

Attendees:

Area	Name	Attended/Absent	Area	Name	Attended/Absent
Academic Affairs	David Prasse	Absent	President's Office	Tom Kelly	Attended
	Patrick Boyle	Absent	Provost	John Pelissero	Absent
			HR	Winifred Williams Danielle Hanson	Attended Absent
Advancement	Damon Cates	Absent	ITS/Facilitator	Susan Malisch	Attended
Facilities	Kana Henning	Absent	ITS	Jim Sibenaller	Attended
Finance	Malcolm Douglas	Attended	Student Development	Jane Neufeld	Attended
HSD	Margaret Callahan	Attended	UMC	Kelly Shannon	Attended
Guests	Michael Halverson				

Welcome, Meeting Purpose & Agenda

The minutes from the May 4, 2017 meeting were approved as written. The agenda for June 15, 2017 includes a proposal from Michael Halverson presenting an Enterprise Event Management solution, the ITS Project Portfolio Prioritization and an update about the Information Security Awareness Training.

Updates from May 4, 2017 Meeting

Susan and Margaret are scheduled to meet to discuss the HSC Business Intelligence Reporting. Susan is also working with the Provost's office and will meet with David Prasse, David Slavsky and Rick Hurst to determine the look and structure of a BI Advisory committee.

Enterprise Event Management Solution

Michael reported the Cvent contract is due to renew, as that renewal approaches the Advancement team identified there was a greater need for an Event Solution more broadly across the LUC community. Advancement also uses iModules which is a useful tool for smaller event planning. A Technical Advisory Committee (TAC) consisting of staff from Advancement, ITS, Finance, Provost's Office, Reg and Recs, CAS, QSB, IES, Student Development and Special Events was convened to determine requirements, research vendors, create and review RFP's, and make a recommendation. Michael explained the current state of software managed through Special Events via Advancement and how other divisions rely on their own software for event planning (i.e., Student Development, Career Center, Admissions Office etc.). The benefit of having an enterprise solution will allow all divisions to control their events (large or small) without having a third person involved, or tapping Advancement resources.

Industry research, peer research, a proposal process and on site demonstrations and contract negotiations resulted in the TAC recommending continuing the relationship with CVENT. The five year contract carries an annual cost of \$48k which includes 15,000 registrations, the lowest annual cost of all proposals. CVENT offers additional registrants, additional user logins, onsite training and modules to enhance the registration experience. Additional modules include SSO, API Access and a Mobile App can be added at an additional cost.

There was discussion and questions raised on how this would look as an enterprise solution in regards to infrastructure to support the system, costs, access, training, and if possible a way to integrate with the general ledger for credit card sales. A work group will be identified to begin long term planning for enterprise use. Jim Sibenaller advised he would inquire with CVENT on the general ledger integration.

ITESC approved this solution and agreed a broader institutional discussion was needed to address enterprise use.

Project Portfolio Prioritization

Jim Sibenaller reported the following project numbers for planning period FY17 Q3-Q4:

Number of Open Projects at the start of FY17 Q3-Q4	207
Number of New Projects Submitted	29
Total Projects Completed in FY17 Q3-Q4	51
Current Active Projects in Portfolio	185

Susan gave an overview of the FY18 Q1-Q2 pre-approved and established projects. A few highlighted discussion items included:

Project Portfolio Prioritization cont.

- The LUHS/LUC/HSD technology program is close to completion and Susan has asked Dan Vonder Heide and Ron Price to develop a timeline to close out the remaining items. There was discussion about the application access and authentication for HSD. There is recoding involved to complete the network separation for the applications; the larger concern remains with the separation of ID's, one for LUC and one for Trinity.
- BCDR – Projects on hold and or pending.
- Maxxess – Discussions continue with project owner, Campus Safety, to start the planning process. Has not been prioritized.
- Workday – Current scheduled go-live in December 2017 and January 2018 – may cause a strain on resources with the Student System Upgrade planned for the same timeframe.
- HR – Projects will begin January 2018.
- Campus card remains PCI compliant with Micros but will be upgraded to Symphony in FY18.
- Secure Email – Waiting on direction from LUHS or Trinity in order to move forward.

Susan reviewed the proposed prioritization and confirmed that in the absence of a Provost's Office representative at this meeting she would follow up with the Provost's Office to ensure they concur with the final prioritization.

The ITESC approved the Plan of Record Prioritization for FY18 Q1-Q2.

Information Security Training

Jim Sibenaller explained that Information Security has an Awareness Program in place that includes, posters, a website, social media posts, a newsletter, the UISO team giving ad-hoc presentations, attending division staff meetings, guest lecturing, an Emerge class has been established and non-mandatory video training. Participation in the video training is less than 2% of the LUC community. In the last few months, the country has seen new and more aggressive phishing attempts and unfortunately, across campuses, there have been virus infections reported.

Jim and the UISO are proposing mandatory annual Security Awareness training for all faculty and staff. Training will begin in the fall of FY18. There would be seven videos and a learning outcome from each, the total time spent is approximately 45 minutes. There will be 45 days to complete with a "save and finish later" feature. Reminders and escalations will be sent to the immediate supervisor. Failure to complete will result in a disabled login.

The goal is to increase information security awareness to limit our risk for data exposure. Jim and the UISO are still finalizing details and feel Sakai is the best solution to begin the training. Once finalized and approved, a pilot group will be established then rollout to full-time faculty and staff, then part-time and physicians.

The ITESC agreed Jim and the UISO should put together a formal proposal.

Next meeting – Wednesday, September 20, 2017 – 1:30-3:30 – GC West | LT 1704 | SSOM 499 and via Zoom tele/video conference.

Respectively submitted by;
Sondra Heine