

Cabinet Meeting Notes September 11, 2013

ITS Priorities (Jim Dutcher appeared at the meeting to explain ITS issues prioritized by SWAT):

The Top Four Priorities:

Course Management System:

- o Migrate all courses from Angel to Moodle by the end of the semester.
- o Make sure that faculty is trained.
- o Time Frame: September 2013 – November 2013.

Banner Modifications:

- o Going from three schools to two; banner has to reflect this change.
- o Time Frame: September 2013 – November 2013.

Share Point Upgrade:

- o Upgrade from the current 2003 version to Office 365 version.
- o Field changes.
- o Current server is running on old hardware that could fail.
- o Time Frame: September 2013 – January 2014.

HR Person to Banner w/electronic Directory:

- o To have/use Banner as our single person system.
- o Publishing of electronic directories will be automated.
- o Time and Attendance.
- o Time Frame: September 2013 – May 2014.

Campus Forum:

- o The first campus forum will relate to budget issues. The forum will be held on Thursday, October 3 @ 3:30 in Room 200 Frisbie Hall.
- o All campus members are encouraged to attend.
- o Cabinet members should ask budget holders to attend.

Campus Coffees:

- o The first series of campus coffees will relate to the four Ps.
- o Campus members will have an opportunity to discuss ideas; no set agenda.
- o The coffees will be held on Thursday, October 10 @ 8:00 in CEST Lounge, on Wednesday, October 16 @ 11:00 in Upper Champlin Hall, and on Thursday, October 17 @ 3:00 in Curtis Mott Lounge.
- o All campus members are encouraged to attend one of the sessions.

Senior Staff Orientation:

- o SUNY's Annual System Administration Orientation for 2013 will be held at SUNY Plaza on October 24 – 25.
- o The orientation provides senior level staff who are new to the campus with an opportunity to establish professional relationships that support campus/System interactions that occur throughout the year.
- o Cabinet members should send proposed names to Amy Healy by September 18 as the deadline to sign up is September 20.