

University of Utah  
Information Technology Council  
Executive Committee  
August 24, 2006

THE MINUTES

Attendees (Guests or Representatives):

Cathy Anderson, Margo Beecher, Mark Bergstrom, Paul Brinkman, Andrea Brown, Adriel Burkholder, Norm Chambers, Dean Church, Larry Dew, Tim Ebner, Julio Facelli, Carole Gassert, Demian Hanks, Chuck Hansen, Kay Harward, Steve Hess, Sandy Hughes, Dave Huth, Phil Johnson, Hayl Kephart, Chris Kidd, Lisa Kuhn, Helen Lacy, Jeanne Le Ber, Gary Levy, Trevor Long, Paula Millington, Joyce Mitchell, Mark Oberg, Joyce Ogburn, Terri Olson, Brent Park, Wayne Peay, Rita Reusch, Jon Ross, Antonio Serrato-Combe, Joe Taylor, Kevin Taylor, Daniel Trentman, Jeff West, Joanne Yaffe, Dave Zemmels

- I. Welcome and Introductions – Steve Hess (Wayne McCormack excused)
- II. Minutes for June 8, 2006, were reviewed and approved.
- III. U-Training Consortium – Jeanne Le Ber, Margo Beecher, Andrea Brown

The U Training Consortium (UTC) is a group of University of Utah instructors and trainers who have joined together to create successful training programs, share resources and ideas and to promote awareness of the universities programs and services. The ultimate goal of the UTC is to be an authoritative and trusted source for easily locating training services and facilities for the University community.

The UTC is seeking assistance to develop a robust, searchable website that will provide single source access to all non-curriculum training services, online registration and facilities inventory. Additional detailed information on the goals and activities of the UTC can be located under Tab 17.

The UTC asks for funding to purchase website production services from Media Solutions to support this effort. UTC members will donate time for site spec's and programming requirements, and will keep the site updated.

Council members agreed to pursue funding as long as the funding source does not include student computing funds.

- IV. Campus Workflow –Business Process Management - Dave Huth

Work flow is a term to describe the procedural steps, information input and output and the tools needed for each step of the business process. There are a number of companies that provide workflow automation products that would allow campus entities to use a workflow model for numerous functions, such as online form completion and the creation of an automated approval process. Additional information on the workflow process request may be reviewed under Tab 18. It is proposed that an organized effort be made to address a campus business process management needs assessment. ITC is asked to support the formation of a working group to address the issues related to work flow and business process management.

Recommendation was approved and members are asked to forward names for the working group to Kevin Taylor.

#### V. Medical School Budgeting System – Cathy Anderson and Larry Dew

The goal of the Medical School Budgeting System committee is to identify / develop a budget system for use throughout the Health Sciences Center that will also meet the needs for all the colleges and departments on campus. The committee anticipates that users will include Senior Vice Presidents, Deans, Directors, Department Chairs, Division Chiefs, administrators and faculty. Additional information on system requirements, timelines and committee members can be reviewed under Tab 19.

It is proposed that ITC support this project and encourage cooperation between campus financial organizations in seeking a budgeting system.

Recommendation was approved.

#### VI. Cyberinfrastructure Committee Interim Report – Joyce Mitchell

Representatives from the Cyberinfrastructure Committee (CI) have reported to the IT council on various aspects of the work performed over the last year to define the technology needs of the university research entities across campus. The Executive Summary under Tab 20 outlines their findings and recommendations. Aspects of the Executive Summary were discussed by committee members and a suggestion made to circulate survey requests to a broader field of potential users of the infrastructure. A draft proposal from the CI committee will be released within the next few weeks.

This is an information item. No action is required at this time.

#### VII. Central Distributed Antenna System – Kevin Taylor

Cellular telephone coverage on campus is an ongoing issue. At least three of the various vendors that provide cellular service on campus, are seeking the opportunity to place additional antennas in the areas their subscribers are most numerous and where they feel service coverage is weakest. Rather than having vendors place antenna's randomly, which is a short term fix and provides spotty coverage for users, the University has been working with third party entities to investigate a more comprehensive solution. Tab 21 includes additional information and a presentation that explains the value of a Distributed Antenna System (DAS).

It is recommended that the University work with a third party, NextG Networks, to build a DAS that will provide broader coverage with less obtrusive antenna structures.

Recommendation was approved.

#### VIII. Draft Campus IT Plan – Steve Hess

Council members reviewed the draft of the Campus IT Plan which is outlined under Tab 22. Completed items from last years plan have been removed and shaded areas indicate proposed changes for this year. Members are asked to forward any information on items not included on the draft IT Plan to Kevin Taylor. Additional information will be presented at the next meeting.

It is recommended that ITC members review the draft plan and provide input and suggestions before the October ITC meeting.

Recommendation was approved.

## IX. Project Reports

### Wireless – Dave Huth

Student funds have been allocated for Wireless projects and the next focus for the Wireless Committee is for wireless centralization and prioritization.

### UMail – Dave Huth

Conversions to UMail are progressing well and the UMail website is proving to be a valuable tool as departments transition to the new service.

### Next Generation Voice – Kevin Taylor

The most recent conversions are going well, the last large cutover was for Moran II. All aspects of the cut over went very well. Each new system implementation goes smoother than previous installations.

### Portal – Paula Millington

The June 30<sup>th</sup> Portal conversion went well, 9,000 users were on the portal yesterday and all attempts to sign-on went smoothly. Users are happy to have everything on the portal in one place. More experienced users are looking for more diversity and those will be worked on down the road.

### Content Management – Paula Millington

To this point one of three employees has been hired to work on the five Content Management projects that are being worked on, and job requisitions are being worked on for the two remaining positions.

Meeting Adjourned

Next Meeting is scheduled for October 19, 2006  
At 12:00 Noon in the Dumke Board Room of the Eccles Broadcast Center