Standardization Committee  
Meeting Minutes  
June 13, 2013

Opening  
The regular meeting of the Standardization Committee was called to order at 2:01 p.m. on June 13, 2013 in 200 Leahy Hall by Debbie Jackson.

Present  
Debbie Jackson (chair)  
Zia Mafaher  
Betsy Ramsey  
Ed Schaefer  
Sue Weir (scribe)

Approval of Minutes  
The minutes from the May 30 meeting were reviewed and approved.

Agenda Items  
There were no agenda items.

Preliminary List of Subcommittee Members  
Debbie will send an updated list of subcommittee members. There has been no firm decision made. It was decided that another person will be added from the VP for Development’s area.

Communications to Department  
Debbie asked for comments on the Initial Communications draft presented May 30th. There were no comments, the draft was approved.

Hardware Standards  
Betsy updated the committee on specifications. She will task her technical managers to come up with the specifications and vendor models. Technology Services currently lists five different notebook models on its website, which likely is too many. Betsy will draft a presentation for committee review.

Action Items  
• Update on communications from Cathy – Debbie  
• Draft of technical portion of presentation – Betsy  
• Presentation of website – Raylene  
• Exception Form – Sue  
• Decide on date to gather subcommittee – Debbie

Adjournment  
Meeting was adjourned at 2:25 p.m. by Debbie Jackson. The next meeting will be at 2:00 pm on July 11th in Leahy 200.
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
Lorence, Ken, Asst. Dir., Alumni Relations, LORENCE
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