November 09, 2017  
10:00-11:30AM  
University Hall, Room 430a  

Attendees: Bruce Burton, Jesse Fatherree, Dom Ferreri, Anton Harfmann, Tony Iacobelli, Kerry Overstake, Don Rainwater, Mel Sweet  

Apologies: Eric Anderson, Katrina Biscay, Gary Grafe, Ken Hirsh  

Current Membership Roster  

1. **Review and approve Meeting Minutes** (attached)  
   - Dom Ferreri moved to approve the previous month’s meeting minutes. Tony Iacobelli seconded the motion. The minutes were unanimously approved.  

2. **Portal Project One-pager** (Jesse Fatherree)  
   - Jesse Fatherree will work with Dom to get on the December IT Managers agenda. Jesse will have a one-pager and a possible demo to present to the IT Managers committee.  

3. **Enterprise-wide Survey Tool Task Force** (Anton Harfmann)  
   - Ken Hirsh has asked Anton Harfmann to chair the Task Force. Ken is working on recruiting people to participate. There will be representation from Institutional Research. As soon as Anton gets the list of members from Ken, there will be a kick off meeting and the task force will get started investigating survey tools. Ken said this process should be closing by the end of January, but the end of February may be a better end date.  
   - Anton is looking for suggestions of other survey tools to investigate, other than Survey Monkey and Qualtrics.  
     - Wyzerr; JotForm; Josette Riep’s team is building their own tool; SharePoint (has the capability, but depends on how it is built and deployed); Campus Labs – Beacon; REDCap (used by Children’s);
Question posed: Is the amount of money needed to purchase an enterprise tool enough to pay someone to build our own tool?

- There is a conversation on Educause regarding Survey Monkey and Qualtrics about their prices. The Educause list is talking about going to Qualtrics or Survey Monkey to negotiate a deal for all of Educause members.
- The task force needs to stay focused on what the institutional needs are and figure out the demand for a tool.
- Jesse Fatherree shared a Survey Tool Review and Feature Comparison link with the committee.
- Anton will ask purchasing how many groups pay for a license with Survey Monkey and Qualtrics and a dollar amount. He will also reach out to Survey Monkey to try to obtain the number of ‘uc.edu’ accounts they host.
  - Anton followed up – In 2016, UC spent $51,558 on Survey Monkey and Qualtrics.

4. **Technical Advisory Group Update** (Gary Grafe)
   - Gary was not in attendance, therefore no update.

5. **December Data Center Maintenance Shutdown** (Bruce Burton)
   - On December 28th, the data center will be down for maintenance for 8-12 hours. Some critical systems will be cutover to the SOCC.
   - Don Rainwater and Bruce Burton are working with Emily Baute on a communication plan for the UC Community. There will be a list of what will be up and what will be down during the shutdown. There is a meeting next week that will finalize the communication plan and more information will come after that.

6. **IT Foundational Infrastructure Capital Funding** (Bruce Burton)
   - The capital request for information technology has been approved but it hasn’t yet been transferred to UCIT accounts. This will impact the entire UC campus. All new edge switches will be installed, phones will be upgraded to VOIP (PBX is 20+ years old), and all wireless routers will be replaced. UPS (Uninterrupted Power Supplies) will be installed on all equipment.
     - Regarding the VOIP phones – The network needs to be upgraded before phones can be installed. Long distance prices are being discussed with Cincinnati Bell.
   - Communications will come from Emily Baute.
   - If any funding is received by November 17th, the plan is to install the edge switches in the dormitories throughout the month of December. If we do not get any funding, then this project will not get kicked off until after the 1st of the year because there will not be enough time for configuration.

7. **Approved IT@UC Governance Bylaws** (Bruce Burton)
   - [Link to Final Bylaws](#)

8. **Approved Policies from Annual Policy Review** (Bruce Burton)
   - [Link to Policies](#)

9. **Other Updates**
o On Saturday, November 11th, Blackboard will be down for hardware migration and down on December 15, 2017 for an upgrade.

o eLearning is beginning to investigate possible tools to replace WebEx. Dom Ferreri raised the question whether WebEx is a core system, is it an eLearning tool or an administrative tool? The committee believes there needs to be a conversation about who this project belongs to and that CS&SI should have representation in the search for a possible new tool.

Adjourn @ 11:15AM

Core Services and Shared Infrastructure SharePoint Site