

# Bozeman IT Council Agenda

9:00 am Wednesday, October 8, 2014

President's Conference Room

Martha Potvin, Chair	Stephen Rowe
Ken Kurtenbach	Terry Leist
Brett Gunnink	Adam Edelman
Chris Kearns	Anne Milkovich
Ross Snider	Jerry Sheehan

I. Call to Order

II. Announcements

**III.** Approval of minutes from **Wednesday, August 13 meeting** and **Wednesday, September 10 meeting.**

- **August Attachment:** EITG\_ITbzCouncil\_Minutes\_20140812
- **September Attachment:** EITG\_ITbzCouncil\_Minutes

IV. Review of Action Items from previous meeting

Owner	Action	Due
Jerry Sheehan	Send out list of policies with proposed grouping of priority for procedures development	Sent out. Waiting for responses.
Bozeman Council	Review and approve proposed prioritization document before next Enterprise Council meeting	Sent out. Waiting for responses.

V. Investment Updates

*To save time during our limited meeting window, we are providing essential updates to the council as summaries via the agenda. Please review and request further discussion on any items as needed. More critical updates are listed as discussion items in a subsequent section.*

## A. Reminder of Prioritization List

SIZE	PROJECT	FINAL RANK 3=high
XL	Student Client Relationship Management	3
XL	OpenMSU Electronic Doc Mgt	2
XL	OpenMSU Front End to Banner Finance	1
XL	Identity Management	
XL	Business Continuity	
XL	Z Workflow	
XL	Z ERP Step Back	
L	Scholarship Administration	3
L	Clean Addressing	2
L	Electronic Add/Drop	1
L	Training, Registration, and Tracking	
L	Facilities Management Integration	
L	Graduate Assistantship Agreement Form	
L	Tutor Tracking	
M	Directory Data	3
M	Noncredit Online Registration Tool	2
M	Course Evaluation Request Automation	1
M	International Travel Tracker Integration	
M	Data Masking	
S	Application Interface Tool (Axiom)	3
S	Rec Fitness Management Software	2

## B. Creative Cloud License Distribution Update

As we work on issuing Creative Cloud licenses for academic and administrative purposes, we are tracking the burn rate of licenses issued compared to available. We expect initially that most of the available licenses will be consumed rapidly at first, then decrease. By tracking the rate of consumption we can reasonably predict when to execute the adjustment strategy, of which we have multiple options: 1) purchase greater license capacity, 2) get a better count of institutionally owned machines including physical and virtual servers (not currently in the count), 3) virtualize more machines to increase the number of institutionally owned devices. The rate of consumption which we can't well predict yet will better inform that strategy.

The following table illustrates the available capacity, the licenses issued, and the remaining available given our initial conservative estimates of institutionally owned machines. Empty cells indicate placeholders waiting for most recent fall semester estimates.

AVAILABLE (CONSUMED)	ASSUMPTIONS
	3,536 Fall employee headcount including grad assistants
	Assumes one desktop per employee head
4,000	Some employees have none but more employees have multiple
450	450 ITC Center controlled student labs
80	Res Life labs
	Smart podiums, kiosks, public spaces
	Non-ITC classrooms/labs, laptop carts
<b>4,530</b>	<b>ESTIMATED INSTITUTIONALLY OWNED MACHINES</b>
<b>906</b>	<b>CREATIVE CLOUD LICENSE CAPACITY @ 20%</b>
(450)	ITC Student labs assigned
(12)	Individuals assigned
(190)	College of Arts & Architecture
	College of L&S
	College of Engineering
	College of Ag
	Res Life
<b>254</b>	<b>NET CREATIVE CLOUD LICENSES AVAILABLE</b>

### C. Eduroam

MSU's Eduroam capability went live on the Bozeman campus September 22nd. This service provides two benefits: 1) MSU faculty, students and staff who are traveling to other campuses may now use their MSU NetID ([netid@msu.montana.edu](mailto:netid@msu.montana.edu)) to log into a wireless network at any of the 5500 participating institutions, and 2) Visiting faculty, students, and staff may use their own credentials to access MSU's secure wireless network. This all can be done without any additional setup or permissions by campus personnel.

The initial authentication configuration suggested by Eduroam began to produce problems on the Bozeman campus September 26th. ITC worked with the Eduroam technical staff to troubleshoot the issues and deployed a new configuration September 30th that solved the problems.

### D. Cluster Procurement

ITC has concluded negotiating the scope of work for the cluster. The next stage for our work will be final legal review of the contract. BIOS-IT plans to be onsite in Bozeman in mid-November for hardware install. Currently, the cluster should enter friendly user mode in December 2014.

### E. Fieldhouse Wireless

New wireless access points and antenna have been deployed in the field house in September. ITC is in the process of finalizing the install with the termination of needed fiber for the system. Our technology partner Access Consulting will be here October 7th to test coverage and assure antenna optimization. We anticipate the system to be fully operationally by Oct 13th.

F. ERP Project Capacity Report for September

<b>Category</b>	<b>Hours</b>	<b>Capacity</b>
Total Potential Work Time	2,352	
Vacation and Sick Leave	(225)	
Actual Available Time	2,127	100%
Maintenance of Business	(1,424)	67%
Administrative Time	(403)	19%
Project Work	300	14%

<b>Project</b>	<b>ERP</b>	<b>ERP</b>	<b>ERP</b>	<b>NSO</b>	<b>NSO</b>	<b>NSO</b>	<b>TOTAL</b>
	<b>Developer</b>	<b>DBA</b>	<b>Project Liaison</b>	<b>MGT</b>	<b>Sys Admin</b>	<b>OPS</b>	
Semester Startup		30					<b>30</b>
Login Simplification	23.5	20.5			46.25	1	<b>91.25</b>
Argos	10	141.5			4		<b>155.5</b>
Inside Track		0.5					<b>0.5</b>
Directory Data/Student Emergency Contact		2.5					<b>2.5</b>
Campus Housing/Billings		2					<b>2</b>
Course Inventory Management		1				13.25	<b>14.25</b>
Student Early Alerts	4						<b>4</b>
<b>TOTAL</b>	<b>37.5</b>	<b>198</b>			<b>50.25</b>	<b>14.25</b>	<b>300</b>

VI. Recent New Business Cases

A. Student Tracking and Reporting System (STARS)

VII. Discussion Items

A. Project Manager Updates to Portfolio (see handout EITG\_ExecSponsorProjectList)

B. D2L September Service Interruption