

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

Core Services & Shared Infrastructure Committee

Committee Co-Chair Anton Harfmann

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Committee Co-Chair Diana Noelcke

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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.
- UCIT Back2School Status Page - <https://www.uc.edu/ucit/news/b2s.html>
 - 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.