Administrative Solutions Workgroup
Meeting Notes

May 21, 2019
Office of the CIO, Building 14, Room 115E at 4 – 5pm

Present:  
Al Liddicoat, Academic Affairs  
Alison Robinson, ITS  
Troy Weipert, Admin & Finance  
David Mason, Academic Affairs  
Rick Salomon, Student Affairs  
Craig Nelson, University Development  
Andrea Burns, Cal Poly Corporation  
Bret Heenan, ITS  
Kathryn Hammer, ITS

Absent:  
Jessica Darin, President’s Office  
Brian Spolarich, ITS

I. Review Meeting Notes from April
Approved.

II. Projects completed in last 90 days https://wiki.calpoly.edu/x/kjRpE
Reviewed the list of projects that were completed in the last 90 days. Sixteen projects were completed since the last meeting. Bret Heenan led conversation about ITS’ cadence to complete projects. On average, the number of projects completed per month is strong at about 16 projects/month.

III. Projects in queue for prioritization (80 – 240 hours) https://wiki.calpoly.edu/x/PhlpE
Reviewed the list of projects. Three projects are in prioritizing. Three projects are in progress and near completion. Discussion about INIT-576 CDO - Huron CRM Engagement. This project is near completion.

INIT-621 Marketing Branding Update is moving forward with work breakdown. Alison and Bret reported about University Marketing’s plan to consolidate web sites and provide new templates for campus. Eventually, templates will be available for all units on campus, including Cal Poly Corporation.

Bret shared the process flow diagram and intake process, and answered a question about how requests progress through the statuses, from Initial Planning to Prioritizing. More information is needed about requests for them to be ‘ready’ for Prioritizing.

Andrea Burns provided updates about the three Cal Poly Corporation (CPC) requests. POS Replacement continues as a stand-alone project request. With regard to the request for a PolyCard replacement, Troy Weipert recommends looking at campus-wide needs and next-gen opportunities.
Troy reported background information about other initiatives. INIT-654 JAMF will become time-sensitive since licensing for A & F’s software will expire at the end of the year.

IV. **Projects under 80 hours** [https://wiki.calpoly.edu/x/NBlpE](https://wiki.calpoly.edu/x/NBlpE)
Reviewed the list of projects. Dave Mason provided background information about INIT-619, survey for student engagement. This initiative is currently in prioritizing status, waiting for ITS resources to come available. The same ITS staff who could work on this initiative are committed to the MCA project. The President’s Cabinet requested funding for a consultant to help the MCA project move forward, thus allowing time for ITS staff to work on other projects. The request for a consultant is currently going through Strategic Business Services’ (SBS) business process. ITS and Dave may need to look at an alternative method for promoting the student engagement survey so that the survey can be available in July.

V. **Business Case Template**
The ITMC requested a business case template be provided to help with prioritizing and decision making about IT project requests. Members previewed and discussed the proposed template. A business case template needs to be completed for new service requests or significant changes to existing services. Example projects that would need a business case include PolyCard or CMS. The customer is responsible for completing the template.

VI. **Conversion of DocuSign to Adobe Sign**
DocuSign was originally procured through Internet2. DocuSign is renegotiating their prices with Internet2 and the new prices will be significantly higher. The California State University (CSU) system is ending their contract with Internet2 which impacts software that was procured through Internet2. The current DocuSign license expires October 31, 2019 and campus must look now at the cost of continuing with DocuSign or moving to Adobe Sign. The estimated cost to renew the DocuSign license for Cal Poly is $170,000 and AdobeSign quoted $11,000 (both costs are for one-year contracts). CSU is negotiating with DocuSign and there is no information yet on the contract or costs. This issue will also be an agenda item at the ITMC on June 6, 2019 as the increased cost / time required to implement a new electronic signature solution are both significant.

**Action Items**
- Bret and Andrea: meet about CPC initiatives