Administrative Solutions Workgroup
Meeting Notes

July 19, 2019
Office of the CIO, Building 14, Room 115E at 2 – 3pm

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

Absent:  
Jessica Darin, President’s Office

I. Conversion of DocuSign to Adobe Sign
Admin Solutions will propose to the ITMC to proceed with the conversion to Adobe Sign, secure the extension with DocuSign, and begin migration to Adobe Sign at a pace that will ensure that campus can fully transition before consuming all of the envelopes provided by DocuSign. ITS will support a communication strategy to help audiences across campus be informed about the change to Adobe Sign and transition plan.

II. Projects completed in last 90 days [https://wiki.calpoly.edu/x/kjRpE]
Reviewed a list of completed projects and highlighted a few high-profile projects. The new ITS Service Catalog (INIT 522) is published and live at [https://tech.calpoly.edu/]. This includes a service catalog and knowledgebase. The project focused on top services consumed by customers. ITS will continue to include more services and knowledgebase articles to the Service Catalog. Also, Guest WiFi (INIT 597) was completed prior to spring commencement.

III. Projects completed under 80 hours [https://wiki.calpoly.edu/display/ITPROJREP/IT+Governance%3A+Under+80+hours]
These projects are prioritized in ITS. Please contact Bret Heenan for questions or status updates.

IV. Projects in queue for prioritization (80 – 240 hours) [https://wiki.calpoly.edu/x/PhlpE]
The workgroup requests more information about campus demand before prioritizing the initiatives. Division representatives (Admin & Finance and Student Affairs) will follow up.
1. Money Matters (INIT 710): A payment plan for registration will be provided for students and their financial backers. The portal-view for this service needs to be updated to accurately reflect the amount due (currently shows $0 due while that may not be accurate). Payment plan services can still be offered if this portal change isn’t completed by Fall; however, students and their financial backers won’t have visibility to current payment plan information.
2. WPA2 Enterprise SSID for Health Center (INIT 581): ITS will review the proposed solution and follow up with Student Affairs
Question about which initiatives come up after MCA and gaining visibility to the schedule and priority of initiatives in each queue (<80 hours, 80-240 hours, and 240+ hours). The Jira reports (linked above) are available to the workgroup to show the status of initiatives. Through governance, campus representatives can share information to help manage client expectations and coordinate resource availability. Recently, a customer reached out to ITS to coordinate the timing of their software purchase to align with the project schedule. This is the ideal scenario for planning resources and project schedules.

Andrea shared an update about the PCI project with Cal Poly Corporation. She is working with ITS leadership to understand the security and PCI documentation requirements. Next week they’ll meet to define scope.

Question: Is this right group to talk about policy, i.e. web governance, domain governance? Admin Solutions is positioned to draft proposals about issues to the ITMC.

**Action Items**
- ITS: review the proposed solution described in INIT 581 for the Health Center.