LOYOLA UNIVERSITY CHICAGO

Preparing people to lead extraordinary lives

Attendees:

Area	Name	Status	Area	Name	Status
Academic Affairs	John Pelissero	Absent	HSD	Roger Russell	Via Phone
				Steve Bergfeld	In Attendance
Academic Affairs	David Prasse	In Attendance	Operations/HR	Tom Kelly	In Attendance
				Winifred Williams	In Attendance
Advancement	Fr. Justin Daffron	In Attendance	ITS/Facilitator	Susan Malisch	In Attendance
Facilities	Kana Wibbenmeyer	In Attendance	ITS	Jim Sibenaller	In Attendance
Finance	Rob Munson	In Attendance	Student Development	Jane Neufeld	In Attendance
Finance	Andrea Sabitsana	In Attendance	UMC	Kelly Shannon	In Attendance

Welcome, Meeting Purpose & Agenda

The meeting commenced at 1:35 p.m. The minutes from the December 11, 2014 meeting were approved as written. The agenda today focused on Scorecards, Plan of Record and New Technology changes, Information Security Risk Definition, Anytime Anywhere Access updates and Client Outreach meetings.

Plan of Record

Susan and Jim gave an overview of the Plan of Record based on the feedback from the Dec 11th meeting. The timeline for the Major Initiatives FY15 Q3-Q4 projects was discussed, and it was confirmed that Electronic Transcripts is now an active project.

Miscellaneous Discussions

Susan advised that a small group will be assembled to discuss possible improvements to the Faculty Salary Planning (FSP) system. Susan will discuss with David Prasse to identify the group. David Prasse asked about the next steps regarding the Faculty Information System (FIS) and possible future synergies with the HSD faculty system. Susan responded that the gaps need to be understood on the University FSP system before engaging with Steve Bergfeld and the HSD team on some of the functionality of their system. Sondra will arrange a meeting to include, Bev Kasper, Susan Malisch, Jim Sibenaller, Tom Kelly, Winifred Williams, David Prasse and Kevin Smith in the next few weeks.

Jim advised the old VPN will be rebranded as Loyola Secure Access and no longer referred to as VPN. The University Information Security Office is currently piloting the product. Also, the Password Management initiative will be rolled out by May and live by August (start of school). Jim is working with John Drevs on the communication for both the Loyola Secure Access and Password Management.

Jim reminded the committee that per PCI compliance rules, new training will be deployed. At present the training is called "Secure the Human" training and is targeted at faculty and staff. Halock will be assisting with the training. It was suggested to change the name and Jim feels ultimately it will be called Security Awareness training. Kelly Shannon requested narrative stats for communication and marketing efforts, this will help get the word out to the LUC community and help facilitate the necessity for the completion of this awareness training.

Kevin explained the plan for Alumni email for life. The alums will have their .luc email accounts for two years; at that two year mark, they will be asked if they'd like to keep their address or opt out. If they do not respond, the email will be deactivated. Kevin and Dan are working on the communication.

David Prasse had a request from a Dean to have a panic button installed in an open area. There was a consensus that this is a need that should be addressed. Susan explained there was a capital budget in place to install panic buttons in the classrooms in summer 2015. Jane Neufeld advised her staff have panic buttons installed at their workstations. Tom will contact Campus Safety for an inventory of the panic buttons that are currently installed, the configurations in place; a discussion on next steps and possible standardization will follow. In addition to the panic button, a question surfaced on who is notified with the emergency notification system and is there a way to notify certain groups; i.e. if there is something that only affects the Lake Shore Campus, does WTC or HSD need to be notified? We believe the system is capable, just not set up to do so at this time.

Susan addressed Andrea regarding the Preferred Vendor list, explaining that ITS has vendors that are used on a regular basis for routine purchases and it would be helpful to add those vendors to a preferred status. Andrea advised Donna Quirk would be the point of contact.

IT Executive Steering Committee Meeting Minutes
January 29, 2015

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Scorecards

Susan advised the Scorecard evaluation is done annually, and is an opportunity to review our Major Initiatives categories and Governance and Funding to rate our current state against a healthy definition. Most ratings are reviewed in advance with each of the divisions to vet what they've discussed as far as health and score and make the appropriate changes where necessary. This exercise helps in determining if the technology in place is sufficiently supporting the needs of these areas. Susan gave an overview and explanations of the Scorecard. A few key points were; the classroom technology score was slightly reduced based on the lecture capture expansion, currently more classrooms are being outfitted to provide this service. The FIS system health acknowledges there additional/new requirements here and that the FIS and FSP systems to do not talk to each other. The helpdesk score was reduced due to the helpdesk audit and the password management changes that are in process. Susan reiterated the scorecard allows for timely conversations essential to reviewing and improving the overall health of our technology investments.

HSD

Steve Bergfeld asked about the recent messages about changes to the current voicemail system at HSD. Susan explained it is not a change but an upgrade managed by LUHS and will require a reset of voicemail. Communication regarding the HSD migration or separation of Stritch School of Medicine from the LUHS network and other HSD initiatives will be sent once that begins.

Roger advised that LUHS will be moving to Workday for HR with a completion target of 2016. LUHS will not upgrade Lawson. This move will affect 450 jointly employed faculty and staff and coordination will be required to handle these groups within the systems. Steve would to have Art Krumrey involved in more regular discussions. Dan is in discussions related to the new wireless Boingo agreement as well as a potential extension for LUHS telecom contract. IT/HSD funding was discussed and Steve suggested bringing any recommendations forward for a future BRT/HSD meeting.

Steve also advised the ITESC that HSD has drafted a policy in regards to mobile device stipends. A stipend plan that would be provider-independent is currently on the table. Jane said they have a policy for Student Development and the practice of handling mobile device reimbursement across the university is inconsistent. It was agreed to convene a smaller group to review any current or in-progress policies and bring back to a future ITESC meeting for further discussion. It may be beneficial to have one policy for the LUC community.

Risk Definition and Assessment

Jim explained the Information Security Advisory Committee (ISAC) and Halock met in January to define a Security Risk Definition. The committee defined risk as a combined likelihood of a threat with its impact on the LUC community to determine and overall risk score. The UISO office recommends this approach and expressed gratitude to the ISAC committee and Halock for their diligence. Jim's team will continue to work towards a final document and modify as needed.

Anytime Anywhere Access (AAA) Strategy

The consultant, Matt Konda, provided ITS with a written report from the Leadership Retreat in October, along with the feedback from the ITESC, our staff and other committees. Currently Dan and Jim are working on a one page strategy and after it's vetted by the IT leadership team, it will be shared with the ITESC.

Departmental Meetings

Susan inquired about interest level in convening focused departmental meetings; these have not been conducted for some time. These joint meetings will convene the ITS leadership team with department leadership teams to review priorities together and identify possible future projects or areas of improvement. All were in favor of these meetings and Sondra will be reaching out to get them scheduled.

Agenda for next meeting will include a Panic Button update and discussion.
Agenda for future meeting will include Mobile Device Policy.

Respectively submitted by;
Sondra Heine