Standardization Committee
Meeting Minutes
July 25, 2013

Opening
The regular meeting of the Standardization Committee was called to order at 2:06 p.m. on July 25, 2013 in 200 Leahy Hall by Debbie Jackson.

Present
Debbie Jackson (chair)
Raylene Dufresne
Betsy Ramsey
Ed Schaefer
Sue Weir (scribe)
Nicole Weaver (Tatum Group)

Approval of Minutes
The minutes from the July 11th meeting were reviewed and approved.

Agenda Items
There were no agenda items.

Draft Presentation
Betsy reviewed her slides for the presentation to the subcommittee, starting an introduction to Technology Services. Debbie will add slides introducing Strategic Sourcing & Procurement and the committee.

Betsy then presented the draft slides for the standardization of desktop and laptop computers. Reasons for standardization were ease of support, uniform models for hardware sparing, cost saving through volume purchasing. Then she listed the draft proposals for standard desktop and laptop computers, including several performance tiers for each class of computer (e.g., laptop, Windows). After discussion, the committee decided to propose just one tier per class where possible. Betsy noted that Dell has recently announced the 13” Latitude 3330 notebook that is priced especially for higher education that would be a good candidate for the Windows laptop. After discussion, the committee settled on the 13” MacBook Pro for the Mac laptop.

A side question arose regarding Mac use, whether anyone could purchase a Mac. Betsy said that faculty could request a Mac desktop instead of a Windows desktop, in which case Technology Services provides a Mac mini. Staff are to use Windows since it works much better with the university’s enterprise applications (e.g., PeopleSoft Financials drill-down). The committee recommended that this important caveat be communicated.

Update on Communications
Debbie and Ed will schedule the meeting on August 5th or 6th. They will send the meeting announcement and agenda to the subcommittee.

Committee Website http://treasurer.cua.edu/procurement-services/standcomm/
Cathy reviewed and approved the website. It is to “Go Live” on the Procurement website listed on the left side as Standardization Committee.
Level of Support
The committee discussed Technology Services support levels for non-Windows desktop computers. For notebooks, systems are sent to the vendor for warranty repairs. When the machine is out of warranty, at present the department needs to pay for repairs. The committee recommended enhancing the text on the current website article to discuss accidental damage coverage. For desktops, Technology Services normally supports only the standard machine provisioned by Technology Services. An exception is made for classrooms with Mac Pros and for Publications and the university videographer.

The committee discussed the timing of discussing using laptops as desktop replacements to the subcommittee and concluded it was too early to do so for the upcoming meeting. Technology Services will discuss internally, then present recommendations to the committee.

Action Items Follow up
- Update subcommittee slides and provide deck to Debbie – Betsy
- Update current website with accidental damage information – Betsy
- Go live with the committee website – Raylene
- Submit minutes in a more timely manner – Sue

Adjournment
Meeting was adjourned at 2:48 p.m. by Debbie Jackson. The next meeting will be at 2:00 pm on August 8th in Leahy 200.