



SEATTLE UNIVERSITY

Information Technology Council

*Minutes of the Meeting
Tuesday, August 29, 2006
Hunthausen Hall, Room 160*

Committee Members Attending*:

Tim Leary, <i>Chair</i> *	Nancy Gerou*	John Popko *
Sharon Cumberland	Heather Geiger*	Ivette Serna *
Doug Duncan *	Jacquelyn Miller*	Gregory Silverman*
Robert Duniway*	Melissa Mullinax *	Ron Smith*
Joe Eastham *	William Poole	Bo Vieweg
		James White

*TeleGuests for SBT demo: Hap Aziz and Robbie
Duffendack (from Sungard HE)*

** Denotes that member was present at meeting*

Membership. **Ron Smith**, new Vice President for Finance and Business Affairs, joined the committee. Tim announced that OIT will be reporting to Ron and that he (Tim) is turning over the chair duties to Ron. Welcome, Ron.

Tim also announced that Marketing and Communications department will report to him. Fortunately Joe had already been told. **Linda Hulten** will join ITC as representative of University Advancement. Joe will stay on the ITC ... just because....

ITC Procedures Work Group. Greg promises the group will meet.

IT Strategic Plan Group. Melissa is setting up a tele conf next week with Don Sutton.

Content Management System. The discussion continued... Melissa announced that migration to SiteBuilder and later migration to an ECM will not be a technical problem (2 or 3 other schools have done it successfully). It will also not be a labor problem for OIT since Sungard will be supplying the man/personpower resources to handle the project remotely.

ECM Business Process Work Group. Tim appointed Joe, Nani (per Dave Balser), Katherine (Law School), Bob Duniway and Ivette. Charter needs to be prepared. Fearless Leader needs to be appointed.

SiteBuilder Toolkit (SBT) was demonstrated remotely by Hap and Robbie. Consensus was that the product was a little less sophisticated than we expected but that it would probably work well as an interim product. Access to the demo site was provided at <http://sbt demo.collegis.com> login: either contenteditor, contentmanager or webmaster (each has different permissions). Password = password.

Hap and Robbie said that the normal roll out time for a SiteBuilder implementation was 4-6 months. Unclear how much overlap there would be if an ECM was selected during that time frame.

Bob and Jacquelyn will contact CAS about a demo for its web folks and interested others. If the SBT passes muster with CAS, then an email blast invitation could be sent to other likely users.

Future Agenda Items:

- “Roll out” plan for the new, improved ITC and its procedures, including communication procedures between and among the ITC and the various committees, work groups and operating groups.
- Approve IT Strategic Plan and OIT Tactical Plan
- Create communication plan to inform constituents
- Draft or modify critical policies and procedures governing IT resources, including integration into budget process.
- Establish work groups for such projects as a Information Security Plan (including password policies and laptop data encryption) and a Computer Replacement Policy.

Minutes submitted by Doug Duncan