Present: Chris Adcock, Greg Ashley, Matt Blankenship, Melanie Bone, Sharon Burch, Mike Campbell, Bill Clayton, Maria Cleghorne, Sherry Clouser, David Crouch, Debbie Ellerson, Shawn Ellis, Sandi Glass, Ilir Hasko, Tonya Hayes, Brad Hunt, Brett Jackson, Alan Katz, Paul Keck, Rehan Khan, David Matthews-Morgan, Jerry NeSmith, Tim Peacock, Timothy Phillips, Sriman Ravi, Brian Rivers, Cletus Stripling, Sharon Thelen, Greg Topp, Carol Watson, Chris Wilkins


Approval of Minutes: ITMF minutes for December were approved.

Welcome of Visitors:

Featured Speakers/Discussion:

Central Research Stores (Chemical Tracking) – Jerry NeSmith (Handout - http://www.uga.edu/itmf/minutes/1-8-09attach1.pdf)

This product has been a market success. We are benefiting from the commitment of other universities.

Background:

- Conceived by AVP of Research Services, AVP of Environmental Safety, and Chair of Chemical Lab Safety Committee in 2000-2001.
- Contract awarded to SIVCO, Inc., in 2002
- Exclusive right to resell awarded to SIVCO Tracking, Inc., in 2002
- “No implementation” decision made in early 2003.
- Redesigned beginning in mid-2003
- Realignment of development & implementation priorities in late 2003

Development & Implementation Priorities:

- Strictly enforce use of authoritative data (Persons, accounts, budget units, locations, chemical)
- Ease of use for modules and roles
• Provide solution to chemical safety compliance (UGA’s biggest risk, marketplace demands
• Minimize computing/storage platform cost of operation (Server virtualization, Storage infrastructure, System administration

Current Status-Product Sales:
• Renegotiated Exclusive License to Sell and Distribute Granted to SIVCO Tracking, Inc.
• Over $1M in Licensing Sold to Major Universities in US, US Territories and Canada
• Several Major Sales Opportunities “in the pipeline”

Current Status-Product Development:
• Modules in Production at UGA
  -Lab Chemical Waste Management (campus-wide)
  -Treatment and Storage Facility Waste Management (campus-wide)
  -Online Lab Inspection (campus-wide)
  -Fire Safety (implementing now/campus-wide)
  -Lab Chemical Inventory Management (pilot)
  -Fume Hood Inspection (being implemented)
  -Radiological Compliance and Safety (being implemented)
• Modules in Development at Other Universities
  -Radiological Compliance (expanded features)
  -Fire Safety System (expanded features)
  -Training Records Management System (general purpose)
• Modules in Early Stages of Implementation at UGA Office of Research Services
  -Online Shopping
  -Electronic Purchasing from Chemical Vendors
  -Warehouse Management
  -Delivery Management
  -Stores Accounting (integration w/Quickbooks Enterprise Edition)

Data Integration with UGA Authoritative Sources:
• LDAP

Roles:
• Super User
• Departmental Administrators
• Bookkeepers
• Principle Investigators & Lab Supervisors
• Lab Staff
• ESD Super User
• Stores Super Users
Feature Highlights:
- Web based
- LDAP authentication
- Provides campus/building/department/PI/lab views of chemical inventories
- Department/Account/Lab/Person procurement histories
- Support of non-UGA buyers
- Provides multi-tiered pricing (UGA internal sales, UGA personal sales, Non-UGA customer sales)
- Supports multiple store types (online shopping, point-of-sale stores, unattended stores)
- Optional (department controlled) Spending Approval chains (account/multi-tiered approval, person/multi-tiered approval)
- Support of PPD and Inventory Account purchases
- Provides “first responders” view of building/room/lab/fire zones views of chemical inventories
- Normalizes chemical safety and compliance data campus-wide

Chemical Data Normalization:
- Provides for identifying chemical and container barcode preparation (Chemical identification through Chemical Abstract Database (CAD), Container size, Number of containers per catalog item

Chemtix Chemical Abstract Database (CAD):
- CAS registry number
- Chemical formula
- Chemical structure, Chemical name and synonyms
- Hazard Ratings
- DoT Requirements
- Release Notification Requirements
- Exposure Limits
- Carcinogen Status
- Physical Characteristics
- Material Safety Data Sheets
- Expiration Limits
- Listed Chemicals
- Chemicals of Interest

UGA Account Control, Authorization and Approval Chains:
- Controlled by Departmental Bookkeeper
- May allow only authorized users access to accounts
- May require purchase approval routing based on tiered cost criteria
- May require approval of all expenditures by certain individuals
- Accounts may be “delegated” to other departments, giving them control, authorization and approval chains
- Gives account use visibility to owning and delegated departments
Challenges:
- Room number anomalies (PPD authoritative data versus room signage)
- SiQuest procurement system implementation
- Balancing product management with UGA’s needs
- Nurturing the IP seller (SIVCO Tracking)
- Non-disruptive implementation of Stores modules

