## IT Directors Meeting 2.14.2017

375 McKenzie

### Voting Member | Area Represented | Present (Y/N)
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Chris Krabiel (Meeting Facilitator) | Interim CIO/Vice Provost for Information Services | Y
Shandon Bates | Lundquist College of Business | Y
Dennis Bishop | School of Law | N
Jim Bouse | Enrollment Management | Y
Sara Brownmiller | UO Libraries | Y
Chris Butler | Athletics | Y
Guy Eckelberger | School of Music and Dance | Y
Garron Hale | College of Arts and Sciences | Y
Nick Maggio | Research, HPC | Y
Mark McCulloch | Business Affairs | Y
Kevin McGlinchey | Campus Operations | N
Tim Miller | Finance and Administration | Y
Cleven Mmari | Student Life | Y
Charles Powell | Research Office | Y
Gary Sullivan | A&AA/ASJC | Y
Kevin Williams | University Advancement | Y
Jeff Woodbury | Education | Y
Patrick Chinn, Ex-Officio | Information Services | Y
Noreen Hogan, Ex-Officio | Information Services | Y
Will Laney, Ex-Officio | Information Services | Y
Steve Menken, Ex-Officio | Information Services | Y
Kristin Smith (ex officio, note-taker) | Information Services | Y

**Guests:** Greg Shabram, Helen Chu

### Topic | Discussion | Action Items
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PCS | • Greg Shabram, Associate Director PCS, presented information on the changes happening within PCS, including a new eProcurement system and more relaxed P-card rules.  
• P-Card: Units are encouraged to use their P-card for expenses, as the university gets a 1.6% rebate on all purchases. The rebate dollars go to the general fund. PCS has updated its P-card policy to encourage a partnership approach, and has done away with the punitive component except in cases of legitimate fraud. | • All: Please provide feedback on a campus-wide PC purchase program. Send
- **E-Procurement (Duck Depot):** Service provided by SciQuest, units must use the P-card for purchases using the system. Every product in the portal is a result of a competitive process, in the hopes of reducing the FTE spent on processing transactions. The system is able to track grants, and provides flexibility for existing workflows in the different units. It will automatically JV at the end of each day, so reduces accounting time on the backend. Additional modules are available for future purchase.
- **Shipping:** Free shipping at $50. Expedited shipping is not available through the portal, if needed contact PCS and they can work with the vendor. Need to make sure that deliveries still come to the departments.
- **Invoices:** The system does not generate invoices, but a packing slip is included with all orders. Units will need to compare the packing slips to the POs that were cut by the system, and then upload the packing slip so that PCS knows the order was received.
- **The system does not integrate with Banner, but the data can be provided through SciQuest. Training will be needed for inventory tracking.**
- **Inventory levels:** If a product shows up in the system, it is available and in stock. If people find there are items that are consistently out of stock, let PCS know. Also, if the system does not stock things that we usually buy, let PCS know.
- **80/20 Rule:** PCS hopes to follow the 80/20 rule- that 80% of the bulk items purchased at the university will be done through the portal. This provides the largest volume discounts, helping units save money in order to protect jobs and meet budgets.
- **Computer Discussion:**
  - Greg is negotiating price agreements and rebates with Dell and possibly with Apple. Department policies about computer purchases will not change, however there is concern that with an open system, managers will spend a lot of time looking at people’s shopping carts. Will need strong managerial support and be vetted through an IT Director.
  - Is it possible to go with a single PC vendor? Can we find a common configuration for 80% of the computers on campus?
  - Underperforming Vendors: There is currently no feedback mechanism built into the system. If a vendor or product is underperforming, let PCS know and they will contact the vendor.
  - Common configurations provide the most savings, however most people buy a certain price point, and the configurations are all very different. In addition, models change frequently and it is difficult to maintain consistency as well as get parts. How often are the models updated? Dell, 2 times per quarter.

feedback to Patrick, using the email chain used to collect unit computer data.
| Sensitive Data | • Baker Tilly identified some areas that have sensitive data we did not know about. If you think your data is sensitive, protect it. | • Will: Send Baker Tilly report to IT Directors. |
| Team Dynamix | • Currently in the technical implementation and design phase, this is a different design than RT so need to look at campus workflow configurations. Sara Stubbs sends a progress email weekly.  
  • IS, A&AA, Student Life and SOJC will be the first units to go live, no date has been set yet. Implementation for the remainder of campus is scheduled for the next fiscal year. | |
| Charter | • Currently working on org charts, have completed one Town Hall with one more to go, and have met with the Deans and the financial people in the units. Chris hopes to have the charter completed on paper in time to hand over to the new CIO.  
  • The charter is meant to highlight the main changes in operations between IS and libraries.  
  • Feedback:  
    o Research: Suggested that the research storage component be removed from the charter, but add an addendum at some point to address this.  
    o Storage: Nick Maggio and Steve Menken will lead a working group to study storage needs on campus. Would like to have a solution by May in order to be considered for funding, but that may be too soon.  
    o Concern that a “living document” and one that received “regular review” are different. Are we open to changes that happen outside of the review period? Verbiage should be adjusted.  
    o Need a process to bring changes forward.  
    o Web application development: Programmers that are specialized will stay in current areas. The next phase will focus on web applications as a service and how best to provide that service to campus. We are under-resourced in this area, so we will need a way to prioritize work. | • All: Send feedback on the charter to provost@uoregon.edu or cio@uoregon.edu. |
| Chris updates | • A technology fee of $50/term was approved by the TFAB, but the funding generated by the fee has already been earmarked.  
  • Deans’ Meetings: Phase 1 of Transform IT only includes people, not capital budget. Capital budget stays in the unit. | Recorder: klsmith |