

Minutes for
Interim Technology Governance Committee
April 5th, 2006

On April 5, 2006, the Interim Technology Governance Committee met in the President Conference room at 1:00 p.m.

In attendance were: Carol Briggs-Erickson, Sue Meeuwenberg, Nathan King, Tim Trainor, Julie Weller Mark Parcaro, Scott O'Neal, Becky Evans, Jeff Stipes, Rosemary Zink, Connie Mundinger, and Phyllis Robey with Kamlesh Sangvhi as facilitator.

Absent: Pam Brown, Allan Hall, Kelley Conrad, Jean Roberts

Kam stated the purpose of the committee is to get policies and procedures in place before the start of the fall term.

There was an explanation about the version of colleague that is going to be used. Version 17 will not be supported after September 2007. However, version 18 is a brand new release and may not have been fully tested. The plan is to go with v17 and switch to v18 later in our conversion process.

Pat and Joan have been traveling to various sites attending training for the use of the Datatel software. Plans are being made to gather daily and monthly reports that can be compared against reports available through the Datatel system. A survey of TIP users and their securities is being compiled to aid in the setting up of user security on the Colleague system.

The new website is being populated. There was concern that it would not work using different browsers. Scott has tested Firefox, but Tim also wondered if it would work in Safari and Opera.

The UPS is working well. Recently, the air conditioner failed and the system paged the Network Services staff that the room was humid. The power will stay up longer. Not all closets have UPS systems but they are ordered. Some servers have been moved from outside the firewall. The computer lab has been dismantled completely.

Band width will be increased from 3 Mbps to 9 Mbps, there is not any reason to increase the bandwidth higher since Packeteer only goes to 10 right now.

NetAlert monitors all servers on a 24 hours basis. Tim prefers to know the percentage of down time related to class time.

Media Services is moving to the IT office on May 1st. This will put all of Sungard staff together and allows for one phone number to place orders or service requests.

Rosemary Zink gave update on Datatel implementation from Finance side. They are on track to go live on July 1st. Purchase order of the finance module will also go live on July 1st. Rosemary and her team will provide training on how to create PO on the Datatel. Datatel Implementation is in the middle of testing Accounts Payable, General Ledger, and Purchasing. Movaris will no longer be available. We currently have on-site consulting. It is unlikely we will run parallel systems. The target date is July 1st for AP and GL (accounts payable and general ledger). Plans are to train clerical in June.

Julie Weller gave a report on the status of the new web site. She relayed the dates of several sessions that will be used to aid individuals in moving their data from the current web site to the new web site. She also gave a report of the various areas that still need to be updated prior to the new web site going live.

The remainder of the meeting was focused on the student email accounts. The format for email accounts recommended was Firstname_lastname@muskegoncc.edu. It was also discussed how to best inform students of the option we are giving them. It was suggested that we include a message in the fall schedule and include a notice in grades, along with the usual posters and signs around campus.

Kam has to turn in purpose and function of the Technology Governance Committee to "All Council" on April 20th. Kam has started the document and will email everyone for that input.

Dr. Trainor is going to send Kam Acceptable Use policy they had worked on before. We will use this as our starting block to create official policy. Kam will email the document to everyone.

Action Items

- Check to see if new website is compatible with Fire Fox
- Kam to send Purpose and Function of Technology Governance Committee to the group for their review.
- Scott to find out if the uptime report of the server could be broken down in regular hours and off hours
- Dr. Trainor to email Kam old "Acceptable Use Policy"

Next Meeting
May 3rd 2006