Core Services & Shared Infrastructure

MEETING Minutes

August 11, 2016
10:00-11:30AM
University Hall, Room 430a

Core Services & Shared Infrastructure Committee Members

Present: Anton Harfmann, Diana Noelcke, Tony Iacobelli, Dom Ferreri, Jesse Fatherree, Kerry Overstake

Apologies: Eric Anderson, Adam Chekour, Nathan Eberhardt, Gary Grafe, Ken Hirsh, Rachel Frankel, Steve Young

Guests: Linda Sabatelli, Terry Kunky

Review and approve minutes

Meeting minutes call for approval and second: Diana Noelcke moved to approved the minutes; Kerry Overstake seconded the motion. The committee voted unanimously approved the minutes with no changes.

New Business

- Travel & Expense Project Update –Terry Kunky, UCIT Project Management Office
  - Concur is the new electronic Travel system
  - Huron is the implementation consultant
  - Hotel and flight reservations will automatically go to Concur
  - Tom Guerin is new Travel Office Director
  - Travel Office will not make travel reservations, individuals will still need to do that
  - Paper copies of receipts, etc., will eventually not be needed
  - Mobile app will be available

- Introduce Linda Sabatelli, UCIT Project Management Office (Diana Noelcke)
  - Accessibility Project Update
  - Program divided into 7 projects, may need to add projects in later phases
  - Nelson Vincent is campus project sponsor
  - Chris Edwards is functional project sponsor
  - Linda is program manager
  - Project has a steering committee with membership across all campuses

GS indicates the member is a graduate student
A core team consisting of project leads, PMs, and Chris Edwards meets bi-weekly
SharePoint site is setup for project charters, meeting dates, milestones to track progress, etc.
Phase 1 projects:
- CQ Upgrade to Adobe Experience Manager – Jon Adams team lead and Jane Haniefy is project manager
- Audit – Josette Riep is tech lead and Linda is PM
- Training and Awareness – Ron Rateau is team lead and Linda is PM
- Purchasing – Kasi Steward, team lead, Linda is PM
- Captioning – Paul Foster, team lead, Terry Kunky is PM
- Communication – Will hire a project lead for this, Linda will be PM

CSSI Membership – (Diana Noelcke & Anton Harfmann)
- Adding Don Rainwater, UCIT and Adam Chekour, UCBA
- Diana will discuss additional faculty representation for CSSI with Sally Moomaw, the new Faculty Senate Chair.

IT Council Advisory Committee (Anton Harfmann & Diana Noelcke)
- IT@UC Governance Membership Terms
  - Anton shared a draft chart of IT@UC governance committees (attached) and the committee discussed the composition and possible changes
  - Anton will take the committee suggestions back to ITCAC meeting on 8/12/2016
  - ITCAC is refining the IT@UC governance bylaws

Technology Asset Control Project Request Form Update (Dom Ferreri)
- TeamDynamix (TD) asset management functions may be able to address asset controls but a decision about the future of TD is not finalized.
- SCCM & AirWatch would still be needed if TD is the solution.
- Casper would be needed to manage Macs.
- Whole campus needs to track assets for audit purposes
  - Internal audit wants to track software license usage as well.
- Dom will discuss with Internal Audit to help define needs.
- Dom will also take this initiative request to IT Managers for discussion and requirements from that committee

Campus-wide Survey Monkey Account (Anton Harfmann)
- UC has an enterprise license for Survey Monkey
- UCIT has a link for Survey Monkey on their software page - http://www.uc.edu/ucit/services/hardware-software/facstaff-software.html
- Need standard survey tool in UC’s portfolio
- Need to check with Purchasing to determine Survey Monkey usage.
- SharePoint has some of the needed capabilities for surveys
- Qualtrics also has similar functionality
- Anton will submit new Initiative Request form to the ITCAC for further discussion.

- Diana will provide feedback about the status page to UCIT – PIO
- Kerry shared the UC web campaign that is airing on TV - uc.edu/domore

Adjourn
• The committee adjourned at 11:30 AM.