Standardization Committee  
Meeting Minutes  
July 11, 2013

Opening
The regular meeting of the Standardization Committee was called to order at 2:03 p.m. on July 11, 2013 in 200 Leahy Hall by Debbie Jackson.

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

Approval of Minutes
The minutes from the June 13th meeting were reviewed and approved.

Agenda Items
There were no agenda items.

Update on Communications
Debbie spoke to Cathy; we are good where we are now.

Draft Presentation
Betsy did not have the draft presentation ready for this meeting due to competing priorities. Managers to whom she was to delegate have also been on priority work. She will have a draft presentation before next meeting.

Website Presentation http://treasurer.cua.edu/procurement-services/standcomm/
The website includes links to our existing standards (that today are procedures) and to several Policies related to the committee. A typo was found in the second paragraph (desk top). The website was approved with that change. Debbie will have Cathy review the website before we go live.

Exception Form
Sue made the changes recommended in the previous meeting and presented the revised document. The committee agreed that EMPLID should be removed. The new draft was approved with that change. It was recommend the committee approves the Exception Form again once actual standards are in place.

Subcommittee Meeting
When to meet with the subcommittee? It is desirable to have the subcommittee meeting before the start of the semester. Possibly August 5th or 6th. Debbie and Ed will reach out to the subcommittee members, which will include letting them know what to expect of the meeting. The meeting will run 60 – 90 minutes.
What will the subcommittee do? Subcommittee is an advisory role. Presentations for Procurement Services and Technology Services will be given. Review of draft standards. Betsy will provide a list of typical machine classes. Nicole suggested this should also include a high end machine that we don't necessarily advertise. Raylene noted we should also include specifying support levels to set expectations. Betsy will provide a list of support.

Committee members attending meetings will be Debbie, Betsy, Raylene and Sue as scribe.

Level of Support
Betsy reviewed the current process. When a laptop or desktop needs repair and is still in warranty, it will be sent to the manufacture for repair and the client will receive a spare machine. Nicole suggested moving away from repairing computers older than three years. Simply replace them.

Action Items Follow up
- Draft of technology portion of presentation – Betsy
- Communications with subcommittee – Debbie & Ed
- Cathy review of website – Debbie
- Site go live once approved – Debbie & Raylene
- Level of Support – Betsy

Adjournment
Meeting was adjourned at 2:51 p.m. by Debbie Jackson. The next meeting will be at 2:00 pm on July 25th in Leahy 200.