Information Technology Council
Minutes

President's Conference Room
August 7, 2018, 8:30 a.m.

I. **Call to order/Approval of Prior Meeting's Minutes**

    a. Dr. Karen King called the meeting of the Information Technology Council to order at 8:30 am in the President's Conference Room, East Tennessee State University.

    b. Members present: Dr. Karen King, Anthony Johnson, Myra Jones, Dr. William (Bill) Hemphill, Dr. David Currie, Andrea Di Fabio, Michaele Laws, Dr. Tony Pittarese, Margaret Pate, Dr. Debbie Dotson, Dr. David Linville, Tisha Harrison, Tami Baker. Members absent with permission: Dr. Sam Mayhew.

    c. Karen King called for a motion to accept and approve the April meeting minutes as posted. Dr. David Linville moved for approval, with a second by Dr. Tony Pittarese.

II. **Action Items**

    a. Windows 7 – Karen King

        i. Beginning the phase-out of 1,850 Windows 7 machines on campus

        ii. Proposing that all computers and images going out be configured with Windows 10

        iii. All standard Dell computers on campus are already compatible with Windows 10, and the SCCM team is looking at performing in-place upgrades

        iv. Will be using the Microsoft Compatibility Toolkit to ensure faculty/staff software continues to work

        v. Dr. David Linville moves that ITS cease the installation of Windows 7 machines and Windows 7 re-images in favor of the longer-supported Windows 10. Debbie Dotson seconded, and all members present were in favor.

    b. PASTA Monitors – Karen King

        i. Request from David Robinson to consider if TAF and ITC would donate the excess 300 17"-19" monitors to a border-county school system.

        ii. Any money received in transaction returns to the TAF account

        iii. Motion was tabled pending Dr. King's follow-up discussion with University Counsel and Internal Audit.

III. **Discussion/Information Items – Karen King**

    a. 2FA Demo – Andrea Di Fabio

        i. Two-Factor Authentication enabled for all of Information Technology Services and the Information Technology Council

        ii. Test group will work on implementation and communication plans, make recommendations for roll-out to main campus, and test different applications for errors

IV. **Subcommittee Reports**

    a. Web Steering Subcommittee – Michaele Laws

       i.   On-campus and Off-campus views of the website, as well as new online calendar to be rolled out after census

   b.   Research Computing Subcommittee – David Currie

       i.   Agreement with Oak Ridge coming together, and processing through for finalization allowing for the analysis of HIPAA data in a secured environment

      ii.   Another big push for crowdfunding projects to happen in late August

   c.   Technical Subcommittee – Andrea Di Fabio

       i.   No Report at this time

   d.   Academic Subcommittee – Myra Jones

       i.   Current contract with WebEx will be ending soon, and will be increasing in price if renewed

      ii.   Subcommittee looking into alternatives such as Zoom

V.   **Old Business – None**

   a.   Password Policy Change Recommendation – Andrea Di Fabio

       i.   Will be released as part of a packaged solution to include 2FA, 12 character/low complexity password requirements, and rotation only when compromised

   b.   DMZ Best Practices/Guidelines – Andrea Di Fabio

       i.   New firewall with 10 gig connection being installed and configured allowing for better control and building of DMZ

      ii.   Currently working to move all residence halls and wireless connections to the new firewall

   c.   Cradle-to-Grave Process for Tying Training to User Access – Andrea Di Fabio

       i.   Currently there are 100 ETSU email users with their ETSU account listed at the backup process for 2FA

      ii.   Working on new email best practices and an overall New Acceptable Use Policy

VI.   **Adjournment**

   a.   Karen King adjourned the meeting at 9:40 am