**SOP**

**July 28, 2016**

**Attendees: Dustin Gray, Gabby Guzman, Ken Han, John Harrell, Ian Jacobs, Thinh Ly, David Nimri, Roger Robles, Birdy Wang**

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| **PURPOSE CODE: E** = **INF** = information; **D** = decision making; **P** problem solving; **S** = strategic; **T** = tactical |
| **Discussion Items:** |
| **Minutes Review-** David requested that the SOP committee skip over the review of minutes, because Gabby was invited to discuss the purchase order procedure that ITS would like all to use when purchasing computers in bulk. Therefore it was asked that the committee review the minutes in their own time and to email David the approval of the minutes. Two emails are needed to move forward with approving the minutes.  **Purchase Procedure**- David requested the help of the committee to come up with a process that should be followed when requesting to purchase computers in bulk. He also asked the members of the committee what month do they usually make large computer purchase? Below are the responses from the committee.   * April or May right before the purchase requisition deadline * As needed * Depends on the situation * For her College, Birdy reached out to the Chair who then reaches out to the ITC. * For CAL, Ken stated that it is taken to the Chair Counsel with a proposal and the Counsel then approves the purchase.   David reiterated the reason for doing one large purchase is because it saves the university money. For example the last purchase that was made in bulk saved CSUSB $35000.    Ken- CAL orders MACS so this does not apply to his college. Ken will take care of the MAC quote all that is needed is the chart field of the department when placing the order, to charge the right accounts.  David asked Ken if he minds ordering for other colleges if they are ordering MACS and Ken replied that he does not mind. Ken will be ordering for MACS and David will be placing the orders for DELL.  Ian, Dustin and Roger brought to the table the fact that the last purchase was lost and was not received until last week. Proper labeling and better communication is needed with both DELL and Shipping & Receiving. Ian stated that he would like an ETA on delivery date and that Shipping & Receiving be given an advance notice.  **Retention policy-** David has received requests from NSCI, SBS for Drives. Everyone is on board with using drives or making images, the caveat is if an employee is separating a forensic image may be needed.  **Inventory**- Everyone minus one college have sent their inventory to David.  **Sticky notes update**- the PDC submittal is the one that got the most votes. Everyone is ok with moving forward with requesting the PDC version.  Strategic Planning- in draft, coming soon, in case you are interested in seeing it.  **Communication topic-** One thing that came up during Sam’s meetings with TECHS was that sometimes information is disseminated via email, If you guys recall we use to have quarterly meetings which does not happen anymore. Are you guys open to have the TECHS quarterly meetings again?  It was suggested that instead of having the meetings on a quarterly basis, they should occur semi -annually. It was also requested that if these meetings take place that they be more presentational verses providing information that is irrelevant to the group.  **Wireless access-** Wireless is being replaced long term. Guests will be using a guest account to login. We have to come up with a naming convention for this. Similar naming convention as the IPADs.  David asked what your thoughts are on Division/Department/Descriptor/ |
| **Action Items:** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Project Name | Action to be Taken | Person (s) responsible | Due Date | Notes | | Minutes reviewed | Birdy and Dustin approved the passing of the minutes on 8/2/16 | Janette | 8/2/16 | DONE | | DELL Communication | David will talk to DELL to address shipping concerns. | David |  |  | | Shipping & Receiving | David will reach out to Shipping & Receiving to address shipping concerns. | David |  |  | | Sticky Notes | PDC submittal will be ordered | David | As soon as possible. |  | | Naming Convention for Guests accounts | Come up with naming convention | ITCS |  |  | |
| **Rationale/Recommendation(s):** |