Information Technology Council Minutes  
January 16, 2014

Present: Barbara Herbert, Paul Grimes. Jeff Burns (guest presenter), Tracy Mussa, Kylie Edgecomb, Val Engstrom (for Bill Ivy and Melinda Roelfs), Tim Thomas, Mike Gullett, Karen Kirk, Patricia Lindley, Randy Roberts, Shari Brogan, Don Hartshorn

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**IT Project Management:** The meeting was opened with Barbara Herbert, Asst Director of Project and Process Management, updating ITC Members on the project management process to date, how OIS is managing the process after two years of building a project management process and a year of using the Team Dynamix Project Management system, areas that they are pleased with, and areas that they hope to improve upon.

Barbara explained that there was recently a one-year anniversary celebrating the use of the Team Dynamix system. The celebration was centered around OIS team members brainstorming on what is working well and what needs some attention. A plan has been created to tackle areas in need of improvement. The area that improvements will focus on is communication within the project/process teams. Barbara reported that overall the process is a huge benefit to both the OIS department and the University allowing for documentation, more realistic deadlines, and a complete listing of projects and project statuses, all of which was not being managed or tracked before.

In addition, Barbara shared information on key projects being managed at this time including: Axe Library system installation (which is a project running through the state oversight process), Baja 2014, Online Application modifications, Bookstore Voucher modifications, and Tableau end of semester reports.

**ERP:** Angela Neria, CIO, then discussed the upcoming ERP Vendor demos with Ellucian/Banner, Oracle/PeopleSoft, and WorkDay. She encouraged ITC members to attend any sessions that they find interesting or that are directly related to their day-to-day duties. She also explained the upcoming sessions for campus members focused on "what to expect at the ERP demos" and encouraged ITC members to attend. The following dates were noted:
ERP Demo Summary Sessions:
01.22.14 2:00 S102 KTC
01.24.14 10:00 Balkans OSC

Vendor Demos OSC Governor's Room:
1.28.14-1.30.14 Banner
2.4.14-2.6.14 People Soft
2.18.14-2.20.14 WorkDay

Angela shared the ERP web page URL and encouraged ITC members to check it often for updates: [http://www.pittstate.edu/info/erp/](http://www.pittstate.edu/info/erp/)

Technology at International Mini Baja Event: Jeff Burns, Asst Dir of Development and Implementation, joined ITC to share the technology involved at the previous and upcoming Mini Baja event hosted by the College of Technology. The previous event, which took place in May of 2011, was held in an empty field which, before the event, had no Internet connectivity, no electrical power, and a train track as an obstacle to running any wiring to the site. He had some photos from the last event hosted on campus that were shared via Prezi. In 2011 various PSU departments teamed up to offer wireless for all attendees, video streaming for those that couldn’t make the trip to PSU, as well as built an app that tracked participant's scores that were available online. There were viewers logged into to watch the video stream from all over the world. Jeff stated that the partnerships that the COT fostered to make this event happen were very well done and key to the success of the event.

Jeff also shared that the organization that manages the mini Baja events all over the world (SEC) have now duplicated many of the IT tools and ideas developed at PSU and are now implementing them on a regular basis. This group has worked with PSU's OIS team along the way. Angela Neria encouraged ITC members, and all of campus, to never worry about asking for something that looks difficult or impossible when it comes to IT. She noted that if the resources are available OIS will do their best to team up with other departments make it happen.

Discussion and Vote on Emeritus Emails: The following proposal was presented and approved by ITC based on feedback from ITC members at the last ITC meeting:

- Emeritus, who would like to, will keep their official pittstate.edu acct
- They will login via gusmail to limit compromised accts
- When a person receives Emeritus status they will also receive an invitation to maintain their official pittstate.edu address
- If they accept the invitation they will be required to attend a quick (less than 1 hour) off boarding session to learn how to use gusmail and how to transfer any personal emails over to that acct. At the training, they will be briefed on how to handle emails with sensitive data.
**Update on Possible IT purchases Process/Guidelines/Policy:** Feedback from the last ITC meeting indicated that most ITC members felt that we should start slow before policy, process, and/or guideline development. Angela proposed that she work with the College Deans and the Purchasing Office regarding pooling computer orders for the 2015 fiscal year and monitor how this goes and how many dollars are saved. The group agreed that this was a good place to start. Angela will discuss with the College Deans in an upcoming meeting to see if they feel that this is a possibility.

**Meeting Times:** The meeting times were discussed and it was agreed that the afternoon time tends to work best again this semester. There is one person that has voiced an ongoing conflict and Angela will work with that person to see how best to handle for this semester.