

Core Services & Shared Infrastructure

MEETING MINUTES

February 11, 2016

10:00-11:30AM

University Hall, Room 610

Attendees:

Present: Anton Harfmann, Kerry Overstake, Nathan Eberhardt, Jesse Fatherree, Dominic Ferreri, Anthony Iacobelli, Stephen Young, Erma Fritsche (Guest)

Apologies: Richard Grant, Kenneth Hirsh, Eric Anderson, Adam Chekour, Gary Grafe, Vinit Kumbharkar, Rachel Frankel, Diana Noelcke

Review and approve minutes of prior meeting

Anton Harfmann motioned to postpone approval of the minutes from January 14, 2016 until the March 10 meeting. Minutes from January and February meetings will both be approved at that time.

New Business:

- **eClassroom updates – Anton Harfmann**
 - Report defines baseline technology for centrally scheduled classrooms that should be refreshed every five years (pg 20).
 - Only classroom technology was recommended in the report.
 - Should have included furniture, design, and other aspects.
 - CSSI recommends that eClassroom committee should develop modular design to classroom technology.
 - Specify baseline technology installation
 - List of add-on items that can be installed/removed as needed each semester in response to demand.
 - Report should define funding and sustainability model.
 - Key Questions/additional recommendations:
 - How do we increase CSSI's involvement in processes like this?
 - Suggest eClassroom committee expand focus to include college classrooms and technology to fully take advantage of leveraging purchasing power.

- **Process to increase CSSI's involvement – Dom Ferreri**
 - Possibly come up with idea at beginning of project, create a committee, and review at the end.
 - Example: CSSI determines that the University needs a central lecture capture system

Core Services & Shared Infrastructure Committee

Committee Chair

Anton Harfmann

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Committee Co-Chair

Diana Noelcke

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Current Committee

Members

Eric Anderson
Adam Chekour
Nathan Eberhardt (GS)
Jesse Fatherree
Dominic Ferreri
Rachel Frankel
Gary Grafe
Richard Grant
Kenneth Hirsh
Anthony Iacobelli
Vinit Kumbharkar
Kerry Overstake
Don Rainwater
Stephen Young

GS indicates the member is a graduate student

- CSSI Forms committee
 - Sub-group creates a plan
 - CSSI Co-Chairs will work on process-flow
 - Incorporate our committee into SPM.
 - Position CSSI Committee to have a key role.
- **Service Catalog Demo – Erma Fritsche**
 - Erma provided a demo of the new Service Catalog she has been working on.
 - Her group has been contacting users to determine what services they offer, also learning how they define their services.
 - Adopting a five question system to assist in defining services, definitions will be included in TeamDynamix (or the new ITSM tool).
- **Partnership Opportunities – Group**
 - IT Governance Co-Chairs have started meeting regularly.
 - Anton and Diana will bring ideas back into CSSI meeting from the general group, determine who should be invited into our meetings for specific discussions.
- **UC.edu website (off-agenda topic) – Kerry Overstake**
 - Kerry provided a demo of the new UC.edu website.
 - Content of the website remains the same, it is only getting re-skinned.
 - Current plan is to launch the new website on March 1, 2016.

Adjourned at 11:45 AM