

*University of Waterloo*

**COMPUTING TECHNOLOGY AND SERVICES COMMITTEE**

**Minutes of the Meeting held June 17, 2010**

PRESENT: Alan George (Chair), Melissa Conrad (Secretary), Bill Baer, Allan Bell, Jim Bell, Bruce Campbell, Andrea Chappell, Marko Dumancic, Erick Engelke, Bob Hicks, Bill Ince, Paul Miskovsky, Victor Neglia, Terry Stewart, Jason Testart, Martin Timmerman, Roy Wagler

Meltem Kurtman (Acting Secretary), Ken McKay

REGRETS: Melissa Conrad (Secretary)

**1. WATERLOOWORKS DEMONSTRATION, Ken McKay**

The Chair introduced Ken McKay, director of IST's Special Projects Group. McKay and his team are building WaterlooWorks, a new coop employment system for Co-operative Education & Career Services. The team's first pilot, in the School of Architecture, began on June 7<sup>th</sup>. A second pilot will be launched in September with a planned 'go live' in January 2011.

**Some of the highlights of WaterlooWorks**

- Upon signing on, students are taken to a landing page. There is a calendar that shows important dates. It is possible to add notes tailored by department, faculty or the University, as well as private messages for students.
- Every page has a tutorial section.
- Both students and employers can upload movies, PDFs, JPGs, etc. Students have their own web space within the system.
- Resumes in the main system are structured. People can go about this sequentially or ad hoc. Students are able to create a library of resumes and cover letters for specific jobs.
- The system has single click functionality, no navigation is required, the system keeps track of most recent activities; the whole system is a wizard.
- Searches are not restricted by key words, can look for jobs by suitability, postal code or other criteria. If students have additional data, links will show and employers will be able to view them.
- Postings can be categorized.
- The system is being tested on six different browsers. Will be getting two smart phones to start testing on mobile, too.

McKay's team is considering who will be using the system for the second pilot. The users will need to be an isolated unit such as Pharmacy or Finance/Accounting.

**2. CHAIR'S REMARKS**

None.

**3. APPROVAL OF THE MINUTES OF THE MEETING OF JUNE 3, 2010**

The minutes of the meeting of June 3, 2010 were deferred.

**4. DISASTER RECOVERY: SHARING RESOURCES, Bruce Campbell and Martin Timmerman**

There are a number of machine rooms sprinkled across campus and for a number of applications, there is a single point of failure. Is there something we can do to share resources so that in the event of a disaster we would not be as vulnerable?

Questions to consider:

- Could we virtualize our combined services?
- Should we have design changes?
- Are we willing to grant physical space to one another and is this realistic?
- Can we start building server rooms on campus in the newly constructed buildings?

Committee members were asked to complete an inventory of machine room power, space, equipment, cooling, servers, etc. Martin Timmerman will create a template so that everyone is working within the same parameters.

**5. WHAT'S NEW? Alan George/Discussion**

A "What's New" agenda item will be added periodically to allow committee members to share information on new and exciting initiatives.

**6. SUBCOMMITTEE UPDATES**

Due to time constraints this item was deferred until the next meeting.

**7. OTHER BUSINESS**

*Digital Signage.* Some committee members are considering digital signage. Andrea Chappell suggested that those interested speak to staff in the ITMS area of IST.

[Certificate in Project Leadership.](#) Bill Baer informed the group that this online course normally would cost \$7,200/person but that if we can as a group commit to 20 attendees, costs would be reduced to \$2,500/person. Those interested should contact Baer.

**8. NEXT MEETING**

The next CTSC meeting will be held Thursday, July 15, 2010, at 1:30pm, in NH 3004.