Taylor

It has been proposed that the application process for Instructional Computing Allocation process be streamlined for the organizations that apply each year for the funding of similar projects. The requested proposal is outlined under Tab 3. Council members discussed the reasons for the application process and strongly feel that proper governance for student fund distribution requires the current application process.

VIII. Campus IT Strategic Plan – Steve Hess

Included under Tab 4 is the draft version of the FY06 Campus IT Strategic Plan. The completed items from FY05 have been deleted and the shaded areas are proposed changes. The IT Core Projects group has included their proposed changes to the draft Strategic Plan. The Council members are asked to actively review and submit suggestions to Steve or Kevin for the October ITC meeting.

IX. ITIL – Steve Hess

The Information Technology Infrastructure Library (ITIL) is a process by which we provide service and support to customers. ITIL is included in the FY06 Strategic Plan and the Office of IT will focus on the prioritization and adoption of the ITIL process as a framework for campus IT services management. A high level presentation is included under Tab 5 for Council members to review. This is an information item; no action is required at this time.

X. Associate VP Report – Steve Hess

University's Security Breach – A department file was accessed by unauthorized person(s). Steps were immediately taken to shut down the server. Former employees who possibly had information compromised are being notified.

Meeting adjourned

Next Meeting is scheduled October 13, 2005
At 12:00 Noon in the Dumke Board Room of the Eccles Broadcast Center