

**Horizon Systems Administration Task Force
University of Detroit Mercy McNichols Library
February 16, 1999; 9:00-10:30 a.m.**

Present: M. Sheble, J. Trzeciak, A. Walaskay

Excused: J. Houser, Karen Tubolino

1. **TF Charge:** The current charge of the TF is to **Recommend Horizon system administration to be handled by individual DALNET libraries.** A suggestion was made to revise the charge of the Task Force to specify responsibilities for both central and individual sites, and address migration, operational, and design/consultation responsibilities. J. Trzeciak will draft the new charge. After input from other TF members on the draft, the revision will be submitted to the Steering Committee for comments.

2. **Systems Administration Responsibilities:** Members of the TF decided to focus on three areas of responsibilities:

Central Site (DALNET staff and DPL and WSU)

Local Site

Shared Between Central and Local Sites

The remainder of the meeting was spent brainstorming on categories of responsibilities under the three areas (attachment #1) and identifying topics for future meetings (attachment #2).

3. **Next Steps:** J. Trzeciak will e-mail Task Force members about their availability for a next meeting.

2/17/99

M. Sheble