

**Information Technology Advisory Council (ITAC)**  
**Meeting Minutes**  
**September 9, 2005 (EPC 304C)**

The meeting was held on Friday, September 9, 2005, in El Pomar Center Room 304C at 9:00 a.m.

Members Present: Jackie Crouch, Barbara Gaddis, Clint Fisher, Polly Cegielski, Jan Kemper, Leslie Manning, Harriet Napierkowski, Peggy Beranek, Amy deLaurenco, Craig Decker, Brad Baker, Sue Byerly

**AGENDA**

**OLD Business**

**1. Pay-per-Page Printing Update**

- a. This issue is now under reconsideration due to tuition increases.
- b. The educational piece of this plan will occur this fall as planned once Scott Carter returns from vacation later this month.

**2. Campus Web Site Update**

- a. The new campus web site was launched on Monday, August 15, 2005.
- b. Craig Decker reports that the A-Z directory continues to be built allowing easier search capability.
- c. A web template ZIP file is available to any department that wants/needs it. Contact Craig at [cdecker@uccs.edu](mailto:cdecker@uccs.edu) if you need a copy of the file

**3. Web Content Management System Update**

- a. This system was purchased and installed in June 2005.
- b. There have been some problems with features that are not as easy to use as advertised.
- c. IT personnel report that the initial training (at time of installation) was less than adequate and Jerry Wilson has contacted the vendor to arrange additional training.
- d. Campus-wide end-user training will formally begin once IT personnel have completed additional training and are comfortable teaching the system.
- e. Craig Decker reports that once the system is working as planned, that end-user updates will be browser based and will no longer require the use of either FrontPage or Dreamweaver.

**4. IT Strategic Plan Update**

- a. Jackie Crouch and Jerry Wilson have met throughout the summer to update the UCCS Campus IT Strategic Plan.
- b. The basis for the new plan is the IT Strategic Plan created on the Boulder campus.
- c. Jackie & Jerry are revising the Boulder campus plan to reflect the needs and issues on the UCCS campus.
- d. After the final draft is finished, it will be presented to the IT Leadership Team for approval and then sent to the ITAC for approval.
- e. The target date for distribution to ITAC is prior to the next regularly scheduled meeting on October 14.

## NEW Business

### 1. CU-System Wide Security Policies

- a. Electronic copies of the proposed security policies were distributed electronically to all ITAC members prior to today's meeting. If you did not receive copies, contact Jackie Crouch at [jcrouch@uccs.edu](mailto:jcrouch@uccs.edu) to request them. *It is noted that the documents distributed were not the most recent version as Jerry Wilson received updated documents containing further revisions but did not have the chance to distribute them prior to this meeting.*
- b. The main concern expressed overall by the ITAC members is how these policies can effectively be implemented in the current budget climate with current personnel. The question arose as to whether the CU-System would budget and provide funds to the individual campuses to implement the proposed policies that in some cases would require additional personnel.
- c. Policies reviewed at today's meeting included the Progress Report (explained the basis for the policies), APS 100, APS 110, APS 111 and APS 120
  - i. Feedback was requested and provided by ITAC members as follows:
    1. APS 100 Page 3 Item 3.b.3) *The University President shall appoint the Security Advisory Committee... Should there be a Student representative on this list of representatives?*
    2. APS 110 – No specific questions or recommendations
    3. APS 111 Page 3 Item 3.b. *The person(s) tracking an exception... Is the quarterly review a realistic requirement based on current personnel and time involved?*
    4. APS 120 – No specific questions or recommendations.
- d. ITAC members present were asked to review documents APS 131, 132, 172, 173 and 174 on their own and report and questions or recommendations to Jackie Crouch no later than Friday, September 23<sup>rd</sup> AFTER receiving the most recent version of the policies so that the UCCS campus's questions/recommendations can be forwarded to the CU –System wide steering committee in October.
- e. Further discussion will take place at the October 14<sup>th</sup> meeting of ITAC as needed.

### 2. Dates for 2005-2006 ITAC meetings

- a. ITAC holds meetings the second Friday of each month during the academic year with the exception of the semester breaks. Dates for the remainder of this academic year are:

October 14, 2005

November 11, 2005

December 9, 2005 (Jackie Crouch – out of town – may reschedule this meeting)

February 10, 2006

March 10, 2006

April 14, 2006

May 12, 2006

The meeting was adjourned at 10:15 a.m. The next ITAC meeting will be on Friday, October 14, 2005 at 9:00 a.m. in El Pomar Center 304C.

Please report any corrections or omissions to Jackie Crouch at [jcrouch@uccs.edu](mailto:jcrouch@uccs.edu) .