Implementing SciQuest out of the box:
Barcoding and inventory management 100% responsibility of Principal Investigator
- No “listed chemicals” purchase control
- No control of radiological
- Access to additional barcoding equipment required for every lab
- Need for frequent lab audits increased to assure compliance practices adhered to
- Marketability of Chematix solution impacted negatively

SciQuest without Chematix Interface:
- Duplicate Vendor Catalogs (w/State Pricing)
- Requires Communications with Shoppers to gather information per order (CAS Registry #, Number & Size of Containers, Lab Inventory Destination)
- Identifying purchases containing chemical line items very problematic
- Account control and approval chains of Chematix not usable

SciQuest with Chematix Punchout:
- Capabilities of Chematix remain effective
- All lab supply and chemical deliveries consolidated at CRS (fewer trucks on campus)
- Goals of SciQuest implementation achieved
- Features and marketability of Chematix (UGA intellectual property) enhanced

New Portal Demo – Sriman Ravi
The portal is the number one application on campus mostly used by students.

New Portal Look: Compared to the previous design the new portal will have a lot of flexibility, content and information. Note: we are informing users about the services we offer as well as what they can access using the portal. The portal acts as a gateway and service hub for applications (one stop shop).

Single Sign On: Users can access different services using portal (SSO). This should save 20-30 minutes of the student’s time.

Hardware and System Architecture: The old system is running on unsupported software. The new portal platform will be Sun environment. Portal should be available
24x7 and backups should be available both for application as well as database in production environment. At any given time patches/bugs fixes/enhancements can be done without interruptions. All teams involved like Systems, Application and Database should have their own sandbox to test new releases/versions before they can be migrated to Development and Production environments (no downtime if possible). The portal set-up should be flexible enough to integrate more services on a regular basis. These in-house or external services should communicate securely.

**Release and Change Management:**

- **Development** – An environment which accommodates the development activities related to the portal.
- **Test/Integration** – An environment where any new and existing service will be integrated to be hosted on the portal.
- **Staging** – A replication of the production environment.
- **Production** – Real-Time Portal system.
- **Release management**- (version, build, develop modules, configuration, scripts) activities are managed using SVN where automated processes are in place to handle release cycle.
- **Bug tracking**, **Change management** and other help desk related support is being managed by Remedy.

**Future Integration:** Cocoon is an open source product used for content management application by big publishing companies/newspapers.

We are planning to use the Portal to help different departments/content providers on campus to modify, add or delete content on the Portal. Portal can be the gateway to provide implementing SOA, exposing student related services which are very useful to students. Some services/applications which are hosted by other universities can also be integrated into the Portal later.

**Next Phase:** Engaging more with students and other to start putting more functionality on the portal. Launch date for the new portal is March 1, 2009.

If you would like to take a look at the new portal, please email Sirman. ([sriman@uga.edu](mailto:sriman@uga.edu))

**Approve Personal Computing Life Cycle Cost Reduction Committee Charge**

The Personal Computing Life Cycle Cost Reduction Committee charge was approved by the group. Four volunteers have signed on to serve on the committee.

**Brainstorm for other collaboration projects**

Below are the suggestions that came from the brainstorming sessions. Brad will send a survey out with the brainstorming suggestions to decide the top issues that ITMF should focus on.
• Power Management
• Common Data
• Virtualization
• Coordinated Training
• Standard Configuration/Limited Vendors
• Collaboration in Sys Admin
• Standards for PDAs
• Faculty and Staff Email
• Redundant SW license compliance and management
• Data Center hosting
• Video conferencing, Desk side/conference room, web conferencing
• Plan UGA calendar better
• Federated Application Development
• Network Support to the Jack
• Central Back-Up
• Centralize Online Course Evaluation

Any Reports from Committees:

Security – Matt Blankenshi
The security committee topic at the moment is Data Classification. The goal is to get this completed and present to the group.

Common Training Interests Committee – Chris Adcock
The group believes they should close it out where they are now. They decided what the common training interests are last year. Would the committee to be re-chartered with different objectives.

Business in Progress:

CESS Process Review – Alan Katz
Currently, discussing the best way to fold in the SciQuest project in relation to the CESS policy and its implementation. One thought is to decouple the CESS form from the purchase itself. Most of the time now, the CESS is required for every single purchase and they come in at the same time. This is just idea we have right now and we are talking with the vendor along with Annette Evans.

Request for a couple of people that would be interested in working with Alan as facilitators on some of the practices you would like to see and some of the functionality you would like to see when SciQuest comes up in the CESS process. Please send Alan and email stating your interest in working with him on this request.
Proceeding with the implementation phase of the project. The team is working very closely with our Procurement Office.

The functionality/technical committee continues to refine requirements and specifications which some of you have seen. More updates next month.

**Announcement: Sherry Clouser**
eLearning Commons is the new and improved version of WebCT/Blackboard Vista. The implementation will begin during the summer of 2009. Workshops will start in late March or early April. All courses at the University of Georgia will use eLearning Commons by January 2010.

Each college will have the opportunity to designate a “Division Administrator.” This person will have access to the administrative functions of all courses within the college. Administrator training will begin in February.

Sherry will be sending out an email requesting feedback on who should fill this role for your college.

**Meeting Adjourned:**