

September 8, 2016

To Whom It May Concern,

It has been my pleasure to work with Robin for the last year since we setup the laptop lab for Math. She has done a great job being an intermediary between the Math department and myself. Because she has been involved with the laptop lab from the beginning, she has the big picture in mind when we discuss changes to software, hardware or security policies.

Robin has also been very helpful in communicating policy changes to the faculty and staff. When I need to make a policy change for the lab (such as making sure the laptops are plugged into AC power for the weekend so they receive automatic security updates), Robin makes sure that the information is disseminated to the appropriate people which makes my job much easier.

I am always grateful to have Robin's assistance in managing the Holt 155 laptop lab. Her help allows me to provide faster support for the Math department and ensure that security policies are being enforced correctly.

Sincerely,

A handwritten signature in cursive script that reads "David L. Stack".

David Stack
Lab Services Coordinator – IT Support Services
dstack@csuchico.edu
898-4357

Donatello, Robin

From: Mattman, Thomas
Sent: Tuesday, October 13, 2015 1:06 PM
To: Donatello, Robin
Subject: Re: Program install files and licensing information

Do you want downloaded program file by e-mail?

From: "Donatello, Robin" <rdonatello@csuchico.edu>
Date: Tuesday, October 13, 2015 12:54 PM
To: "Gray, Katharine" <klgray@csuchico.edu>, "McGown, Kevin" <kmcgown@csuchico.edu>, Thomas Mattman <TMattman@csuchico.edu>, "M.E. Matthews" <mrmatthews@mail.csuchico.edu>, "Berglund, Jorgen" <JJBerglund@csuchico.edu>, "Calmelet, Colette" <ccalmelet@csuchico.edu>
Subject: FW: Program install files and licensing information

I have updated the Google document to reflect the contact person for each desired piece of software, and the information requested below.

Here is that link once again. You will need to sign in with your Chico state account.

<https://docs.google.com/a/mail.csuchico.edu/document/d/1EqERfFXaF2gLrKP7XMgiUzblwFiKudE99wNrIjItLs/edit?usp=sharing>

I believe it is only fair to ask each of you to be in charge of obtaining the correct installation file and licensing information for the software you will be using.

-Robin

From: Donatello, Robin
Sent: Tuesday, October 13, 2015 8:49 AM
To: Calmelet, Colette <ccalmelet@csuchico.edu>; Mattman, Thomas <TMattman@csuchico.edu>; Matthews, Mary-Elizabeth <mrmatthews@csuchico.edu>; Berglund, Jorgen <JJBerglund@csuchico.edu>
Subject: Program install files and licensing information

Hello,

I am meeting with ITSS in the next week or so to build the image for our new laptops. I need the following from each of you for each program you requested to be installed. By way of the bay or a flash drive please provide the following:

1. The physical installation DVDs or downloaded program file. Not just a link to the website.
2. Instructions on how to install - if there are non-standard options you want selected
3. Licensing information. Please specify if it is free, unlimited or has an expiration date.
4. A list of classes that will be using this software.

