



**Attendees:**

Area	Name	Attended/Absent	Area	Name	Attended/Absent
Advancement	Karen Paciero	Absent	Provost Office Representatives	Brian Erdman	Attended
Enrollment Management & Student Success	Paul Roberts	Attended	HR	Winifred Williams Danielle Hanson	Attended Attended
Facilities	Kana Henning Hamlet Gonzalez	Absent Delegate	ITS/Facilitator	Susan Malisch	Attended
Finance	Wayne Magdziarz Teresa Krafcsin	Attended Attended	ITS	Jim Sibenaller	Attended
President's Office	Tom Kelly	Attended	Student Development	Keith Champagne	Attended
Provost	Margaret Callahan	Attended	UMC	Jeremy Langford	Attended
			School of Nursing	Lorna Finnegan	Attended

**Welcome, Meeting Purpose & Agenda**

The minutes from the October 21<sup>st</sup> meeting were approved as written. The agenda for December 14<sup>th</sup> includes discussion on HIPAA Compliant Teleconferencing, Data Governance and Integrity as well as the review and approval of the FY22 Q3-Q4 Project Portfolio.

**HIPAA Compliant Teleconferencing – J. Sibenaller**

Jim shared that at the beginning of the pandemic, the governing bodies for HIPAA loosened some of the rules to allow for business continuity while many businesses moved to a largely-virtual environment. They allowed for entities to utilize Zoom and other teleconferencing tools to share private health information, which typically requires a Business Associate Agreement. As we continue to return to the “new normal” it is anticipated that the regulations around HIPAA might be tightened once again. In order to prepare for this change, the Information Security office has begun having discussions with Deans identified by the Provost who have indicated a need for their schools to use HIPAA compliant teleconferencing. Next steps include completing the interviews and documenting needs and use cases. Margaret questioned if any immediate action needs to be taken in order to comply with current HIPAA rules and regulations. Jim confirmed nothing has been changed yet and business should continue as usual, until further notice. Jim shared that Dean Elaine Morrato is not available to meet until mid-January. Margaret suggested Jim reach out to Elaine and inquire if there is someone who she could delegate this matter to in order to have this discussion sooner.

**Data Governance & Integrity – S. Malisch & J. Sibenaller**

Jim and Susan recapped the Data Governance and Integrity information that has been shared at past ITESC meetings. Progress since June includes engaging two expert consultants who hosted 38 separate working sessions that included many campus units. A data governance manager was hired. Jim shared the draft membership for the new Data Governance sub-committee with a few areas still needing confirmation of primary and secondary delegates. Jim underscored that ITS will be available to provide structure and guidance, but that each area is responsible for how their data is managed. Teresa recommended that Finance be further broken down as Finance includes a number of areas in regards to data governance. Margaret suggested that not all schools need to be represented on this committee; Susan mentioned Asim might be a good fit for one of those roles. Jim agreed to engage sponsors more regularly with status reports moving forward.

**FY22 Q3-Q4 Project Portfolio Prioritization – S. Malisch & J. Sibenaller**

Jim reported the portfolio started with 206 projects and 201 new project requests. At present, there are 178 completed projects, plus an additional 33 projects that are forecasted to complete by December 31, 2021. This volume is routine with the increase in smaller/quick turnaround of many Informatics and Clinical Research projects. The new FY22 Q3-Q4 portfolio totals 183 projects. The average size of projects in the portfolio continue to remain in the “Large” t-shirt sizing, as more complex projects continue to come in.

Susan recapped the ‘A’ projects as recommended by the Project Review Board. Following are a few highlights:

- Research on Identity and Access Management solutions continues. Business interviews will be next up to identify and document our specific use cases.
- Contract negotiations underway with Zuri Group for the Advancement CRM RFP.
- The long-term solution to address the changes introduced by Trinity for the HSC Parking/ID Processes is pending, awaiting the identification of someone at Trinity who can assist. Currently utilizing a temporary work-around.
- Athletics is looking to replace their current compliance system, JumpForward, compliance system.

The ITESC confirmed the recommended prioritization for the POR FY22 Q3-Q4 as recommended. Final prioritization materials will be published and shared after this meeting.

**Next meeting – Thursday, February 24, 2021 – 1:00pm -3:00pm –Via Zoom tele/video conference.**

Respectfully submitted,

Megan Youngs