



Attendees:

Area	Name	Status	Area	Name	Status
Academic Affairs	John Pelissero	In Attendance	HSD	Fr. Dennis Yesalonia	In Attendance
Academic Affairs	David Prasse	In Attendance	Operations/HR	Tom Kelly	In Attendance
Advancement	Steve Bergfeld	In Attendance	ITS/Facilitator	Susan Malisch	In Attendance
Facilities	Kana Wibbenmeyer	Absent	ITS	Jim Sibenaller	In Attendance
Finance	Bill Laird	Absent	Student Development	Rob Kelly	In Attendance
Finance	Andrea Sabitsana	In Attendance	UMC	Kelly Shannon	In Attendance
Guests: Kevin Smith					

Welcome, Meeting Purpose & Agenda

The meeting commenced at 1:34 p.m., the agenda for today’s meeting is focusing on the prioritization of projects and to show the current scorecard. The minutes from the October 24th meeting were approved as written. Susan inquired on the status of the Security Awareness Survey. Jim has met with Rick Hurst who had some suggestions and an intro paragraph has been written. Jim is currently waiting for Rick’s team to finalize, it will then be sent to Kelly. Susan advised the ITS Policies and Procedures were presented to the Cabinet and have been approved. There was an inquiry about the iClicker, are they still in use and where can they be purchased. Susan advised they are still being used but a new vendor and new tool is being tested. The current iClicker can be purchased through the bookstore.

Prioritization

Jim began by stating the original number of projects for FY14 Q1-Q2 is 204. There has been a significant impact on decreasing the number of projects since last quarter. The resource gap is getting smaller and projects are being completed. The portfolio is growing faster than the actual number of projects and they are getting larger and more complex and taking longer to complete. The positive side of the increasing number and complexity is the integration and sophistication of these projects, taking us to the next level of maturation and efficiency. The percentage of Infrastructure projects is higher due to construction efforts and the email migration. At this time the draft FY14 project list is at 186.

Kevin Smith provided more detail on the active projects.

- Lawson migration from the Medical Center to the University is already underway and is on target for completion in May.
- LOCUS Security Audit – Most active. Working with Registration and Records on a full review of security roles, it’s been found there are too many roles and the goal is to reduce and redesign for easier manageability and auditing.
- Wireless Payment Processing – the TAC (technical advisory committee) is being fast-tracked. The RFP has gone out and responses will be reviewed in January with an implementation target date of May.
- Asset Management Program – The need to keep a better inventory of our equipment is crucial. There are security implications that a solution such as this would address.

Jim and Kevin explained the projects that were pre-ranked. The projects are vetted by the PRB, then were pre-ranked by the ITS Leadership team.

- Advance Web – Done in phases, Phase 1 complete. Phase 2 will be completed closer to March.
- Maxxess – automate the access to restricted areas using LUC photo ID card, and include various pin pad access solutions that are not currently managed. The Pin Pads will have the ability to turn off the access to people who leave or no longer need access; Kana’s group does need to be involved. There are some stand-alone locations that will be in the second phase upgrade. Kevin feels the improvements are progressing and there is a great deal more that can be done to ensure security.
- RMS – Project is a significant upgrade to the current housing assignment systems. The work on this project will resume in February with a target completion date in November. There will be functionality available for Spring 2015, including more self-service capabilities. This upgrade will bring us up to date with RMS.

- Parking permit – Phase 2 has begun and is the implementation for staff/faculty/commuter students. There is a RFP out for a new equipment vendor. The gate hardware is coming near end of life, entrance equipment needs to be replaced.
- Lecture capture pilot for classroom lectures is nearing the end, a recommendation on vendor recommendation will be ready in February.
- Electronic transcript – This project is on target to be completed by June. ITS will either use an outside vendor or the program will be constructed by our ITS staff.
 - John Pelissero feels this is a larger priority and recommends it should be higher on the ranking list, perhaps above the parking permit project. Moved Transcripts to #5 and Parking to #7.
- Online Performance Management System for staff performance reviews. There is an RFP under development. The online EPAF (for students) is almost complete. Tom will revisit with this team and feels the ranking is reasonable.
- Space Management System. Project brought to the committee by Kana and Lydia. Currently there are a lot of unknowns and a needs analysis needs to be done to discover the requirements and to determine if it makes sense to move the project forward. A BA with specific skills is needed to complete this analysis. The budget hasn't been discussed and their commitment is vague. When BCDR was ramping up there were questions about electrical outlets, measuring square footage, plumbing, etc. SPA would benefit from this and there has been a consensus that management system would make sense but a real analysis of our needs must be completed to move this project forward.
 - Realview was suggested by Steve.
 - A needs analysis including a BA that specializes in space management was suggested. Kevin agreed to get an estimate for a consultant, then revisit the ranking and need for this project.
- Inside Loyola as a webpage is being discontinued, due to low readership. UMC is piloting a new push method to all desktop computers. It will be a single screen with news and events that will have links for more information. Delivery to MAC computers and HSD requires an alternative solution that will be researched separately. UMC has requested HSD provide a spreadsheet of users so it can be pushed via email and also to MAC users if they self-identify.
- Final testing for the lock and key system. Currently the cores and key for each door are written in a ledger, this information will need to be input into the new automated system manually. Going forward it will be decentralized so anybody can access the information.
- Web pages for emergency needs is being tested with the help of John Dreves. This will allow UMC to immediately update and publish the LUC.edu homepage in the event of an emergency without having to login to the T4 system.

Prioritization will be done again in June using this same modified process.

Scorecards

Susan shared the current technology scorecards with eight years of associated trending information. The scorecards are intended to rate the relative health of technology to support a given area, and to foster discussions on where we improvement opportunities may exist in the coming year.

Meeting Wrap-Up

The dates for ITESC 2014 have been determined and Sondra will send the appointments before the end of year. Due to prioritization, a meeting in June and December will be included.

Meeting concluded at 3:30 p.m.

ACTION ITEMS

- Change Transcripts to #5 and Parking to #7 on the Prioritization worksheet.
- Get estimates for a consultant to work on the Space Management requirements.
- Update Scorecard to reflect current health of the Housing dashboard.

Respectively submitted by;
Sondra Heine