Minutes
Information Technology Policy Committee
March 18, 2005

Present:
David Yee, Doug Re, Don Griffin, Mamie How, Ophelia Clark, Joe Jah, James Rogers,
William Beaver, Pam Mery, Robert Lam, Francine Podenski, Richard Middaugh

Call to Order – David Yee

Minutes
Minutes for February meeting will be discussed and approved in the next meeting.

Old Business

a. GroupWise
   Doug Re reported that the Email upgrade would consist of four phases:
   1) Migrate existing email to new hardware and install v6.5 server
   2) Update the Desktop client
   3) Change the email routing to increase reliability and efficiency
   4) Define the role of FOG in the email process
   He also made it clear that only phase one of the upgrade would be performed at this time. Except for phase one all the phases would be developed in conjunction with a workgroup consisting of Faculty, Department chairs, Administrators and staff.

   Doug Re reported that on March 14th, GroupWise detected errors and shutdown, so that no further damage would result. Alex Kennedy contacted Novell which replied that this incident was “just one of those things that happens sometimes”. Novell recommended a solution and also told Alex that once this happens the error will reoccur. The solution took about 60 hours to complete. Email was unavailable for about 38 hours. Doug recommended that the Groupwise server upgrade not wait until the Summer break, rather it should be done during Spring Break.

   Voting: The proposal to perform the Groupwise v6.5 server upgrade during Spring Break was recommended by David Yee, Moved by Bill Beaver, seconded by Joe Jah. It passed by a unanimous vote.

New Business

a. Information Technology Survey
   Pam Mery conducts a technology survey every 2 years, David Yee suggested that the survey should be short and simple with an open-ended section for comments is necessary. Technology survey for this year will be finalized in May and print out in September.

Future Topics
a. Template for Upgrades
Mamie mentioned that one of the difficulties with previous Banner upgrades was that too many departments have their own schedules. This resulted in never being able to find a window which works for everyone. She suggested a future discussion will be how to set up a calendar to schedule upgrade times to reduce conflicts.

b. Wireless Access
Tim Ryan will discuss in the next meeting.

Next Meeting – April 22nd (Friday)
11:30 AM – 1:30 PM