TLTAG Monthly Meeting Minutes
June 9, 2017
9:00-10:30am
Room 302 Middleton, 1305 Linden Drive

1. **Welcome & Introductions, Minutes- Beth Martin**
   - Add a thank you for service to Bruce in April 28, 2017 minutes.
   - Minutes were approved by consent with this correction.
2. **Chair Updates- Beth Martin**
   - The new vice chair needs to be nominated. Please send any nominations to Beth Martin. The vice chair will be chosen by the TLTAG Executive Committee.
   - TLTAG would like to meet late July, early August. Kayla will create a doodle poll to find the best date.
3. **Updates- Rafi Lazimy**
   - Director of IT Center of Excellence was chosen. Dawn McCauley will start on July 5. Rafi explained her position and duties.
   - Service Inventory Analysis- This work will be done in stages. The committee is working on the initial steps, categorization and reorganization. The generic services and instances will be identified. DTAG will be participating in this process. The data base will be searchable with all services.
   - Project Portfolio Management- These committees have been working for 3 months now. All projects will go through the same process. This will help to minimize and reduce redundancies. The data will be collected and the impact will be identified. Projects will then be routed to the appropriate TAG's.
   - Cylance Update- An email was sent from Michael Lehman. Cylance will be doing a scan to uncover potential risk and vulnerability. This will take approximately 2 weeks. The final report will be finished in August. This was discussed with the UC.
4. **IT Funding Model: Statement of Principles- Rafi Lazimy & Steven Cramer**
   - Rafi shared the IT Funding Model: Statement of Principles in the box folder. We will not be propose a specific model, but a statement of principles. ITC has approved this and it will be discussed with each TAG. After endorsement it will go to the UC. We are not voting today, but if you have any comments or feedback, please send to Rafi before August 21, 2017.
   - Rafi reviewed the principles with the committee.
5. **Student Digital Ecosystem discussion- Elizabeth Harris & Brian McNurlen**
   - Elizabeth and Brian presented with a PowerPoint.
   - Communication is the biggest part. We are sharing this with you so you can be informed if others have questions. We are currently focusing on the transition from project to working.
   - A survey was done to ask users to find out what they think and how everything is working.
   - What do we do with data in retiring LMS?
   - The group is looking into options for the gaps. The deadline for D2L is June 2018. Unizin is doing some work on the data.
   - Please refer anyone with questions to Elizabeth or Brian.
6. **Starfish Assistant- Jeff Shokler**
   - We are seeking endorsement to move ahead with the Starfish Assistant as a scheduling software. The legacy system has 15 year old code, is very unstable, and expensive.
   - AARB and DoIT identified business requirements. They recommended Starfish Assistant to Steven Cramer and the Provost. It has other potential, but first we will get the scheduling up and running.
   - A RFP will not be needed. The projected cost is $170,000 over 3 years. This will include licensing, maintenance, and support. This was unanimously endorsed by TLTAG.
   - The committee suggested creating a more user friendly space for all tools available.

Attendees
Paul Oliphant
Steven Cramer
Elizabeth Harris
Brian McNurlen
Steel Wagstaff- for Lisa Jansen
Linda Jorn
Lyn Van Swol
Beth Martin
Jason Fishbain
Jocelyn Milner
Rafi Lazimy
Sue Wenker
John Booske
Katy Duren
Lesley Moyo
Marty Gustafson
John Zumbrunnen
Beth Warner
Bob Turner
Jeff Shockler