Information Technology Committee (ITC)
Monthly Meetings Minutes
February 16, 2018

1. **Welcome and Minutes Review (Rafi Lazimy)**
   - Minutes for January 19, 2018 were approved.
2. **CIO Search (Rafi Lazimy/Steve Cramer/Joe Salmons):**
   - Rafi reported on his meeting with the CIO Search Committee on February 8:
     o He emailed the "ITC Vision for Campus IT – 2018-2023" documents to Committee members ahead of the meeting.
     o The meeting was mostly Q&A. Members wished to hear Rafi's views on two main topics: (a) The desired characteristics and skill set of a new campus CIO. (b) The challenges that campus IT – and an incoming CIO – will face. There was a thoughtful and robust discussion of these issues, including key success factors for an incoming campus CIO.
     o Rafi's request about the finalists meeting with the ITC and the AC (Administrative Council) was well received.
   - Steve Cramer and Joe Salmons (ITC representative on the Search Committee) outlined the following timeline:
     o The Committee is looking to narrow down applicants to 9-10 people. by the beginning of March,
     o Committee is in the process of creating interview questions.
     o Will start scheduling phone interviews with the narrowed down applicants during mid-end of March.
     o In April, the Committee is planning to recommend 3 applicants to the Provost and VCFA for their review and invite finalists for campus visits and in-person interviews.
     o Campus visits and interviews will take place during May.
3. **Policy Work/Updates (Rafi Lazimy/Bob Turner/David Parter)**
   - Rafi discussed the work of the "Policy Analysis and Planning Team" (PAT):
     o PAT is a sub-committee of the ITC working on creating and reviewing IT Policies on campus, as well as working with other campus units to ensure that their policies are consistent – and support – our IT policies, and vice versa.
     o Rafi and Jennifer Bonifas are co-Chairs of PAT. PAT meets once a month, and its Executive Committee meets mid-point between PAT's meetings.
     o Rafi emphasized the following general principles: Policies must be relevant, needed (a policy must have compelling reasons), and must have an implementation plan.
     o Rafi outlined new initiatives in policy work:
     o Assessment of impact: collecting info about possible impact early on; identifying communities that may be impacted; creating a clear impact statement that will evolve as more feedback is obtained. PAT has created a matrix that with assessment of impact for various campus communities. IT Governance will assist in the creating and updating this matrix and in creating measures to assess impact.
     o PAT is adopting a portfolio approach to policy work. Policies will be grouped into categories (portfolios), including the possibility of creating an "umbrella" policy statement for each portfolio.
     o Expediting the policy work process. PAT is looking into possible ways to expedite the creation, review, and approval processes of IT policies. There is a general agreement that it is unacceptable for a policy review to last two or more years!
   - Cybersecurity Risk Management Framework (RMF) Policy Updates –
     o The updated RMF Policy has been approved by DTAG. It will be discussed and voted on in the next meetings of ITAG and TLTAG. The Cybersecurity Office is also working with RTAG on this policy.

- o Following approval by the Advisory Groups, the RMF policy will be discussed and voted on in the March meeting of the ITC. The plan is to present it to the Faculty Senate in their April meeting.
- Network Firewall Policy Updates –
  - o The main purpose of the Network Firewall Policy is to focus on managing risk.
  - o Policy is looking to change the default settings on the new firewalls.
  - o ITC Committee members expressed concerns about faculty, students, and researchers not being able to access website that may be blocked.
  - o Members expressed the view that this policy should make sure to be aligned and to collaborate with the firewall policies of colleges, schools, and departments.

4. **Service Rationalization Work (Steve Barnet/Melissa Tran/Lee Konrad/Steve Cramer/Elizabeth Harris)**
   - ITAG: Backup Services (Steve Barnet/Melissa Tran) –
     - o 60 backup services have been found on campus so far.
     - o Knowing that one solution is not going to work for all of campus.
     - o The Chief Data Officer felt that a new policy on backup data was not needed since it would be covered in the Data Retention Policy.
     - o User Case Interviews will be conducted to determine key requirements that need to be supported by backup services.
     - o April is the release date of the report on Backup Services, which will also include results from user case interviews.
   - DTAG: App. Develop.; Web-Hosting; Ticketing (Lee Konrad)
     - o Rationalizing tools and conducting interviews on what tools are being used and if there are redundancies in these tools.
     - o For Ticketing, there seems to be redundancy and looking at identifying efforts that could be collaborated.
     - o For Web-Hosting, looking at WordPress Services and determining services on campus that can be rationalized.
     - o In rationalization, there will be a need to build cases on collaboration and involving Governance Groups on communications on rationalization.
   - TLTAG (Steve Cramer/Elizabeth Harris) –
     - o TLTAG is creating a sub-committee to work on Teaching and Learning IT services with the aim of gaining better understanding, identifying possibilities for providing these services more effectively, and identifying gaps.

5. **State of Campus ERP Systems: Student Information Systems (Steve Hahn)**
   - Campus has approved upgrading the Student Information System from 9.0 to the 9.2 version. The new upgrade will be completed by July 2019.
   - A Cloud Solution at this time was not an appropriate option and would not be available till the early 2020s.

Attendees:
Jennifer Bonifes
Steve Cramer
Robin Fisher
Steve Hahn
Clare Huhn
Lee Konrad
Rafi Lazimy
Philip Masters

Mike Pitterle
Linsey Steege
Mark Sweet
Bob Turner Kesha Weber
Zhu Zun

Guest:
Thomas O'Brian
Elizabeth Harris
Melissa Tran
Gary DeClute
Elizabeth Simock
Steve Krogull
David Parter