



Legend

- Key Point
- ✓ Item Resolved
- Action Item
- 📎 See attached document

CTO Meeting Minutes

Name:	Campus Technology Officers					
Date, Time:	March 15, 2006 8:00am-10:00am	Location:	Via Video			
Purpose:	Regular Meeting					
Facilitator:	Lee Alley			Note taker:	Sally Phares	
Attendees:	Steve Zink	P	Lori Temple	P	Terry Norris	P
	Lyle Pritchett	P	Brian Chongtai	P	Steve Zideck	P
	Jeff Cox	P	Don Moxley	P	Rand Key	P
Topic:	Opening	Presenter:	Lee Alley	Time:	8:00am	
Discussion:	Lee explained today's format and that in the future the roundtable will likely be first.					
Topic:	Project Management Office	Presenter:	Annie McDonald	Time:	15 Min	
Discussion:	<ul style="list-style-type: none"> •Inventory-Annie explained that a list of current projects had been gathered and put on the web. She asked that everyone take a look because she knew there were multiples, some missing, missing information, etc. and that there will be a constant and ongoing updating taking place. http://www.scs.nevada.edu/major_projects/documents/SCS%20Project%20Inventory.pdf •Annie outlined the process she is working to put into place and asked for input. An example request was walked thru to give a sample of possible workflow. CTOs gave suggestions regarding "briefing papers" and asked at what point the CTOs could review or be informed about requests that had been made. <p>→ Standing Agenda Item (Sally)</p> <p>→ CTOs let Annie know preferred contact to schedule planning meetings, etc.</p>					
Topic:	Electronic Signatures RFI	Presenter:	Annie Macias	Time:	8:45am	
Discussion/Decision:	<ul style="list-style-type: none"> •Annie was not available; Sally explained that the RFI had been edited to delete the things the CTOs had asked to remove last time •Announced 2 campuses had turned in their environment information; others said theirs would be coming by early week of March 20, 2006. As soon as environment information is received and edited in, the RFI will be circulated •Steve Zink asked if we had been able to make contact with DoIT; answer is yes, with Randy Potts and they are interested 					
Topic:	Student email/new features	Presenter:	Mike Smith	Time:	9:00am	

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Discussion/Decision:					
<ul style="list-style-type: none"> • Mike presented a great deal of information about the activities for immediate continued support of Webmail for students which includes activities with the campus help desk Roundtable members who have asked for some work to be done to SWAMI (used to administer accounts). • Also information regarding generation of unique IDs to be used with other systems such as WebCT <p>Follow-up items identified:</p> <ul style="list-style-type: none"> → Survey the students about email → Campuses need to tell SCS what their strategy for interacting with students via email will be for the next 2-4 years out. → GBC, WNCC, TMCC possible follow-up meeting about E-directories/active directories 					
Topic:	Roundtable	Presenter	CTOs	Time	10 Min
Information:					
<ul style="list-style-type: none"> • General Discussion of how the data clean-up was going Asked if SCS could tell them what the next report would be, about when and how the change in the iNtegrate project might affect the data clean-up time line → Sally will find out any info available • Licensing issues-Steve Zink asked why Chris was contacting the Presidents about the Microsoft renewal instead of the CTOs. All asked if Chris could put together an overall picture of all licenses he works on with the campuses and include, cost, when payments are due, when invoices will be sent out, etc. They suggest this should be an ongoing item located on the CTO web page behind a required login. → Chris put info together → Sally arrange for login on CTO page • Steve Zideck asked about the iNtegrate Project; Rand Key responded about the new committee to review the architecture models. • General information in discussion included: CCSN is working on a strategic study. DRI is working on business continuity planning, disaster recovery and migrating their firewall to newer technology. UNLV-working on leasing options; Lori asked that anyone with experience with desktop and server leasing to please call her. 					
Topic:	Wrap-up/Next meeting	Presenter:	Sally Phares	Time:	5 Min



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Information/Discussion:

Next meeting will be April 14, 2006, in person in Las Vegas hosted at SCS or UNLV

Requested Agenda items include:

SCS Planning and Reorganization and what it means to campuses as far as who they interact with and how.