College IT Administrators Council  
CVMBS Lake St Conference Room  
July 6, 2012  
Minutes submitted by Scott Novogoratz

Present:  
- Dave Carpenter, Chair  
  College of Applied Human Sciences  
- Mike Brake  
  The Center of Advising and Student Achievement  
- Jim Cox  
  College of Natural Sciences  
- Robin McGee  
  College of Natural Resources, Warner  
- Scott Novogoratz  
  College of Veterinary Medicine and Biomed. Sciences  
- Ed Peyronnin  
  College of Agricultural Sciences  
- Brett Marshbanks  
  College of Liberal Arts

Absent:  
- Mark Ritschard  
  College of Engineering  
- Jon Schroth  
  College of Business

May 30 CITAC Meeting  
  With a motion from Ed Peyronnin, the May 30 CITAC meeting minutes were approved unanimously.

CSU Hewlett Packard (HP) Workstation Agreement  
  CSU continues to work on a contract with no explicit timeline. HP workstations purchased from the time of the HP bid award will count towards the expected contractual quota.

ACNS Data Center and Hosted Virtualization Service  
  ACNS is ready to begin offering its hosted virtualization service in mid-July.

Faculty Computer Refresh  
  A work group (Chair Pat Burns, Dave Carpenter, Kacie Reed, Jim Cox, Mark Ritschard, Ron Splittergerber, David Ryan) has been meeting to work out a plan for the faculty computer refresh. According to governmental guidelines, grant funds (53) may not be used to purchase general-purpose workstations. To use the (53) funds for a workstation purchase, the workstation must be dedicated to a specific grant-funded research project.

  The Provost is offering ~$100,000 in FY 2013 to start a faculty computer refresh program which:  
  1. Applies only to tenure track faculty  
  2. Requires the use of matching funds (1:1) or higher by each of the Colleges  
  3. Requires that purchases be tracked, connecting the faculty member to the purchased workstation

  Additionally, the committee intends to recommend that the Provost distribute funding ($100,000 in FY 2013) proportionately among the Colleges, based on the number of tenure track faculty. It is up to each College to determine how to choose which faculty workstations are replaced. In future years, the Provost may choose to
offer additional funding to assure that all faculty members have appropriate workstations.

To carry out this program, Pat Burns has asked for specific implementation information by July 16, including:

1. If there is $100k funding available from the Provost for FY 13, is it feasible that your college has the resources during FY 13 to match the Provost’s subsidy on at least a 1:1 basis during FY 13?
2. Will this approach be feasible in budget years beyond FY 13?
3. How would your college implement this program in this first year, FY 13, specifically?
   a. Where would you target the funds to be used, e.g. for the oldest computers, the greatest perceived need based on factors other than, and perhaps in addition to, age, or would you involve entirely other factors in this determination?
   b. What are your thoughts about a refresh cycle, 3 years uniformly applied by college or department, 4 years uniformly applied by college or department, variable by individual choice by faculty, by college, or by department, or is there another approach that you might implement?
   c. Would you expect to match greater than 1:1 in this first year?
   d. What are your thoughts about tracking and recording participation in the program, both in KFS and elsewhere (e.g. a simple Excel spreadsheet)? Are there variables you would record in addition to the faculty member whose computer is refreshed, the department, the date of refresh, the subsidy amount and the match?
   e. Answers to these questions might establish the model for both the start-up and the steady-state.
4. David Ryan will return to the Committee with recommendations on how to track the expenditures for this program, both the Provost’s contribution and the match, in KFS.

CSU Exchange Server (Outsourcing email and calendar functions)

CITAC has been asked to identify three volunteers to act as part of a larger IAC subcommittee to investigate outsourcing CSU’s email and calendar functions for faculty and staff. Scott Baily will chair the working group. CITAC volunteers include Ed Peyronnin, Robin McGee and Scott Novogoratz.

Human Resource Management System (HRMS) Replacement

CSU is considering 2 systems, PeopleSoft and WorkDay, to replace its current Oracle HR system. It was agreed that it would be good for CITAC members to have an opportunity to view the choices, perhaps through a demonstration. It was also agreed that it would be good to have a list of the features/functions of each of the systems. Dave Carpenter will try to arrange a demonstration and provide additional information.
Echo 360
Dave Carpenter reported that Echo 360 has now been fully migrated to ACNS.

Mobile Phones
Mike Brake reported that a new mobile phone contract is expected in August. No one is aware of the status of the alternative proposal, a CSU approved stipend to permit eligible individuals to purchase their own phone/plan.

College of Liberal Arts IT Director
Three out-of-state finalists are competing for the College of Liberal Arts IT Director position and will be on campus during the week of July 16.

Next Meeting
It was agreed to forego the August meeting, but to communicate on many important CITAC topics by email until the September meeting.