

The Information Technology Council

Meeting Minutes

February 6, 2018

I. Call to order/Approval of Minutes from Last Meeting

- a) Karen King called to order the meeting of the Information Technology Council at 8:30 AM on February 6, 2018 at East Tennessee State University in the President's Conference Room.
- b) The following persons were present: David Currie, Deborah Dotson, Andrea Di Fabio, Tisha Harrison, Karen King, Michael Laws, David Linville, Margaret Pate, Tony Pittarese
- c) Karen King asked for a motion that the December minutes be approved. Debbie Dotson moved and David Linville seconded. The minutes were approved as posted with all in favor.

II. Action Items

a) Network Access Exemption Update – Andrea Di Fabio

- Scans were performed; both servers tested vulnerable
- Compared scans from November 2017 and February 2018; not much resolve
- Storage server had been disconnected from network
- No sensitive data on server; vulnerability issue is on network

Action Item: Andrea Di Fabio will present in writing a risk memo which will include cost barrier for the Media and Communication Department and will present at March 2018 meeting for the committee to decide outcome

b) TAF – Recommendations – Karen King

1. Planetarium Projector Upgrade

- Cost of the projector is \$89,880; TAF paid for the previous projector
- TAF proposing to pay half at one time cost with department paying other half
- Recommendation from the committee; no motion needed
- All were in favor

2. Siteimprove Site-Wide License

- Approx. one-time cost \$28, 000; for one year
- Ended up continuing with TBR before Focus Act
- Required to pay for 3 more years; ITS paid second year
- Budget Advisory Committee will approve funding
- Recommendation from the committee to pay for one year; no motion needed
- All were in favor

III. Discussion/Information Items – Karen King

a) ETSU Email Forwarding

- Measures need to be taken to protect data, without impeding teaching/learning, when forwarding university emails to personal/other accounts for other reasons
- Liability issue when forwarded outside the university
- Option to turn off forwarding automatically; Outlook can make own rules
- Established best practices and data storage policy is lacking in this regard

Action Item: Andrea Di Fabio to look into best practices and how other institutions handle this and present at next meeting

b) Faculty/Student Pictures in D2L

- Still accessing ways to include photos in Banner of students and faculty/staff
- Cannot technically pull photos from ID system yet
- Currently working on preferred name field
- SACS requires institution to prove those on roster are those in class
- Need to know if pictures are FERPA protected

Action Item: Discussion to continue in the March 2018 meeting. Karen King will gather information on other institutions and look at best practices

IV. Subcommittee Reports

a) Web Steering Committee – Michaele Laws

- Continuing work on calendar system; improving analytics, results in Google
- Currently with the developer, Event Publisher, 3rd party vendor; migration to follow

- Approximately 10 weeks to launch
- Continuing work on the redesign of website, including internal only page; will launch next year

b) Research Computing Committee – David Currie

- Continuing work on the Advanced Computing Facility in Oak Ridge
- All jobs that have been submitted have been successfully completed
- Concentrating on priority processing and secure information enclave
- Continuing work on the Data Storage Policy; policy falls under IRB and will come through Research Advisory Council through University Council as a research policy; IRB will manage and monitor
- Composed ITS-RCS Internal Account Checklists/Procedures for granting access

c) Technical Subcommittee – Andrea Di Fabio

- Continuing work on IT Security Policy; possibility of implementing campus wide
- IT Security Policy will be distributed this Friday to Leadership Team
- 10gbps of bandwidth will be active campus wide February 16; cannot take advantage of this until firewalls are purchased; currently reviewing cost
- Cisco has been selected as firewall vendor
- PCI-SAQ and CRM technical team and oversight team assembled
- TargetX is CRM that was selected along with Sales Force; waiting on contracts for both
- Will help identify access issues around campus
- Working on assessing secure system that processes credit cards on campus
- PCI-SAQ-D is an assessment to help identify problems that need to be fixed
- Working on removing sensitive information from Goldlink system

V. Old Business – None

VI. New Business, Announcements, Updates – None

VII. Adjournment

Karen King adjourned the meeting at 9:48 A.M.

