



## Information Technology Council Minutes

President's Conference Room  
February 5, 2019, 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, Dr. William (Bill) Hemphill, Dr. David Currie, Andrea Di Fabio, Michaele Laws, Dr. Tony Pittarese, Margaret Pate, Dr. Debbie Dotson, Tisha Harrison, Dr. David Linville, Myra Jones, Tami Baker. Members absent with permission: Dr. Sam Mayhew.
- c. Karen King called for a motion to accept and approve the December meeting minutes as posted. Dr. Debbie Dotson moved for approval, with a second by Dr. Tony Pittarese.

### II. Action Items

- a. ITS Policies – Karen King
  - i. Access Control
    1. Falls under the broader version of the IT Security Policy, but effects users enough to necessitate this additional policy
  - ii. Electronic Mail Privacy
    1. The University – as part of the State – owns all emails accounts and the data in them, and users have no expectation of privacy.
  - iii. Acceptable Use
    1. Previously and HR policy, has now moved to ITS for oversight.
  - iv. Secure Password Policy
    1. Provides information and guidance on password best practice  
**Pulled from agenda as the committee believed this document to be more of an FAQ than a policy in need of approval.**

David Linville moves that policies presented be advanced through the approval process with permission to make necessary editorial changes and edits as requested by the ITC and others in the approval chain; Dr. Debbie Dotson seconds. All voting members present in favor – motion passes.

- b. GDPR – Michaele Laws
  - i. Updates to the website as they affect GDPR. Requesting an endorsement for full review of the privacy policy with updates to come back to ITC in the future.
  - ii. Now using Mautic on the ETSU website in order to store cookies and gather details so as to provide a more customized and personalized experience for viewers.

Motion for endorsement from Dr. David Linville with a second from Dr. Debbie Dotson. All voting members present in favor – motion passes

- c. Supported Browser Policy – Michaele Laws
  - i. Requesting an endorsement to create a Supported Browser Policy that will operate as an internal guidance document to allow the ETSU Web to properly and accurately code for the various mobile and desktop browsers.



Motion for endorsement from the Web Steering Subcommittee, supported by Dr. David Linville with a second from Tami Baker. All voting members present in favor – motion passes.

d. CAS Sign-in Redesign – Michaele Laws

- i. Looking at redesigning the ETSU Sign-in page. Several different options such as horizontal instead of stacked – more models and designs coming in the future with various wording.

Motion for approval of CAS redesign process comes from the Web Steering Subcommittee, with a second from Dr. Debbie Dotson. All voting members present in favor – motion passes

e. CMS Template – Michaele Laws

- i. New design coming to internal pages to allow for different headers/mastheads, as well as alternate left navigation and/or drop down on mobile
- ii. Will allow for Mautic integration through dynamic content placement

Motion for approval for a new CMS Template comes from the Web Steering Subcommittee, with a second from Tami Baker. All voting members present in favor – motion passes.

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

a. Web Taskforce – Karen King

- i. Now that ETSU has migrated students to O365 along with the Faculty and Staff IT has been researching how to better distinguish these accounts (students) from employees.

IV. **Subcommittee Reports**

a. Web Steering Subcommittee – Michaele Laws

- i. Tabled for next meeting

b. Research Computing Subcommittee – David Currie

- i. Tabled for next meeting

c. Technical Subcommittee – Andrea Di Fabio

- i. No Report

d. Academic Subcommittee – Myra Jones

- i. No Report

V. **CIO Announcements**

a. Information Technology Advisory Board

- i. All ITC members asked to provide names of students to Michaele for formal invitation and meeting details/reminders.

b. ERP Systems

- i. ITS has started to bring in different vendors for an ERP system as the current contract begins to expire.



- ii. Workday has already presented
- iii. Ellucian and PeopleSoft have been reached out to for presentations

c. 2FA Update

- i. College of Arts and Sciences has been completed
- ii. In the final stages of the process. Working to go back through all ETSU accounts to ensure 2FA enforcement

d. External Email Tagging

- i. Reviewing the tag and tagging system in order to potentially minimize the notice

VI. **Old Business – None**

VII. **Adjournment**

- a. Karen King adjourned the meeting at 10:10 am