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### 2018 February 6 – Information Technology Council Minutes

East Tennessee State University

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# *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, 3<sup>rd</sup> 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.

