Standardization Committee
Meeting Minutes
April 22, 2013

Opening
The regular meeting of the Standardization Committee was called to order at 3:01 p.m. on April 22, 2013 in 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 April 4, 2013 meeting were unanimously approved.

Open Action Items
These action items from previous meetings were reopened for discussion.

Committee Website
The website will reside on the Strategic Sourcing and Procurement website with a link on CPIT’s website. Raylene will work with Carol Evans on the template and appearance. The Committee will decide what information is to be posted, update frequency and who will post updates.

Tablet Tethering
Betsy discussed the tablet networking changes made on CPIT’s website. Since CUA will not pay for cellular communications, the published procedures were changed to state CUA will purchase tablets with WiFi access only; the tablet must not include cellular communications. If tablet cellular communications are required, the tablet may be “tethered” to a smartphone via WiFi. The standard will be no cellular communications with an exception process. Betsy will add a clause to submit and OUCH ticket for the exception until an exception form is developed. Sue will draft the exception form.

Committee File Share
Betsy reported she had made the folders and will inform committee how to map to the file.

Identify additional cross-functional stakeholders
Debbie asked if there was any ideas for stakeholders to the subcommittee. It was suggested that the request go to department chair or dean. Betsy and Sue will submit a list of departments who purchase equipment. Zia and Debbie were tasked with sending communications to the departments.
Obtain report of departments with mobile devices (laptops)
Betsy reported that there is a new inventory and she will summarize it by department. She will provide a list of known cellphone users. Betsy suggested to Ed they will need to reformulate the prices and new stipends in the coming months.

Agenda Items

Change of Focus
Ed reported that Cathy Wood agreed the committee should focus just on technology.

Standardization Policy Draft
Raylene asked whether cell phones should be added to the “Functional Technology Areas” regarding an encryption requirement should the phone be lost. Nicole recommended following the tablet model where the user signs a waiver.

Documents are working documents. The Committee should become familiar with the documents before the meeting. Any questions, email Debbie and copy Ed.

Ed stated the last line of the policy, “Purchases of any technology” is an unfinished thought. Debbie referred to customer comments that they are not necessarily aware of what is technology.

Betsy asked about the roles of the subcommittees. Our charge is to gather information, analyze information, then present findings to Cathy, and the subcommittees will help with this. Cathy will then present the committee’s findings to the vice presidents.

Nicole recommended that there be an exception process. There will be a standard for equipment and there will be a small number of exceptions. The exceptions will be at the VP approval level. The exception will have a justification attached. The justification will be reviewed by CPIT then moved along through the chain.

Status Report
Debbie stated this is a template that will be used by the subcommittees. The sponsor for a subcommittee would be a person on the committee who is familiar with the category.

Communications
Debbie acknowledge Ed for his effort in drafting the Charter and committee announcement. Cathy Wood will have final approval of all documents before they go public. Next step after final approval would be who will receive the announcement. We would like a cross-section of people--actual users who would be impacted.

Charter
This document would be the responsibility of Cathy to send to the community.
New Business
There was no new business

Action Items for Next Meeting

- Minutes to Debbie by Wednesday
- Provide list of mobile device purchases – Betsy
- Provide members of the Finance Superuser Group – Sue
- Provide list of departments who purchase equipment – Betsy & Sue
- Communications to departments – Debbie & Zia
- Vetting documents for Cathy’s approval – Debbie & Ed
- Committee’s website template – Raylene & Carol Evans
- Develop a draft exception form – Sue

Adjournment
Meeting was adjourned at 3:40 p.m. by Debbie Jackson. The next meeting will revert to the normal schedule at 2:00 p.m. on May 2, 2013 in 200 Leahy Hall.