

**Campus Council for Information Technology**  
**Monday, December 10, 2007**  
**203 Mrak**

**Meeting Minutes**

**Attendees:** Chair Caroline Bledsoe, Mike Allred, Lora Jo Bossio, Rick Catalano, Tor Cross, Bernd Hamann, Jan Ilkiw, Niels Jensen, Rob Kerner, Mark Redican (on behalf of Dave Klem), Gail Yokote (on behalf of Marilyn Sharrow), Bob Ono, Kelly Ratliff, Julie Saylor, Bob Sams, Dave Shelby, Katie Stevens, Gail Martinez (on behalf of Pat Turner), Jon Wagner

**Special Guest:** Interim Provost Barbara Horwitz

**Excused:** Francois Gygi, Matt Bishop, Paul Gepts, John Berg, Michael Hogarth, Dennis Pendleton, Brenda Ruth, Anna Pruitt, Jeff Gibeling, Tom Kaiser

**Absent:** Bella Corbin, Bill Lacy, Karen Latora, Roger McDonald, Rebecca Schwartz

**I. Welcome and Approval of Minutes -- Chair Caroline Bledsoe**

Chair Caroline Bledsoe welcomed committee members. There were no corrections to the November minutes and they were approved as submitted.

**II. CCFIT governance and communication – Pete Siegel, Vice Provost, Information and Educational Technology**

Pete Siegel reminded CCFIT members of their role on CCFIT and the importance for each member to represent their constituencies. CCFIT's charge has three guiding principles for Council members who represent a variety of units and groups at UC Davis:

- To coordinate, discuss and explore information technology ideas, issues, and activities.
- To review information and educational technology proposals and plans, to develop recommendations and to share recommendations with constituents. The Council may also recommend its own proposals and plans.
- To provide a forum for the wider campus community to discuss major information and educational technology developments at UC Davis and to identify additional topics for Council consideration.

Siegel encouraged members to share with their constituents discussions and recommendations from the Council meetings. An organizing tool to assist members in sharing the committee's recommendations is the "Action Plan, Milestones and Updates" document {based on the 2006-07 CCFIT Annual Report}. This document provides "at-a-glance" information and milestones for each of the committee's recommendations. This document is on the CCFIT website:

[http://ccfit.ucdavis.edu/documents/Action\\_Plan\\_Nov07.pdf](http://ccfit.ucdavis.edu/documents/Action_Plan_Nov07.pdf).

See <http://ccfit.ucdavis.edu/about.cfm> to read the charge to the committee in its entirety.

**III. Wireless Workgroup Proposal and follow-up discussion – Chair Caroline Bledsoe (on behalf of Matt Bishop, Wireless Workgroup Subcommittee Chair) and Mark Redican, Network Manager, IET Communications Resources**

Chair Bledsoe discussed the [Wireless Workgroup Proposal](#) presented by Matt Bishop at the October CCFIT meeting. At that time, there wasn't an opportunity for the committee to discuss the proposal in detail, nor did the members have an opportunity to discuss the proposal with their constituencies. Therefore, members are asked to review the Wireless proposal with their constituents and bring feedback to the January meeting. Mark Redican specifically asked for feedback on 3 principles that guide the

recommendations: (1) the guiding principles, (2) the deployment principles and (3) the criteria principles. The Wireless Workgroup would like to know if members believe these principles are sound.

The Wireless Workgroup also recommended the formation of an oversight committee to guide the actual expansion and priorities of the deployment of the wireless network across campus.

For additional questions or information, contact Matt Bishop ([bishop@cs.ucdavis.edu](mailto:bishop@cs.ucdavis.edu)) or Mark Redican ([mredican@ucdavis.edu](mailto:mredican@ucdavis.edu)).

#### **IV. Academic Senate IT Committee (AS-ITC) update – Pete Siegel, Vice Provost, Information and Educational Technology (on behalf of Michael Hogarth, Academic Senate IT Committee Chair)**

The Academic Senate IT Committee, chaired by Michael Hogarth, was formed last spring and recently held its first meeting of the academic year. Siegel stated that while the focus of AS-ITC is on information technology relating specifically to the Academic Senate, the goal is to have CCFIT and AS-ITC work in partnership. Siegel is an ex-officio member of AS-ITC; CCFIT members Michael Hogarth and Niels Jensen are members of AS-ITC. Members of AS-ITC are welcome to attend CCFIT meetings.

Siegel stated one of the responsibilities for the AS-ITC is to provide feedback to the Office of the President on the IT Guidance Committee's draft report. The final report should be released in 2008. For more information, see <http://www.universityofcalifornia.edu/itgc/>.

For a listing of the Academic Senate IT Committee members, see [http://academicsenate.ucdavis.edu/committee\\_members.cfm](http://academicsenate.ucdavis.edu/committee_members.cfm). Contact Michael Hogarth ([mahogarth@ucdavis.edu](mailto:mahogarth@ucdavis.edu)) for additional questions or information regarding this committee.

#### **V. Technology Innovation: FacilitiesLink system overview and demonstration – Kelly Ratliff, Associate Vice Chancellor; and Kerry Geist, Systems Analyst (on behalf of Eric Rothgarn), Office of Resource Management and Planning**

Kelly Ratliff introduced the FacilitiesLink system and distributed a document "FacilitiesLink: A Brief Introduction to a new administrative system to track and manage space." [link to the document and visio diagram will be inserted]. The purpose of the FacilitiesLink system is to replace the campus annual space inventory process with a transaction-based, real-time space administration system. The system will automate reconciliation of relational database tables containing space data to building drawing measurements. FacilitiesLink is used by several UC campuses including San Diego, Santa Cruz, Merced and OP.

