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Information Technology Executive Committee (ITEC)
Meeting Minutes
Friday, October 29, 2004
3:00 - 5:00 PM
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Provost's Conference Room Administration Building

Action Items

1. CFT Manual changes (Attachments A and B) - Burns
   a. Scholarship section updated in April (Attachment A, p. 7) - This item was deferred until Rich Tusa redrafts an "umbrella" policy for all colleges dealing with scholarships. The "umbrella" policy will be that 10% of the revenues collected for financial aid will be given to the Student Financial Aid office to award as financial aid to students in each college in proportion to the revenue collected in that college.
   b. 20% pre-spending - text below; (Attachment A, p. 5) - **approved**. It was noted that if a 20% deficit pre-spending limit is found to be inadequate, then this item should be brought back to ITEC.
   c. Update of "Format for Annual CFT Reports" (Attachment A, p. 8) - **approved**.
   d. Update budget sheet to include "printing" and "other" revenue (Attachment B) - **approved**.
   e. "Board of Governors" update - **approved**.
2. Web Accessibility Policy - Burns
   a. The ITEC instructed that item 3.a be removed from the body of the report, but included as an appendix, and **approved** the policy subject to this change. See revised version at http://accessibility.colostate.edu/policy.
   b. Spelling errors and missing links were corrected before the policy was posted.

Discussion Items

1. CFT governance issue raised by the auditors - not discussed, addressed by Burns Oltjenbruns off line.
2. IT Governance structure (Attachment D) - Burns
   a. Burns was instructed to reduce representation to one per VP for non-IT VP units, and bring the document back to ITEC.
   b. It was instructed that the document should be subject to a legal review before being finalized.
3. Status of RFP's - Burns
   a. Mobile communications - A status report was given. The ITEC would be receptive to a student only award, if it turns out that the proposed arrangement is disadvantageous to the campus or a significant number of existing users.
   b. Campus anti-spam, anti-virus - all are eagerly awaiting the implementation of this facility.
4. Portal status - the growth in the number of unique users was discussed. ACNS is working on breaking out the users by role (faculty, staff, students, affiliates).
5. SIS status - Haid and Hesser presented this status update. The project is on time and under budget. However, the full affect of COF is yet to be determined.
6. COF status - Burns and Hesser presented this status update; a significant item of discussion was the memo sent by O'Donnell of CCHE to the CEOs and Financial Aid Officers (except for Sandy Calhoun) indicating that the COF stipend is not to be treated as financial aid. This issue will have to be resolved in Denver. Various groups are now considering it.
7. ITFS status and prospects - Maher presented a status report. Maher and Burns were instructed to involve the interim Vice President for Administrative Services and pursue both avenues of: 1) negotiating with Sprint, and 2) using the spectrum to implement services for the CSU community.

Text for Item 1.b (also included in the CFT Manual)

"Colleges are not permitted to carry deficits over a fiscal year boundary, rather Colleges are mandated to carry over only small, desirably zero, fund balances over fiscal year boundaries. However, some expenses for technology, especially for software licensing and maintenance, are recurring and are therefore incurred in July. Because Charges for

Technology revenue is not collected until the beginning of the fall semester, this pre-spending may cause some Charges for Technology accounts to be in deficit. As these expenses are required for the operation of technology environments, this paragraph details a policy that colleges can apply to sustain their operations throughout this time period. Colleges and the University Open Option may deficit spend up to 20% of the annual Charges for Technology revenue that they collected during the last fiscal year prior to receiving revenue for the current fiscal year. Any deficit so incurred may not be carried past the end of September. Colleges may appeal this to the Information Technology Executive Committee (ITEC) by forwarding the appeal to the ITEC via the Associate Vice President for Information and Instructional Technology."