**SOP**

**May 26, 2016**

**Attendees: Cesar Caballero, Ken Han, 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:** |
| Last month’s minutes were discussed, two grammatical errors were found and noted. A motion was passed to approve the minutes. David thanked the committee members for cooperating in consolidating the DELL purchases into a bulk. Doing one bulk purchase, saved the university $35,000.For the next fiscal year, we would like to continue doing this type of purchase, so please think about the purchases that you will need for the coming year, and let’s work together. |
| **Action Items:** |
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| Project Name | Action to be Taken | Person (s) responsible | Due Date | Notes |
| Minutes revised | Revise two errors | Janette | 5/28/16 | DONE |
| DRUPAL Website | Add the SOP to Drupal. | David will add | N/A | Requested |
| SLACK | Test it out when you get a chance. | David | N/A | Pending |
| SOP | Add codes for your areas | SOP Working Group | When you get a chance. | In Process |
| Website | Change the monitors default for DELL | David | N/A | Requested |
| Sticky Notes | The notes were revised and the emergency page was put in a smaller font.  | David | As soon as possible. | Tie |

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| **Rationale/Recommendation(s):** |
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| Sticky Notes Procedure | In the near future we should standardized the procedure when going out to service a member of the campus community. Per IT Governance. | David | Future |  |
| Situational Answer | Please report illegal or inappropriate use of computer to HR.  | David | Moving Forward |  |

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