

ITS Staff Meeting – May 16, 2013

Present: John Urbanick, Scott Thede, Ralph Williams, Jennifer Thede

Absent: Jim Cook, Susan Cherry, Jim Maat

Guest: Vicky Deur

Active Directory Update - Vicky

New schedule for migration UPDATE PROJECT PAGE! Some departments delayed to be more prepared and have fewer other project conflicts; moved to June 3 for Student Retention and July 1 for Arts & Science. The AD file server was installed in Grand Rapids which will be for EIO/ATC and Kendall. The employees there had AD accounts and but still need migrating in a few weeks. The domain controllers for students and fac/staff have arrived and will be installed in GR in the next week or so. Backups for Grand Rapids; GRX and Kendall have CommVault but there was concern about licensing not being included in AD project for backups; should be able to move existing licenses to new file server. EIO is scheduled for 6/17 as is Kendall. John said the key piece to staying on track is making sure the file structure/customer discussions is happening; Scott and Ralph have this figured out and Vicky has scheduled. FIM SOW was approved by John but needs to go to VP Scoby for signature. At some point we should be doing change management when we migrate customers or make changes to rights, but timelines would be extended if we start doing that. Regardless, it does need to happen eventually. Minutes can be viewed on the J drive. Vicky to come update once a month.

Employee Evaluations - Reminder

Need to be completed by June 30, earlier if possible.

Cost of Living Increase

John said he was fairly confident there would be an increase this year, but he did not know the percentage. Letters should be in the mail to employees for FT continuing employees who were hired by April 1, 2013. PAFs to be completed for FT temp employees. UPDATE: % is 2.25.

Part-Time Employee Changes

The BOT approved a change to the way we handle PT employees to bring the # of hours worked in line with some of the union contracts and other reasons. There will be a reduction from 32 hours to 28 that a PT employee can work. IT has discussed how the reduction in hours will affect customer service; there is a concern about the impact on our customer satisfaction rating.

Student Survey Results – Jim M

TABLED to next meeting

University Plan for IT – All

Year End Reporting: John would like all of the projects updated as of May 31 for status and to do budget forecasted for remaining funds that may need to get returned or forwarded to next year. To report by fiscal year is easiest even though some projects span multiple fiscal years.

Cherwell Phase 2 Update

Dan Morgan confirmed today that we are waiting on Cherwell. We don't have the professional services scheduled and that is making. UPDATE: SOW was emailed 5/17 and Jim is working with them on revisions.

Accomplishments & Efficiencies

No more than 5 of each; accomplishments can be efficiencies and efficiencies should have cost savings attached if possible.

Round Table

Scott: Travis Scott, new AV tech, has learned quickly and also has great knowledge of the equipment used at commencement and BOT, and police memorial. He will take the lead on these projects. Acad Affairs has disbursed their budgets for one-time funds to the colleges, but none of it tied back to the data supplied by IT for the best places to put their funds for equipment. This is concerning b/c IT has to go to each college and solicit what is happening and there are conflicting

plans between division and colleges and it's not efficient. Scott has asked for the IT related requests be put into projects by the deans offices.

Ralph: RAVE emergency messaging service. Ralph talked to Enrollment Services and it lines up with an initiative they have to clean up addresses in Banner and we can benefit if they get this software b/c the data will be more accurate in RAVE. Storage capacity will be doubled tonight during maintenance; CommVault is sending a rep to help install. We still need to find additional storage solutions to meet the demands of campus.

ADJOURNMENT