

**University Standards Committee Meeting
D.H. Hill Library
9 a.m. Wednesday, March 17, 1999**

Attendance List:

Sam Averitt
Bill Bayley
Mardecia Bell
Pete Evans
Mike Freeman
Alan Galloway (substitute for Larry Roberson)
Gwen Hazlehurst
Steve Keto
Charles Kneifel
Carl Malstrom
Betsy Mebane
Ron Melbourne
Tom Miller
Mike O'Kane
Robin Pasquarello
Larry Robinson
Shirley Rodgers, (substitute for John Ulmschneider)
Dan Steen
Jennifer Van Horn

Guest: Sid Holmes

1. Welcome and Opening Remarks:

Steve Keto called the meeting to order at 9 a.m.

2. Approval of January 20 Minutes

The January 20th University Standards Committee minutes were unanimously approved.

3. Special Topics:

A. Administrative Desktop Standards: Charles Kneifel and Steve Keto

Charles Kneifel reported that during a Dean Council meeting held last Thursday, about one-half of the deans were unaware of the administrative desktop standards and of their representative on the University Standards Committee. Such information needs to be

communicated to the deans, he said. Ron Melbourne asked if the committee had representation from all colleges. Kneifel said yes with the exception of Dean Anderson and Dean Stewart who do not have direct representation. Steve Keto reported there was some confusion among the deans who were aware of the administrative desktop standards. Keto suggested that the committee members meet on an annual basis with their deans to discuss the committee's purpose and focus. Sam Averitt in lieu of Kneifel will attend the next meeting with the deans. Keto also reported that George Worsley, vice chancellor of Finance and Business, had no problems with the administrative desktop standards if the deans are supportive. Tom Miller asked if there will be resources to refresh computers every three years. Keto said there are no resources available and that the University cannot guarantee resources. Mike O'Kane commented that the deans will support the administrative desktop standards if there is commonality in them. Kneifel said the bottomline is that not enough deans were aware of the standards to present them to Chancellor Fox or to George Worsley. Keto asked members to let him or Sam Averitt know when they have met individually with their deans and maybe he could resolve the issue with Charles Moreland. He asked that each member meet with his or her dean prior to March 25 so that he can get on the agenda for the next deans' meeting.

Network Security Subcommittee: Pete Evans

B. Forwarded information on network security to Information Technology for review. He said the committee is taking a look at the University's security policy to come up with policy prospectives instead of guidelines. Mardecia Bell will send copy of data compliance statement.

C. Y2K Update Presentation: Ron Melbourne/Sid Holmes

Steve Keto reported that the Chancellor and upper administration will meet with the head of the State Year 2K committee on April 26.

Ron Melbourne introduced Sid Holmes who gave a Year 2000 update for the University's administrative computing systems. Holmes is assistant director of applications development. Holmes said that Administrative Computing Services followed three methodologies in bringing administrative systems into compliance. The systems ACS has applied remedial codes to have been upgraded using Window techniques. In other cases, ACS has retired or replaced systems, he said. The remaining conversion for in-house replacements are the student registration progress due to be completion by the end of March; the last piece of Admission, due to be completed by the end of March; a

replacement undergraduate degree audit application, April 30; modification and replacement for graduate student application, June 99; and short-term long application, June 99. All of the work on major students and financials applications has been completed. They have been tested and installed in production with the exception of those being replaced by PeopleSoft. He also reported that PeopleSoft Human Resources, which replaces PPPC and PICS, is slated for completion by June 30. PeopleSoft Financials, which replaces the legacy, accounts receivable, billings, accounts payable, purchasing, vendor, service unit billing, project accounting, student accounts receivable and accounts payable subsystems, is due for completion by June 30. In addition, the Physical Plant application has been replaced by a purchased model --Facilities Management System, which is in production; The Financial Aid System has been replaced by a purchased application called PowerFaid, which is also in production. The student loan processing functions including applications and offices have been outsourced. Those operations will be turned over to the vendor on April 30. Holmes said staff and central offices staff have tested applications. He said he and his staff are planning to have discussions with customers to consider contingency plans to determine alter plans of operations. Holmes also reported that the Office of State Auditor audited converted systems for Year 2000 compliance. Systems not converted but were compliant were tested. To test the systems, a Year 2000 environment was setup on the mainframe and on client server environments. Reported that major initiatives from the Year 2000 Project Team included the following: assessment of third-party/IT products; compliance of desktop applications with federal statutes; research on statewide interfaces among state agencies and private industries; working on imbedded chip compliance; started an initiative on supply chains; and interest the universities and state agencies in business continuity planning. Holmes also announced that there is extensive reporting of what is going on in the state on the State of North Carolina's Year 2000 Web site at <http://year2000.state.nc.us>. Administrative Computing Services' Year 2000 Web page is located at <http://www.fis.ncsu.edu/y2000/>. Holmes' report is available there.

Alan Galloway said the academic staff is involved in testing student applications. The first to be tested is AFS (Andrew File System). A test cell will be created within the next week so IT/CS can modify and change times. Tests will be done on e-mail, Sybase, and different Web browsers. IT/CS currently have a Web site listing its projects. Its home page Web address is <http://www2.ncsu.edu/ncsu/cc/IT/>.

