

ATTENDEES

Attendees: Susan Cherry, Jim Cook, Jim Maat, Jennifer Thede, Scott Thede, John Urbanick

AGENDA ITEMS

IT Departmental Policies - Discussion

- Dress Code
 - John iterated that this is just a first draft of a departmental policy and he is not emotionally or intellectually tied to it. He had done some prep work and worked with Jennifer to draft the policy.
 - John struggles with establishing a dress code and stating what you should wear to work but it is time to state what people *shouldn't* wear to work.
 - Dress code draft will be shared with HR prior to sharing with employees.
 - Feedback:
 - Scott said that the open toed shoes for females might be an issue, as did Jim Cook. John said he is trying to avoid the “they can/we can’t” discussion related to gender. Everyone would then be treated equally.
 - Jim Maat said we may not need a dress code if we just speak to the ones with questionable clothing, but John said a baseline is needed.
 - Susan passed out some other dress code policies. She suggested to say what is expected.
 - There is a challenge with the diverse work in our department and answering if those jobs need
 - Add shorts to policy
 - Add language for a change of clothing at work
 - After-hours attire; clarity on after-hours dress like for maintenance night
 - Any clothing with derogatory or profane, unprofessional language
 - Clothing should fit properly
 - No sweatpants
 - Threadbare or very worn clothing
 - Will take comments into consideration and draft another revision to be considered
- Vacation Restrictions (Blackout)
 - This has been generally followed the last few years but it is time to make it official policy.
 - Feedback:
 - Change unit managers to directors
 - State for only fall/spring semesters, not summer
 - Flex hour schedule needs to be addressed
 - For people working four 10 hr days, they will need to work five 8-hr days. It doesn't mean that someone with flex hours needs to change their schedules. Make clear in policy. State core business hours or core department hours for IT.
 - Enforcement – language revision
 - Add jury duty, funeral leave, etc.
 - Applies to PT employees, too
 - Title may need changing

One Time Funding Request - Discussion

- Review prioritized list
 - The group was content with the prioritization John made and submitting the list forward

IT Open Positions - Updates

- Senior Applications Database Analyst
 - Three applicants; two internal. Will re-advertise to gain applicants.
 - Kris Rasmussen is the search chair (greatly appreciated)
 - Temporary assignments for Rick Manuszak's work: WebFOCUS, DegreeWorks, TracDat, Workflow work has been temporarily assigned out:
 - Steve Stellard - WebFOCUS
 - Kris R – TracDat
 - Workflow – Jerome Forbes
 - DegreeWorks - TBD
- Director Interviews
 - Monday, Tuesday, Wednesday next week, Oct. 8, 9, & 10.
 - This position is to replace Denise Grinnell and is the second search after the first search failed.

Round Table

- Jim Maat:
 - Upgrades are still progressing like cable TV, and some upgrades are ahead of schedule.
 - Wireless is going well – the problem of it locking up is fixed; the test environment in West and Rankin has been working fine. Update on Juniper controller is happening tonight to figure out the CLI errors that are still occurring but it isn't affecting production. Try one or two of the res halls next vs. all of campus.
- Scott:
 - Ellucian (outsourced help desk consultants) will be here Mon-Thurs next week and going through implementation list. There is a router that needs to be placed, and Scott said he wanted in a production area, but the server coordinator had a concern b/c it's not a regular rack mount. John's preference would be for it to be in the server room.
 - Kendall IT director search had 5 people interviewed on phone; reference checks are next and there will probably be 3 brought in for campus interviews.
 - PC Replacement FY13 email went to the deans and immediate reports to VPs if they have customers getting PCR computers.
 - Microphones in federal building may need adjusting for board meetings but other equipment is going well.
 - 480 open calls for TAC, 270 are in breach of escalation. This is important for the Cherwell implementation and emails that may go out – is our priority/escalation scale realistic?
- Jim Cook
 - John signed the statement of work for Cherwell and they should get here the week of the 15th.
 - Jim is feeling behind on smaller projects b/c of his involvement with Cherwell. He would like some help and John said that was fine but will talk to Jim about how to go about it.
 - Lunch & Learn suggestions – projects, Jim & John will speak for sure, but maybe Nate or someone could speak about Ellucian. Susan can help with Cherwell, too.
- Susan:
 - VDI update requested – John said it is going better than it was since talking directly with Citrix. It has been tested and could launch as is but we have some questions for Citrix. There is still work to do to redo the physical to virtual images for the labs. A different anti-virus may need to be selected that works better with Citrix/VDI.

STAFF MEETING

10/04/12

Minutes - DRAFT

- External website: Service catalog for what services people are looking for. Dashboards, survey, University plan, projects, etc. would be on this site. Jody Gardei has talked with Paul Blake who is on board with the SLAs. Academics would like to know how they can help make IT's life better.

ADJOURNMENT

DRAFT