

**Meeting: Tech Council**

Scheduled: February 5, 2007 from 1:00 PM to 2:30 PM

Location: DeGarmo 551

Subject: Regular weekly meeting

Present: Ann Beck, Dan Hayden, Trish Klass, Alan Lacy, Jim Moon, Brent Paterson, Beth Schobernd, Mark Walbert, and Shari Zeck

Absent: Bob Aaron, Sara Campbell, Bob Rariden

Guest: Bill Blomgren

**Agenda:**

1. Bill Blomgren: IT Policies, Procedures, and Guidelines (handouts)
2. Update: IT Strategic Plan Vision Statement  
Delivering high quality IT services that support distinctiveness and excellence across the University.
3. Update: Exchange Proposal...
4. Update: VP feedback IT Strategic Plan...
5. Update: Educating Illinois Task Force...
6. Vista & Office 2007

**Minutes:**

Mark welcomed everyone to the meeting. He pointed out that the notice has been released that Chris Andre was the winner of the Williams Outstanding Technology Service Award. He thanked the council for their part in the selection process.

**New Business***1. Bill Blomgren: IT Policies, Procedures, and Guidelines (handouts)*

Bill Blomgren was introduced to the group. Bill has been reviewing Information Technology policies, procedures and guidelines at Illinois State. Bill noted that his goals are to find out what Illinois State currently has and how the IT policies, procedures and guidelines can be cleaned up. He reviewed the procedures followed by ISU's eight benchmark schools to establish and communicate IT policy. Bill noted that one of the first items that needs to be completed should be a *Policy on review, Approval and Enforcement of Information Technology Policies*. The current IT policies are embedded within three different areas of the ISU Policies and do not specify the differences between policies, procedures, or guidelines.

Bill noted that he had been in contact with Vickie Kiser (formerly Vickie Carrell) in the President's office about the consolidation of IT policies. She was very enthusiastic that someone was willing to review and streamline a portion of ISU policies. Bill noted that a well-constructed policy would be straight forward and would be enforceable. A *policy statement* provides the basis for consistent and appropriate decision making and defines authority and accountability within Illinois State and would ultimately be approved by the President *vis-à-vis* the Academic Senate where appropriate. A *procedure statement* would establish a particular course or method of action which is to be followed as part of the implementation of an IT policy. A *guideline state-*

*ment* provides guidance and describes recommended methods for interpretation and application of an IT policy. Approval of *procedures* and *guidelines* could be given to a designee of the President, such as the Tech Council. Items covered in the IT policies section would cross all Vice President areas therefore containing all items that relate to IT within Illinois State.

Shari Zeck noted she believes that section II. Scope (see attached) needs to be rewritten to note that units may adopt their own IT policies, procedures, and guidelines so long as they do not contradict University IT policies. Local IT policies would not need to be brought before the Tech Council for approval.

Danney Hayden asked how the policy would be enforced. He suggested an enforcement could be that those caught in violation could be denied a service or access to resources. That piece will need to be determined along with the designation of who is in charge of the information. It was suggested that instead of the "enforcement" the word "compliance" should be used in the document.

It was noted that writing a Policy on IT Policies and reorganizing, reviewing and rewriting campus IT policies provides a unique opportunity to the Tech Council to learn more about existing IT policies together.

IWSS is currently working with Vickie Kiser to update the ISU Policies Web page and make it more user friendly.

Bill will edit the *Policy on review...* document following suggestions made by Tech Council members today and will discuss the changes with Mark who will forward the edited document to the Tech Council before our next meeting.

## 2. *Update: IT Strategic Plan Vision Statement*

Mark thanked the Council members for their feedback on the his suggested changes to the IT Vision statement. As of this morning, 9 of the 12 Council members had expressed their approval of the change. The new IT Vision statement reads:

Delivering high quality IT services that support distinctiveness and excellence across the University.

## Old Business

### 3. *Update: Exchange Proposal...*

### 4. *Update: VP feedback IT Strategic Plan...*

Mark announced he was not able to meet with Steve Bragg as planned the past week so items three and four would be removed from the day's agenda. He hopes to meet with Steve Bragg later this week. If this meeting occurs the discussion will be put back on the agenda for the next Tech Council meeting.

### 5. *Update: Educating Illinois Task Force...*

Mark spoke to the co-chairs of the *Educating Illinois* Task Force about how best to give Tech Council input to the Task Force. Jan Shane and Deb Smitley suggested that Trisha, Bob Aaron and Mark work with the Tech Council in that capacity as they are all members of the Task Force. Trisha will be sending the Task Force's list of questions to the Tech Council members before our next meeting.

## Other Business

Discussion was held on the Tech Council's stance on Windows VISTA rollout for campus computers. No additional information was provided. A group from ISU is going to DELL this week and hopes, in part, to get a chance to ask them when they plan to start shipping new computers with VISTA already installed. The general sense of the Council is to postpone campus-wide upgrade to VISTA until summer 2008.

Office 2007 is now out as well. It was noted that the Tech Council feels it is important to let users know about the new ribbon feature and the new file format that is *not* backward compatible. If people upgrade and then pass along Excel 2007 files the end users need to know that the file must be converted before it can be opened in Excel 2003. Mark will work with Dave Greenfield and the Help Desk to get a one-page document out noting things that users need to know. Mark will invite Dave Greenfield to the next meeting to brief the Council on MS VISTA and MS Office 2007 and the status of the next Apple Executive Briefing in Chicago.

Meeting adjourned by 2:03 pm

#### **Next Meeting**

February 12, 2007

DeGarmo 551

1:00 – 2:30 pm

Submitted by Carol Pfoff