Standardization Committee
Meeting Minutes
May 2, 2013

Opening
The regular meeting of the Standardization Committee was called to order at 2:02 p.m. on May 2, 2013 in Leahy Hall by Debbie Jackson.

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

Approval of Minutes
The minutes from April 22, 2013 meeting were unanimously approved.

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

Finance Superuser’s Council
The committee reviewed the list that Sue provided to identify potential subcommittee members. Those identified were as follows.

Karen Kreamer
Pam Lalla
Peter Gibbons
Dave Horton
Dan Ambrose
Peggy Bruce
Mary Matthews
Nora Heimann
Jae Choi or Binh Tran
August from Architecture

Mobile Devices Purchases
Betsy provided a report by department mobile equipment purchases taken from a March 2013 asset inventory report. The report was placed on the committee file share.
Communication to Departments
Cathy Wood will send the initial communication announcing the committee and its work. Then the committee can reach out to Deans and other department heads for suggested subcommittee staffing. More than one representative may be needed from each school/administrative area if multiple subcommittees are relevant to that area.

The committee continued its discussion of the role of its subcommittees started in previous meetings. In particular, for hardware standardization, the subcommittee might act more in an advisory role to comment and approve/object to committee proposals. The committee does need to get feedback from the stakeholders.

[At this point, the committee discussed in some detail technical aspects of mobile devices, mobile device management, endpoint encryption and other related topics. The subject of how to treat tablet app purchases was raised again. The committee felt that these purchases should be treated like any another small dollar reimbursement rather than using a more complex, centralized purchase method such as the Apple Volume Purchase Program.]

Vetting Documents to Cathy
Ed has shown the documents to Cathy. Debbie, at her next meeting with Cathy, will get some feedback as to whether she has any changes.

Committee’s Website Template
Raylene provided resource documents regarding website content. These were placed on the Committee file share. The committee agreed that the website should match the Procurement design as it will be located within that section of the website. The committee agreed that the Standardization website will be used for final documents rather than as an area for working documents.

Draft Exception Form
Sue provided a draft exception form. The committee reviewed it and had change suggestions that Sue will incorporate.

Old Business
Ed asked if a decision has been made for printers. There will be a subcommittee addressing or advising on hardware, including printers.

Agenda Items
There were no agenda items.

New Business
There was no new business.
Action Items for Next Meeting

1. Meet with Carol Evans to discuss website content – Raylene & Debbie
2. Determine preliminary list of names for the Deans – Zia & Debbie
3. Meet with Deans after communication goes out from Cathy – Zia & Debbie

Adjournment

Meeting was adjourned at 3:01 p.m. by Debbie Jackson. The next meeting will be at 2:00 p.m. on May 16, 2013 in 200 Leahy Hall.