



**The California State University**  
GEOGRAPHIC INFORMATION SYSTEMS SPECIALTY CENTER

**CSU GIS Specialty Center  
Governance Structure**

**Preamble**

The CSU GIS Specialty Center was established in 1992 to promote geographic information systems (GIS) and geographic techniques for spatial analysis within the California State University System. Member CSU campuses participate in a software site license with Environmental Systems Research Institute (ESRI) for GIS software, ERDAS and ENVI for remote sensing and image processing software, and Trimble for GPS software. Benefits include access to training and complimentary registrations for the ESRI User and Education User Conferences. Perhaps most importantly, the GIS Specialty Center promotes intercampus dialogue on teaching, research and application issues within the field of Geographic Information Science.

**Campus Participation**

Campuses are eligible to participate in the CSU GIS Specialty Center if they support the center through the annual subscription process. The CSU GIS Specialty center budget year begins July 1 of any given calendar year and ends June 30 of the following calendar year.

**Board Members**

Each campus appoints one faculty member or librarian to serve as the Board Member. Campuses determine independently how their Campus Representatives are chosen. Either the Campus Provost or a Dean will send the name of the official Board Member to the Director in a formal written communication.

**Board Member Responsibilities**

Board Members are responsible for communicating with faculty, staff, and administration at their campus. Board Members are expected to designate site license and technical contacts for Esri and ERDAS software products, as well as allocate training and Esri User Conference benefits. The Board Member is not expected to be an advanced GIS user themselves, but must be able to communicate effectively with GIS users and technical staff across their campus. Board Members are encouraged to attend the annual CSU GIS Specialty Center board meeting and are eligible to serve as a CSU representative to the UCGIS symposium.

**Board Member Terms**

Board Members will serve for a three year term with no term limit restrictions. If a Board Member has to step down before her/his term is finished, their Dean or the campus provost will appoint an alternative.

*Supporting Geographic Information Science in the California State University System*

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### Site License and Technical Contacts

The Board Member is responsible for appointing people to the following roles. A single person, including the Board Member, may hold multiple roles.

#### *a. Esri Site License Contact*

This person is the main contact for Esri and will receive important information about software availability and updates. They are also the primary administrator of the 'My Esri' portal which is where licenses and provisioning are handled. The Site License contact should notify interested campus departments, disperse the GIS software, and add additional members to their campus 'My Esri' site as deemed appropriate. Notification is important (but is probably not routinely done), and is perhaps best done with a campus email list.

This role includes taking the precautions necessary to ensure that the software is not used in a manner not permitted under the site license. It is ok to install site license software on CSU-owned machines and faculty/staff personal machines for work-related use. Students should use the student evaluation copies of software. When a questionable situation arises, it will be directed to the Director for review. More information on the Esri site license permitted uses can be found here:

[http://www.esri.com/~media/Files/Pdfs/industries/university/academic\\_programs/pdf/site-license-overview.pdf](http://www.esri.com/~media/Files/Pdfs/industries/university/academic_programs/pdf/site-license-overview.pdf).

#### *b. Esri Virtual Campus Administrator*

The CSU has unlimited access to certain classes at the ESRI Virtual Campus; the classes are for faculty, students and staff. Each campus has a Virtual Campus Subscription Administrator. This person receives the subscription access code for unlimited seats for certain classes at ESRI's Virtual Campus. The access codes are generated over the web and then distributed with appropriate instructions to students, faculty and staff. The Subscription Administrator may designate up to ten additional people to assist with this process by informing the Virtual Campus of these people's name, title, and contact information. More information about this opportunity may be found at

[http://csugis.sfsu.edu/ESRI\\_VirtualCampus.htm](http://csugis.sfsu.edu/ESRI_VirtualCampus.htm).

#### *c. Technical Representative*

The Technical Representative provides GIS and Remote Sensing technical support for his or her campus. This role varies from campus to campus. Generally this person serves as a resource for IT and faculty/staff with questions about software installation or operation. If the Technical Representative cannot resolve the issue themselves, they should escalate the

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issue to the Esri Technical Support Contact or ERDAS Contact who will contact the software company's support service.

#### *d. Esri Technical Support Contact*

Each campus may designate **two** people who may contact Esri technical support directly. Often one of these people is also the Technical Representative. Requests for Esri support that comes from someone other than one of these designated contacts will not be accepted without approval from an Esri technical support contact.

