College IT Administrators Council (CITAC)

Meeting minutes for October 5, 2012
College of Agricultural Sciences Shepardson 114 - 11:00am

Present:
Dave Carpenter, Applied Human Sciences (Chair), Ed Peyronnin, Agricultural Sciences, Jon Schroth, Business, Jim Cox, Natural Sciences, Robin McGee, Natural Resources, Scott Novogoratz, Veterinary Medicine and Biological Sciences Mike Brake, Center for Advising and Student Achievement

Absent:
Mark Ritschard, Engineering
Bryan Gillispie, Liberal Arts

1. Minutes - Previous meetings minutes (September 7) postponed until next meeting
2. Frank Krappes (Purchasing Director) introduced new purchasing agent, Eric Hamrick, to the group.
   a. Eric is assigned to the following commodity groups:
      i. Computing, data systems, printers
      ii. Audio/Visual
      iii. Copiers
      iv. Electronics
      v. Telecommunications
      vi. Software licensing, and intellectual property acquisitions
      vii. Libraries related (e.g. collections, electronic journals, binding, etc.)
   b. Frank and Eric also discussed the new Waiver form required for non HP computer purchases.
      i. The waiver form is required for all non-HP desktop/laptop purchases that are in
         the business class PSG with the exception of Apple and the College of
         Engineering contract.
      ii. The waiver is also required for HP systems purchased from anywhere except
         through the Kuali punch out.
      iii. The form can be downloaded from purchasing website:
         http://wsnet.colostate.edu/cwis191/procurement/documents/Computer%20Program%20Waiver%20Request.docx
3. Happy Bennett (university Web Communications coordinator) introduced the new event calendar.
   a. The new calendar is a hosted solution
   b. URL: http://calendar.colostate.edu/
   c. Developed by Trumba: http://www.trumba.com
   d. Web Communications is attempting to develop a roles schema that is not overly
      complex, yet has granularity of control. Examples: Emory University is too complex;
      Tufts University is attractive.
e. Web Communications is willing to absorb the cost of one seat per college.

4. Next meeting will be hosted by CAHS

5. Meeting adjourned