Standardization Committee
Meeting Minutes
May 30, 2013

Opening
The regular meeting of the Standardization Committee was called to order at 2:00 p.m. on May 30, 2013 in 200 Leahy Hall by Debbie Jackson.

Present
Debbie Jackson (chair)
Raylene Dufresne
Betsy Ramsey (scribe)

Ed Schaefer
Nicole Weaver (Tatum Group)

Approval of Minutes
The minutes from the May 16 meeting were reviewed. “President’s Council” must be changed to “President’s Cabinet” throughout. The minutes were approved unanimously with that change.

Agenda Items
There were no agenda items.

Preliminary list of subcommittee members
Debbie Jackson reviewed the previous action item of determining list of the technology subcommittee members. She presented a list of potential members put together by Raylene and Betsy that had had further input from Cathy Wood (attached).

The role of the technology subcommittee was reviewed. It will be an advisory role. Specifications can be determined in advance and presented to the subcommittee, which would then be invited to “poke holes in it” and offer opinions on why it will or won’t work. Nicole noted that the proposals will need careful presentation, and should include quantitative information.

A discussion ensued on the format of the first meeting. The committee felt the first meeting should include an overview of the roles of Procurement Services and Technology Services, the scope of the committee’s work, and the proposed specifications for one or more technology areas (e.g., laptops). Live feedback given by the subcommittee members will need to be recorded.

Additional technology areas the committee could address were discussed. These included laptops as desktop replacement computers and when users should be permitted to have local administrator rights on university-owned computers.
Communications
Debbie presented a draft communication that she has provided to Cathy (attached). Cathy is meeting with the President’s Cabinet before the next committee meeting.

New Business
RFP templates for outside vendors
Raylene asked whether templates should be developed for outside vendors providing technology services and whether these should go through the Standardization Committee. The committee thought that it should probably vet these. Then the document could be made available to other departments for their use.

Action Items
• Update on communications—Debbie
• Draft standards—Betsy

Adjournment
Meeting was adjourned at 2:40 p.m. by Debbie Jackson. The next meeting will be at 2:00 pm on June 13th in Leahy 200.
**DRAFT List proposed 5/30/2013**

**Name, Title, Department, Username**

Ambrozkiewicz, Ivonne, Dir., Employment & Training/Development, Human Resources, AMBROZKIEWIC

Born, Chris, Clinical Asst. Prof., Theology and Religious Studies, BORN

Connaghan, Stephen, University Librarian, Library, CONNAGHAN

Davidson, Len, Computer Svcs Librarian, Law Library, DAVIDSON

Jennings, Kathryn, Dir., Campus Activities, JENNINGK

Kennedy, Dan, Assoc., Dir., Conferences & Pryzbyla Management, KENNEDYDJ

Kreamer Porter, Karen, Dir., Facilities Administration & Services, KREAMER

Kules, Dr. Bill, Assoc. Dean & Assoc. Prof., Library & Information Science, KULES

Nicholas Kruckenberg, Asst. to Dean, Undergraduate Studies, KRUCKENBERG

Pollock, Bart, Web Content Editor, Public Affairs, POLLOCKJ

Sebrechts, Dr. Marc M., Chair & Ord. Prof., Dir., Cognition & VR Lab, PsychologY, SEBRECHTS

Spinato, Danielle, Asst. Dir., Student Services, Enrollment Services, SPINATO

Tran, Dr. Binh Q., Asst. Dean, Assoc. Prof., Engineering, TRAN

Zabroske, Mary Kate, Asst. Dir., Housing Services, ZABROSKE
Cathy Wood, Vice President for Finance, has formed a steering committee chaired by Debbie Jackson, Director of Strategic Sourcing and Procurement, charged with standardizing information technology throughout the University. This goal is critical to the successful accomplishment of the University’s mission. The steering committee has begun the process of integrating information technologies that will result in improved processes through leveraging economies of scale, optimizing technical support, and containing costs.

To this end, several subcommittees are being formed, each reporting to the steering committee and responsible for a specific technology area, i.e., desk top computing, laptops, classroom technology, mobile devices and printers. Subcommittees will be tasked with examining existing technologies in specific areas; analyzing best practices and trends; recommending process and procedural changes needed for improvements; suggesting resources to implement proposed solutions; and recommending revisions to policies.

Because your input is important to achieving the successful outcome of this initiative, you may be asked to join one or more of these subcommittees. In order to include stakeholders from across the University, as well as keep those not directly involved apprised of our progress, the subcommittee’s work will be available University-wide for review and comment at this webpage.

This is an important initiative that will benefit the entire University, your participation and contribution is greatly appreciated.

Look for more information on our webpage or contact Debbie Jackson at jacksond@cua.edu