#### *e. ERDAS Contact*

For campuses with an ERDAS subscription, this person serves as the main campus contact regarding technical support and licensing for ERDAS Imagine's remote sensing and image processing software. This person is available to answer technical issues with respect to the use of the software. In the event that they cannot resolve a technical support issue, they may contact Intergraph directly.

#### **CSU GIS Specialty Center Director and Site License Administrator**

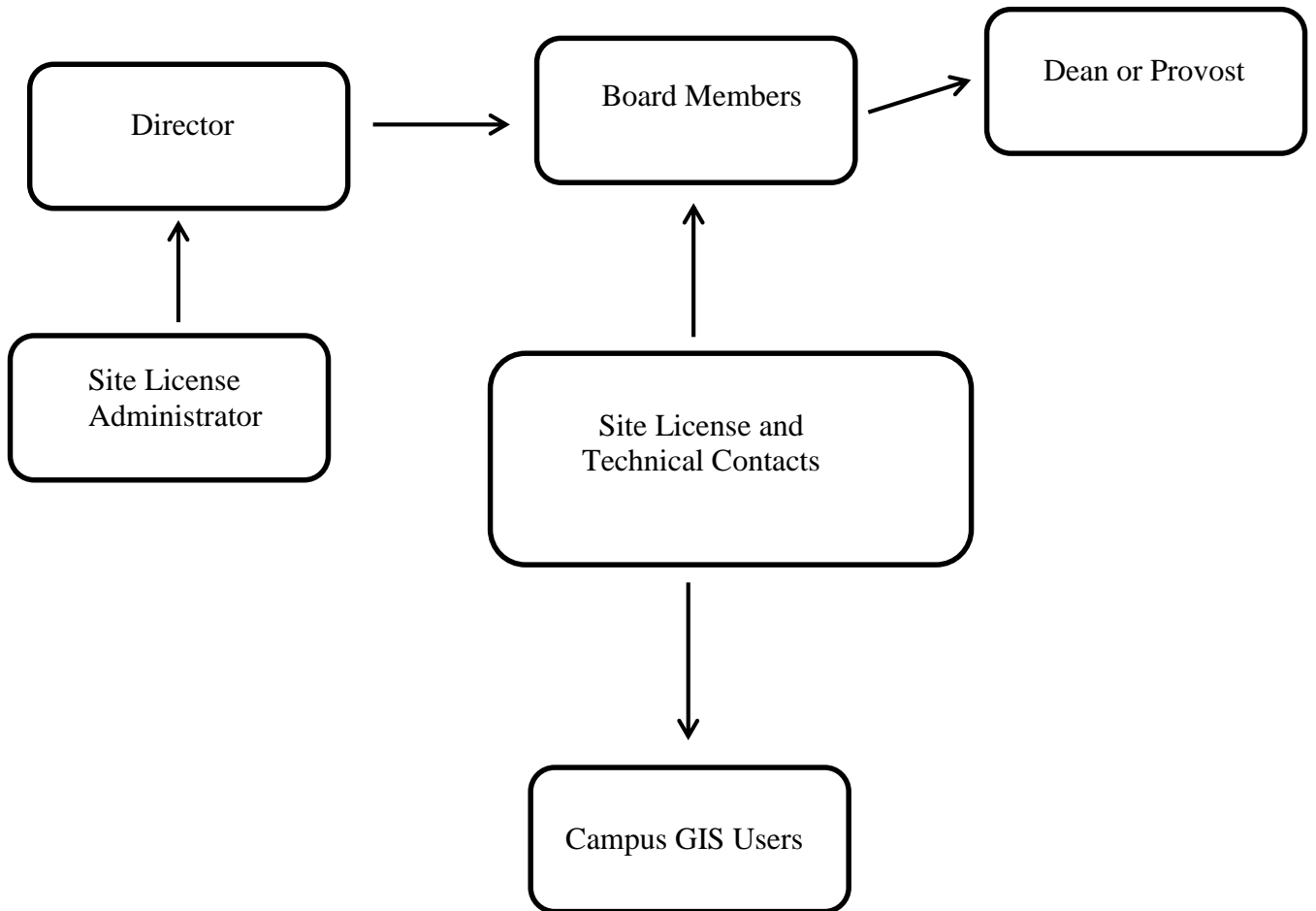
The Director assists the Board Members and directs the Site License Administrator. The Director's role is to help in setting priorities and to implement the decisions made by the Board Members. The Director and Administrator are also responsible for renewing software contracts. The Director reports to the Board.

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