<p align="center">**ITEC Meeting Minutes**</p>

<p align="center">**April 14, 2000**</p>

<p align="center">**VPRIT Conference Room, 203 Administration Building**</p>

<p align="center">**9 AM to 11 AM**</p>

1. Minutes from last meeting (Attachment A) - Harper

   - <u>Approved without revisions</u>

2. Revised ITEC Charter (Attachment B) - Harper

   - <u>Approved subject to revisions</u>: 1) add OIS and Media Relations (campus WWW) as units reporting to ITEC, and 2) add a procedure and timing for formal annual reporting of the units to ITEC

   - Also, Burns was instructed to work with Wardlow to get the final ITEC Charter into the Administrative Manual

3. First.Last@colostate.edu now available- Burns

   - It was noted that this option is automatically available to those who: 1) have accounts on ACNS' servers, 2) exist in the CSU LDAP database, and 3) have an e-mail address specified in the database.

4. Campus e-mail lists, and fyi@colostate.edu - Burns

   - The new e-mail list fyi@colostate.edu will be implemented at the campus level during the week of April17. It was noted that for the "clickable" WWW links to work, a web-enabled e-mail reader such as Netscape or Outlook Express is required, otherwise copying and pasting the text of the link into a browser will work

   - Attachment E - proposed policy for ITEC action <u>approved</u> with the understanding that Media Relations will be involved via procedures that are currently in place in the process of communicating critical events to csu-notice@colostate.edu

5. Web standards (Attachment F) - Hayes and Milligan

   - Attachment F was <u>approved as an interim working policy</u>. However, Hayes and Milligan were charged with bringing back to ITEC a more comprehensive plan for eCommerce, using the document on eCommerce from the EBC as a starting point

6. Status of College IT personnel hires (Attachment G) - Burns

   - Discussion about hiring and retention problems associated with IT personnel

   - If there are critical retention problems with IT personnel, requests for salary increases may be brought to the EBC, using standard operating procedure.

7. Process for defining approval of network charges - Harper

- Burns will be giving a presentation on this topic to the Faculty Council in May

- Recommendations need to be devised in the Fall 2000, to be ready for budget presentations next year

- ACNS will be working with the subnet managers over the summer to determine the numbers of network and telephone connections and to assess the process for determining the number of active network jacks and associated fund numbers. It was noted that there are very difficult technical and managerial issues.

8. Salary increases for college VPRIT-funded IT personnel - Harper

   - Harper noted that the funds distributed to the colleges for IIT support personnel will have annual inflation added. Colleges wishing to give raises that exceed this amount will have to fund the excess themselves.

9. CSUIITE 2000

   - Project 1 status - discussion of problems with asbestos in Clark, and implications for wiring A/Z, known to have similar asbestos problems. The recommendations were 1) not to use wireless in A/Z as this is not a good, long-term solution, and 2) to defer wiring A/Z until additional remodeling and associated asbestos abatement occurs, and 3) to coordinate carefully the wiring projects with other remodeling projects to take advantage of synergies.

   - Project 2 - Maher and Burns were charged with working with the campus to determine an appropriate balance between classroom upgrades and physical infrastructure upgrades for Project 2.

10. ITFS update - Maher

    - Maher explained what the University is doing to protect its interest in the ITFS allocations currently assigned to it.

    - All agreed that it was prudent to proceed rapidly with the other ITFS organizations in the Greeley-Fort Collins area so as to make the first filing in July.

    - Maher will update ITEC on progress.

Outstanding Items

1. WWW policies - Burns and Hayes

2. Computer services for retirees - Burns

3. Funding technology in all-university computer labs -