Standardization Meeting  
February 7, 2013

Attendance:  Cathy Wood, VP, Finance & Treasurer  
Debbie Jackson, Sr. Director, Strategic Sourcing & Procurement  
Zia Mafaher, CIO  
Betsy Ramsey, Dir., Information Technology  
Ed Schaefer, Executive Project Coordinator  
Sue Weir, Office Manager  

Cathy Wood started the meeting noting that optimization of resources does not mean just money, but also people time and tools. Standardization makes the latter two more efficient, even if the cost in some cases may be slightly higher. Examples of areas where standardization can be applied were given.

- Who is eligible to use a directly-attached printer  
- Print management for student printing  
- Which smart phones and tablets can be supported  
- Purchasing desktop computers from a single vendor  
- Implementing a CUA-specific package with a cell phone carrier  
- Who is eligible to buy a server  
- What software is needed in classrooms  
- What software do employees need to do their work

Cathy established a steering committee to lead this project.

Cathy Wood – Executive Sponsor  
Debbie Jackson – Chair  
Zia Mafaher  
Raylene Dufresne  
Betsy Ramsey  
Ed Schaefer – schedule meetings  
Sue Weir – note taking

The steering committee is to establish priorities as to the order areas should be standardized. The consensus was that hardware standardization should be first (desktops, notebooks, cell phones/tablets, printers).

The steering committee is to extend itself with task forces in order to tackle each area, e.g., academic, classrooms, cell phones. An illustration regarding classroom software was that faculty should decide on what is needed, not the Registrar Office; the latter’s involvement with classrooms is with numbers and type of room (e.g., technology vs. non-technology).
The task forces will meet and then give their reports to the steering committee. The steering committee will document the standards then give recommendation to Cathy Wood who will present the findings to the President’s Cabinet and, optionally, Academic Leadership. Once President’s Cabinet approves recommendations, the standards will then go to the Policy Committee. Meetings should have an agenda and meeting minutes.

Of primary importance in the standardization process are transparency, communication and the ability to obtain feedback.

**Action items:**
- Create a project plan – Debbie & Ed
- Schedule steering committee meetings – Debbie & Ed