



Administrative Solutions Workgroup Meeting Notes

September 17, 2019

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| Present: | Al Liddicoat, Academic Affairs Alison Robinson, ITS Troy Weipert, Admin & Finance Will Thompson, Academic Affairs Rick Salomon, Student Affairs | Craig Nelson, University Development Eumi Sprague, Cal Poly Corporation Bret Heenan, ITS Kathryn Hammer, ITS |
| Absent: | Jessica Darin, President's Office Dave Mason, Academic Affairs | Brian Spolarich, ITS Andrea Burns, Cal Poly Corporation |

I. **Conversion of DocuSign to Adobe Sign**

IT Services (ITS) is looking at timelines and constraints for the migration. Information will be shared with the DocuSign Unit Coordinators (DUCs). ITS will coordinate the centralization of the migration, communication with campus, and will continue to provide the same support model for Adobe Sign that is currently offered for DocuSign. Several departments started planning their move to Adobe Sign. Conversation about how to best support the service – needing time, resources, and definition of service. It was discussed that there may be service gaps, inconsistent use of tool, and/or customer support confusion. Revisit the service support model before the next renewal period.

II. **Enterprise Imaging System Update**

Academic Affairs will provide an executive summary of the findings from the consultant. The consultant provided a range of options and recommendations with enterprise implementation being one of the recommendations. Dialogue continued about the type of imaging that is needed across campus. A team on campus is reviewing the recommendations by department, unit support, and enterprise support. A meeting will be scheduled with campus leadership to review the executive summary, alternatives and recommendations.

III. **Projects completed in last 90 days** <https://wiki.calpoly.edu/x/kiRpE>

Reviewed a list of completed projects and highlighted accomplishments such as Jamf and VPN. Rick S. reported that Student Affairs is receiving data feeds from the CSU that impacts other systems. Will need to escalate this to Data Management and request more information about the data feed.

IV. **Projects completed under 80 hours**

<https://wiki.calpoly.edu/display/ITPROJREP/IT+Governance%3A+Under+80+hours>

These projects are prioritized in ITS. Modifications for PeopleSoft are surfacing. Rick will follow up with Bret about closing initiatives for Student Affairs.

V. **Projects in queue for prioritization (80 – 240 hours)** <https://wiki.calpoly.edu/x/PhlpE>

Many projects are in progress, such as the new branding. Academic Affairs submitted new requests that aren't yet in the queue for prioritization. Two projects are ready for prioritizing.

1. WPA2 Enterprise SSID for Health Center (INIT-581): The framework for the Health Center is now on the Palo Alto platform, which will reduce the amount of work that's needed for this project.

2. AP – Tenure Density Dashboard (INIT-722): Tenure density, the percentage of tenured or tenure-track faculty, drives investment across the faculty. Recently, the ratio dipped due to a bubble in enrollment, faculty leave time, and hiring more lecturers. The University needs to be able to analyze the data to determine how to improve tenure density.

Conversation continued about enterprise platforms. ITS recommends that a roadmap be developed for enterprise platforms. Looking ahead, look to governance to be the venue to develop the vision and roadmap.

Question about the status of AWS migration. Much of the infrastructure has been completed, and ITS has been successful at migrating services.

Question about prioritizing migration of services to AWS. With over 600 services to migrate, there is much work to be done. ITS uses a process for identifying services with the most risk. Each service needs to be assessed and evaluated for when/how/if to migrate. More information will be available about migration and the level of knowledge that will be needed across campus to join Cal Poly's AWS. New projects are coming live in the cloud, i.e. MCA

Cal Poly Corporation shared “thank you” to IT Services for help with the point-of-sale system in August.

Action Items

- Academic Affairs: Schedule a meeting with campus leadership to review the consultant's report about the Enterprise Imaging System.
- Rick S./Student Affairs: Follow up with Bret H. about closing initiatives for Student Affairs.
- Alison R./ITS: Follow up with Student Affairs about INIT-581 for the Health Center.