CITAC
Meeting Minutes
August 2, 2013

In attendance: Mike Brake (CASA), Dave Carpenter (CAHS, chair), Jim Cox (CNS), Bryan Gillispie (Liberal Arts), Robin McGee (WCNR), Ed Peyronnin, (Agricultural Sciences), Jon Schroth (COB)

Absent: Scott Novogoratz (CVMBS), Mark Ritschard (Engineering)

Meeting called to order 10:00am

Review of June minutes: unanimously approved

Email Migration Status
Still waiting on final contract.

Meeting with HR (Time and Attendance)
A June meeting with Tony Decrosta to discuss a centrally supported leave tracking system was well attended and had good discussion. Two action items came out of the meeting. 1) Form committee (CAAG members) to do needs assessment; 2) create a focus group to bring up a working system to test. Three possible outcomes include using the KPMA Kuali software (Plan A), add an Oracle module (Plan B), or enhance a currently used homegrown system for campus-wide use (Plan C).

CSUSA (Scholarships)
Colleges met with student services (DBA’s) to address needs and change management. Communication of changes was not consistent, so created an email list to use for communication of DB table changes. Working to define a common table definition for all to work from. The timing of changes also created problems, so DBA’s will have changes in place by November so colleges can adjust and have in place by December when scholarships begin to be announced and applied for.

Guest, Stephanie Wolvington (Internal Auditing)
Stephanie explained that a data center survey will be performed soon and asked for CITAC support in providing information that will be requested in the survey. The survey will help identify areas on campus that house data, servers, etc.. Pat Burns is interested in the information from an IT point of view and facilities would like to identify areas as well from an energy efficiency point of view. The survey data will be used to rate data centers in terms of criticality and levels of control to provide a risk assessment. Those considered to be at high risk will be focused on for improvement. Data will be collected at the college level and would like to have the survey complete by early September. Please contact Stephanie with any questions and look for her email with a link to the survey.
**Procurement Director Forums**
Open forums are scheduled, please plan on attending if possible (August 5, 6, 8, 9 afternoons).

**Gartner Subscription**
Is the $18,000/year subscription to Gartner being fully used? Pat Burns proposed that the colleges could assume administration of the subscription to make better use of it and gain knowledge/expertise. (meetings, reference, analysis, etc.) It was agreed that it could be useful and CITAC is willing to take advantage of services and will test for one year.

**IT Consolidation Review**
Committee is being called back together to review what’s been done and what still needs to be done. The original 4 areas of focus include purchasing, data center, networking and IAM. Committee meeting is scheduled near the end of August.

Next meeting hosted by CVMBS on September 6th. Location TBD.

Meeting adjourned 11:20 am.