**4. Data Access and Database Technical Subcommittee:
Mardecia Bell**

Reported that the subcommittee met Thursday, March 4. There was representation from the College of Agriculture and Life Sciences (CALs), College of Engineering and the

College of Veterinary Medicine. Reported that Jeanne Peck is working with those members in getting them the proper files and data from the PeopleSoft systems. She has worked with CALS and Engineering to get them interfaced with the PeopleSoft systems. Pete Evans asked that he be made aware of future meetings.

5. User Authentication: Mardecia Bell.

No report was given.

6. Communication: Sam Averitt and Jennifer Van Horn

Sam Averitt: Network Services

Reported that campus received invoices for Network Services at the end of February. Reported that addresses on the network have been compiled and that Macintosh addresses don't come with department labels. He said departments should look over contracts and verify if the contracts are correct. Questions should be forwarded to Judy Beaver at 515-2016.

Pete Evans commented that there might be a problem with delivering invoices to interdepartmental colleges where units exist within other colleges.

According to Averitt, a product called QIP, which involves IP address base management, has been ordered. It will allow us to build a database of information about what is connected to the network, and next year we will issue invoices directly as a report from that database, he said. Averitt said the list price for the software is \$250,000. The educational price is \$50,000.

Averitt also reported that the computer network manager position is still open. The committee has gone through a series of candidates. He will be looking at another candidate on Thursday.

Jennifer Van Horn: University Wiring Standards

Reported that since the last University Standards Committee meeting, the UNC General Administration Commission of the ITS Project has set forward a different baseline standard (3 category 5), which is different from NC State University's standard (1 category 3, 1 category 5, 1 video cable, and one Ethernet cable). Any buildings underway at NC State will be wired with the old standard. New buildings will be wired with the 3 category 5 standard. Reported that General Administration will allocate funds for any building that is being wired at standard but will not allocated funds for those buildings that are being wired below standard. For those that are above standard, General

Administration will pay the difference between 3 category 5 and the standard above 3 category 5.

Charles Kneifel reported that there has been a change in the way crime alerts are broadcasted. Crime alerts will no longer be delivered via voice-mail. University employees and students will be notified via e-mail. Carl Malstrom said he met with Public Safety to establish a public_safety alias that will be the origin of safety alerts. Malstrom also said procedures are being setup so e-mails can be time-independent so that everyone will receive information at the same time.

7. Electronic Mail/Directory Services: Gwen Hazlehurst

Reported that Dr. Kermit Hall (the soon-to-be Provost) has an e-mail account at Kermit_Hall@ncsu.edu if people need to contact him. Approximately 25 administrative customers from the Vet School have migrated to GW 5 and have calendars which can be busy-searched for appointments by other GroupWise users. Reported that the College of Agriculture and Life Sciences (CALs) is looking at moving approximately 200 administrative CALs customers to GroupWise 5 in the next few weeks/months. Also, Network and Client Services has now migrated 800 administrative customers to GW5 and has synchronized those customers' NDS ids with their Unity ids. Information Technology has developed a Web page for querying Unity accounts, which makes this synchronization much easier. All departments are encouraged to synchronize other university accounts with Unity accounts since PeopleSoft accounts will be based on the Unity accounts, Hazlehurst said.

8. PeopleSoft Implementation: Ron Melbourne

Reported that Human Resources Payroll and Financials General Ledger will go live on July 1. PPPC and APPS will no longer be available as of July 1. Announced that in March, PeopleSoft Financials System will be moved to Version 7 and the Financials Team will conduct purchasing training. In April, general ledger training will begin. In May, small purchase training conducted by the Financials Team and parallel testing of selected departments in HR/Payroll will begin. The PeopleSoft Implementation Schedule can be assessed via the Web at <http://www.fis.ncsu.edu/peopleproject/schedule.html>. Sid Holmes reported that accounts receivables and portions of the general ledger are in production, but that they are for internal use only.

Mardecia Bell reported that the a LAN Administrators presentation on distributing the PeopleSoft client and accessing PeopleSoft modules will be held from 9 a.m. to 11 a.m. on April 7 in the D.H. Hill Library Auditorium.

9. Other Items/Issues: Committee Members

Gwen Halzheurst reported that Network Client Services is closing the first year of the Novell site license. It will be carry forward another year at the cost of \$120,000 per year. There will be unlimited use. She needs general fund commitments to perpetuate the license. Organizations should respond to her about this issue by the end of the month.

Ron Melbourne asked members to take a close look at their Sybase license and how it should be used for Web viewing purposes. The license is intended for internal University business purposes. There is a Web license fee, \$20,000 per CPU, required for external use.

Remedy

Larry Robinson reported that he is ready to begin a series of testing for those who are going to use Remedy. He is ready to develop a server environment. A customer database has to be set up and a license for Remedy has to be purchased. The costs will be distributed among departments and colleges using the system. The best time to deploy, he says, will be at the end of the spring semester or the beginning of the summer semester.

Tom Miller said the costs equate to one-half of his Help Desk budget. Miller asked why is Remedy being done differently from CustomerQ. Larry responded that the costs are different. Charles Kneifel said the core of those people who will be using Remedy have agreed to buy into it. Ron Melbourne said Remedy is a good way of communicating people's problems. The cost for five fixed licenses for Remedy is \$2,800 and 15 percent for continuous maintenance. Five floating licenses cost \$7,000 and 15 percent for continuous maintenance.

Steve Keto asked Robinson how many floating licenses are needed on campus for support. Larry said he would have to get back to Steve with an answer. Keto said the committee might need to look into purchasing the initial license and maintenance for colleges/units from University resources.