

Information Technology Council Meeting

10:30am, Thursday, March 11, 2011

Jacobson Hall, Room 206

Recorded by Tammy McCuen

Members present: Jeff Boles, Chung Kao, Tammy McCuen, Robert Kelly, Sam Callahan

Members Absent: Bur Millsap, Al Schwazkopf, Dennis Aebersold, Randy Kolar, Nick Hathaway, Todd Stewart, Stefan Ice

Guests: Nick Key, John Sarantakos, Brad Burnett , Casey Bookout

- I. Call to order and approval of minutes
- II. IT updates
 - A. Updates and review process to improve oZONE – Brad – Phase 2 complete and in the next phase “Ongoing Operations”. Operational mode decision making to enhance oZONE going forward. Operational team leads are being identified by IT and the Project Team is transitioning out and IT in to manage oZONE going forward. Flexible registration – shopping carts – has not gone live due to Sun Guard’s delay. Most recent version will be tested over the next couple of weeks by the project team before going live. ODS team is continuing to work in original capacity. Project team is working on an automated job scheduler for business units across campus. COGNOS training group (report writing) is being assembled to train campus wide.

oZONE Request Committee – receives request for change to current system and for enhancements functionality. Membership includes representatives from multiple areas of interest. ORC reports a significant reduction in the number of requests over the last year. Requests assigned every two weeks.

Nick reported HELP in oZONE is available 24/7 now through the IT Help Desk.

Chung asked about if a pop-up for HELP could be added to oZONE for instant response/chat function for HELP in oZONE. Nick reported there is a feedback function but not a chat feature in oZONE. However IT is looking at a knowledgebase solution to add support articles for content. Tutorials are available on the oZONE site for faculty, staff, and students.

- B. New copier and printer program – John Sarantakos – Director of Printing and Mailing - An extension of a 10 year program for 10 years with three vendors to supply printers and multi-functional devices. Includes desktop printers, la Vendors are: Sooner Copy, BMI, and Stanley Systems. New contract excludes the cost per copy component in previous vendor contracts. Instead it is locked annually, evaluated at the end of the year, and adjusted if necessary. Goals are to 1) place the correct copiers, 2) determine appropriate solution, 3) arrive at an overall plan to teach departments how to migrate from desktop printers to a multi-functional device, and 3) teach people how not to print. Save money and become more sustainable.

Problem: 90+ million paper copies made on campus last year.

Priority for printing/copying/scanning device: Contract – lease - first, IT store second, but purchasing will not approve purchase of desktop printers any longer.

*Color printers are allowable if justified on a departmental basis.

If a desktop printer is needed it may be acquired through the contract with a vendor to lease the desktop. Lease includes all the maintenance, toner, service for the device.

Robert inquired about the potential problem with a single point of failure if the department or workgroup has a single device. John responded that there is in fact a contract includes a guarantee 2 hour service response.

More information at www.printing.ou.edu

- C. More site licenses for useful software
- i. Robert requested a comprehensive list of all the software available through the campus license be posted – perhaps at the itStore. Nick will address.
Robert recommended perhaps looking at competing products that may be a reduced price or even ‘free’. Nick pointed out that some of these products may not offer an enterprise license but only individual license. Sam mentioned Blue Beam as an alternative for Adobe.

Security Scans

- ii. IT will not scan unless requested to do so by the department. IT does not capture data or display data. The scan looks only for specific information such as, social security numbers. The report only shows the file name, the path, and occurrences of possible personal information. Files are not

being removed or quarantined by IT. Each individual is responsible for remediating sensitive data from their machine. If sensitive data is compromised then the individual is responsible.

III. Suggestions and questions

IV. Meeting adjourned

Next Meeting: Thursday, April 21, 2011 – 10:30am