Prior to FacilitiesLink, each fall ORMP would send department space managers a paper-based space inventory report to review and manually edit. ORMP would then publish static final space reports on the ORMP web page. In fall 2005, campus departments first used a web-based tool to complete space inventory (Bearingpoint espace), and in fall 2006, FacilitiesLink was implemented leveraging the experience gained from the previous year.

Eleven years of historical data has been entered into FacilitiesLink and is available to approximately 300 departmental space managers and other users. The system provides space floor plan functionality without the need for Computer-Aided Drafting & Design (CADD) licenses. Upcoming additional modules include lease agreements, capital planning, Facilities & Administration (F&A), and access management.

Keri Geist provided a demonstration of the FacilitiesLink system. Geist explained that users are assigned a role and gain access to the system based on the role they were assigned. Some of the system data includes building information and space owners for each floor, percentage of space assigned, basic gross square feet, assignable square feet, and all departmental assigned space across the campus. There is a complete room-by-room listing feature which allows users to make and submit changes electronically with automatic routing of the requested changes to the designated approvers.

#### Questions and discussion points:

- Who can access the system? (One person per department is granted access to the system as the department's space coordinator. Once the user is in the system, they are able to view all the space inventory information across the campus).
- Are there plans to integrate a central role management function into FacilitiesLink? (The plan is to integrate FacilitiesLink with the centralized roles database that will be developed as part of the campus identity management initiative).
- What is the search capability of the system? (There are drop-down menus that allow control for the technical space information, and separate text fields available for departments to enter their own description).
- In theory, can users make changes to other departments' space data? (Yes, but the changes would be routed via the appropriate approval channels and identified if the change was not submitted by the department's designated space coordinator).
- Does the system have a key control module? (The access management module is not fully utilized to date, but the system has the functionality and this functionality will be part of a future project).
- Would the system have the capability to manage classrooms, such as the number of workstations within classrooms across the campus? (An incremental module could be built for this type of room functionality; however, it would need to be considered in light of the priorities already identified).
- Dave Shelby stated that this system has been part of the Administrative IT Services Roadmap review and will be one of many systems addressed in the initiative.
- Mike Allred stated that this is a huge step forward as it significantly streamlines the inventory space process.
- Ratliff added that in general, space coordinators across the campus were thrilled when FacilitiesLink was rolled out.

The next step for FacilitiesLink is to formulate user and advisory groups for proceeding with priorities and future phases. To access FacilitiesLink and related materials, see <http://facilitieslink.ucdavis.edu/>. For additional questions or feedback, contact Kelly Ratliff ([kmratliff@ucdavis.edu](mailto:kmratliff@ucdavis.edu)).

#### **VI. Administrative IT Services Road Map – Dave Shelby, Assistant Vice Provost, Information and Educational Technology**

Dave Shelby distributed the draft Administrative IT Services Road Map report. This report was developed by IET with the aid of the Exeter Group. Numerous campus groups were consulted. Shelby asked that CCFIT members review the report with their constituencies in preparation for a detailed discussion in January. In particular, Shelby asked that attention be given to Section III.c. "A recommended framework and organization for the 5-year Road Map," as this section provides the groundwork for all future phases of the initiative.

To view the current report and recent updates to the Administrative IT Services Road Map initiative, see <http://vpiet.ucdavis.edu/itroadmap.cfm>. For additional questions and feedback, contact Dave Shelby ([drshelby@ucdavis.edu](mailto:drshelby@ucdavis.edu)), Mike Allred ([jmallred@ucdavis.edu](mailto:jmallred@ucdavis.edu)), or Lora Jo Bossio ([ljbossio@ucdavis.edu](mailto:ljbossio@ucdavis.edu)).

#### **VII. Special recognition to Chair Caroline Bledsoe – Pete Siegel, Vice Provost, Information and Educational Technology; and Barbara Horwitz, Interim Provost, Offices of the Chancellor and Provost**

Special recognition was given to Chair Caroline Bledsoe for her years of service and dedication to the CCFIT. Following her year of service as chair of the Academic Computing Coordinating Council (AC4), Bledsoe was appointed chair of the CCFIT when it was first formed in June 2004 and has remained chair until stepping down at the end of the 2007 calendar year. See <http://technews.ucdavis.edu/news2.cfm?id=838> for background information on the formation of the CCFIT.

Siegel stated that Bledsoe showed her care and strong commitment through her diligent work with the committee members and the constituencies they represent. Additionally, Bledsoe had the ability to work through committee issues and has led the committee to pivotal advisory roles to the Provost and Vice Provost of IET.

Barbara Horwitz stated that through Chair Bledsoe's hard work, the CCFIT has been very efficient and is one of the best run committees on campus. Horwitz added that Bledsoe's work and commitment have been very much appreciated.

Incoming Chair Francois Gygi will begin his role as Chair of CCFIT in January 2008. See [http://das.engineering.ucdavis.edu/pages/people/faculty\\_pages/gygi.html](http://das.engineering.ucdavis.edu/pages/people/faculty_pages/gygi.html) for background information on Gygi, his work and his research interests.

Meeting adjourned at 4:30pm

###