CITAC Meeting Minutes
September 7, 2012

Members Present: Mike Brake, Dave Carpenter, Jim Cox, Greg Douras, Robin McGee, Scott Novogoratz, Ed Peyronnin, Mark Ritschard
Absent: Jon Schroth

1. Call to Order - 10:05am

2. Announcements
   - Brian Gillispie will be new IT Director of Liberal Arts beginning later this month.

3. Action Items
   3.1. Approval of July Minutes: deferred until next meeting.

4. Old Business:
   4.1. Faculty Computer Refresh Program: has been presented to CAAG and was acceptable to the group. $100,000 will be divvied out to colleges based on percentage of regular tenure-track faculty in each college. Each college has an account to be used for this and only this. The amount given to each college will be matched (minimally) by college. The total number of computers purchased in this program will be reported annually.

   4.2. Email Outsourcing: committee has been meeting every two weeks to assess email outsourcing for faculty and staff. Targeting summer 2014 for conversion. Calendar functionality is key and goal is to preserve existing email and calendar functionality with possible enhancements. Recommendation due to Pat Burns by November 1st. The committee had a demo of Google and Microsoft platforms as well as a conference call with University of Arizona who began outsource with Microsoft and then reverted back to on-premise. Microsoft has a tiered offering and made a good presentation. Scott mentioned that voice mail, while in committee charge, is not included in offerings from MS or Google. Dave mentioned that University of Northern Colorado may already be offering Microsoft 365 and could be a good point of contact.

   4.3. HRMS Demo: has not yet been able to be scheduled. An RFP for a new HRMS is being prepared now and will provide an official means of inviting companies to campus for presentation. Scott said VetMed hospital would be willing to pilot test any software for campus.

5. Discussion Items
   5.1. HP contract status: contract is signed and awaiting on Kuali punch-out which is to be ready by 9-15-2012. In the interim get quote from Zunesis to be processed through Kuali. The order process is to be much improved by purchasing “standard configura-
tions” - order should arrive within 3 days. Note that non-standard orders could take much longer.

5.2. Forecasting large orders for Zunesis: orders of more than 20 PC’s should be pre-arranged (within 1 week) with Zunesis so stock is available to expedite order.

5.3. Updating HP standard configurations; changes to configurations can be made at most 4 times per year. It is proposed that CITAC help define the standard configurations based on feedback from from college technicians and desktop support personnel. Send the contact information for this college designate(s) to Dave. CSU could have up to 16 different standard configurations to choose from.

5.4. help.echo.colostate.edu links for college support: Dave will present echo360 update to IAC this afternoon. The help site will list college contact information. Please verify that the information on this website is correct and send any updates/changes to Dave.

5.5. DAS meeting with Crown Castle: there are currently 4 DAS installations on campus; Dave would like CITAC representation at the Crown Castle presentation and Mark volunteered his staff. Scott will also plan attend meeting with Crown Castle. Mark has done testing with wireless VoIP and reported it does not work well and requires an app on phone. He also suggested DAS may be much less costly than suggested by Gartner consultant. For example, Engineering will aggregate calls to one DAS at a cost of about $100K per location.

5.6. IAC Agenda: nothing to add.

5.7. Other business:

5.7.1. sick and annual leave reporting - Engineering is testing Orange HRM; so far, HR staff like it, but personnel thinks it’s clunky. Mark will share link to demo of system. WCNR will share/demo the most recent version of its sick and annual reporting software with Engineering.

5.7.2. Qualtrics - survey software with robust reporting. Ed reported there are many separate installations of this application on campus. The software is unique in that it has capability to store results locally until in range of network to upload. Site license would cost about $25,000 and CSU is currently paying about $16,000 for all of the individual licenses on campus. Ed asked CITAC to poll college and gauge interest in use of Qualtrics and possible cost-share license. It was reported that StudentVoice is to be used to enhance academic programs and is restricted from research use. Ed will verify with Kim Bender who negotiated contract. Based on feedback and more information gathering, perhaps it’s time to asses “upgrade” from StudentVoice to Qualtrics.

5.7.3. Scott noted that issues with Datacor in data center is holding up Vet Med’s migration to the data center. Datacor is not replicating between campus and Howes location as it should. Cause of problem unknown.
5.7.4. Mark offered tour of new Engineering building (E2) data center, and will follow-up with invitation.

5.8. Meeting adjourned at 11:15am. Next meeting hosted by Agricultural Sciences, October 5th in Shepardson 114.