

Information Technology Council

Minutes

President's Conference Room 206 / Zoom

September 23, 2022 – 8:30 a.m.

1. Call to Order

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

2. Attendance

- a. Introduction of ERP Project Manager Matt Smith.
- b. Roll Call by introduction.
- c. Members present: Rob Archer, Jeff Blanton, Doug Burgess, Michelle Byrd, Joe Chappell, David Currie, Lindsay Daniel, Wendy Eckert, Bill Flora, Adam Greever, Bill Hemphill, Stephen Hendrix, Keith Johnson, Myra Jones, Karen King, Mike Lehrfeld, Rebecca Lewis, David Linville, Candy Massey, Rob Nelson, Margaret Pate, Dan VanZant, Steve Webb, Beth Wiley, Jonathan Wilson.
- d. Members excused: Roslyn Robinson.
- e. Members absent: Mason Mosier.

3. Action Items

- a. Approval of Minutes from May 3, 2022
 - i. Doug Burgess moved to table approving the minutes from the previous meeting on May 3, 2022, with a second by Stephen Hendrix.

4. CIO Updates

- a. New ITC Charter – attached, overview, data governance, Huron recommendations
 - i. Structure and Organization - representatives, University Council level
 - ii. Subcommittee functions
 - iii. Motions to ITC
 1. Subcommittees – ITS co-chair facilitates meetings and other co-chair leads meetings, meet monthly, minutes channel in Teams, ITS is non-voting members, bring motions to ITC meetings, data governance will define data standards
 2. Individuals during ITC meetings

- iv. Communication - ITS has a person that works with UMC on official communication from ITS, identifying pilot projects & rollouts
 - v. Project Management
 - vi. ITS Projects
 - b. Huron Report - attached
 - c. ITS Goals – attached
 - i. New goals due in December
 - ii. Draft goals presented for discussion ITC meeting in October
 - d. ERP update
 - i. Project Manager, Oracle won bid for HR & Financial Systems, moving from Ellucian to Oracle, Finance starting design phase
 - ii. Deployment Partner, Highstreet IT won bid, purchased support for one year after HR live date of Jan 2024
 - iii. Student to be decided later, must integrate with Oracle, Oracle or Ellucian in Cloud services
 - iv. Upcoming contest to name project
 - v. Status Report – attached

5. Information Items

- a. Project Management Report – Candy Massey
 - i. ITS Unit Priority List
 - ii. Completed Projects for 2022
- b. License Changes for Microsoft Departmental and Guest Accounts – Steve Webb
 - i. Move licenses to MS Suite, etc. for more opportunities, support email scanning, If moved to a shared mailbox will go to a more protected such as A5, not protected under A3, if open individual mailbox would go to shared mailbox, to migrated to shared mailbox
- c. Alumni email (employee & student – multiple accounts) - Mike Lehrfeld
 - i. Alumni email – will communicate risks, if up license to MS Suite will have more protection
 - ii. Student employee risk – see presentation, sensitive information, options available, legal & healthcare prospective is important
 - iii. Discussion – other institutions email changes when leave, need to educate students, not that difficult to manage two accounts; address HIPAA issues – email shouldn't exist when person leaves; migrating data between accounts is not an option
- d. Access controls – Jeff Blanton
 - i. Talked to a vendor neutral supplier, Near-field communication, recurring fees for maintenance, pilot project in one/two buildings, long term – five years out

6. Discussion Items

- a. Banner departmental accounts – move to October meeting.

7. Subcommittee Reports

- a. Academic/Instructional Technology Subcommittee – Myra Jones, Dan VanZant
 - i. No report.
- b. Network and Security Subcommittee – Rob Nelson, Mike Lehrfeld
 - i. No report.
- c. Enterprise Resource Planning Subcommittee – Rob Archer, Beth Wiley
 - i. Met – no report.
- d. Research Technology Subcommittee – David Currie, Wendy Eckert
 - i. Met – no motions or information items.
- e. Student Advisory Subcommittee – Adam Greever, Jonathan Wilson
 - i. Will meet October 5th.
- f. Data Governance Subcommittee – Joe Chappell
 - i. No report.

8. Old Business - None

9. New Business, Announcements, Updates – None

10. Adjournment

- a. The meeting was adjourned at 9:45 a.m.