



Attendees:

Area	Name	Attended/Absent	Area	Name	Attended/Absent
Advancement	Jeanne Colleran Matt Johnson	Absent Delegate	Provost Office Representatives	David Slavsky	Attended
Enrollment Management & Student Success	Paul Roberts	Attended	HR	Winifred Williams Danielle Hanson	Attended Attended
Facilities	Kana Henning	Absent	ITS/Facilitator	Susan Malisch	Attended
Finance	Wayne Magdziarz Teresa Krafcisin	Absent Attended	ITS	Jim Sibenaller Dan Vonder Heide	Attended Attended
President's Office	Tom Kelly	Absent	Student Development	Jane Neufeld	Attended
Provost	Margaret Callahan	Attended	UMC	Jeremy Langford	Absent
Guest – Hamlet Gonzalez					

Welcome, Meeting Purpose & Agenda

The minutes from the December 10, 2018 meeting were approved as written. The agenda for February 27, 2019 includes a presentation from Facilities for an Integrated Workplace Management System, the Foundation program for Loyola Digital Experience, and upcoming Key Technology Changes.

Integrated Workplace Management System (IWMS) – Hamlet Gonzalez

The Department of Facilities has been working on finding an Integrated Workplace Management System to better manage space and occupancy data. Currently, this information is manually updated from multiple sources and reported from static Excel spreadsheets or drawings. The IWMS will help automate manual updates and improve accuracy and consistency of space management, address reporting needs requested at the Federal and State levels, generate indirect cost savings by freeing up resources used to input the manual data, and improve space utilization. The RFP process was led by ITS and Facilities, IWMS providers were researched, Gartner was consulted to assess solution providers. The RFP returned four responses; three providers were invited to deliver full day demonstrations on their product, and two vendors were asked to provide final presentations, pricing analyses and final offers. Archibus proved to have a robust platform, scored the highest in technical requirements without additional development required, developed a flexible implementation schedule, with positive feedback from references. Archibus is currently being used among three Illinois and two AJCU peer institutions. Prior to the ITESC, this presentation was given to the Strategic Financial Planning Team, and the ITS Architecture Review Board. A presentation for the Dean's Council will be forthcoming. Next steps include contract negotiations beginning in early March following by an 18-month implementation process.

In addition, Archibus has an Asset Management component. This will replace the current Asset Tag Form, which is in PDF format that is completed and returned to General Accounting when a new piece of large equipment is purchased. This feature will help automate the asset management lifecycle, from acquisition to depreciation and disposal.

The IWMS will deliver an improved and enhanced view of space including classrooms, reporting and managing of assets, reduce duplicative and manual data entry input and recapture FTE hours for these efforts in multiple units across the University.

The ITESC approved and agreed to support the implementation process by sharing with their management teams the time and effort this large project will require to ensure a smooth implementation.

Loyola Digital Experience (LDE) – Susan Malisch

Susan recapped the new ITS Strategy "*Loyola Digital Experience*"(LDE), and the sunset of the previous Anytime Anywhere Access (AAA) strategy. Susan explained the key accomplishments achieved with the AAA strategy, but also several activities that will be pulled forward into the LDE. The Loyola Digital Experience includes three themes;

1. Foundational – Delivering the Next Best Experience for Students, Faculty and Staff
2. Transformational – Data, Dashboards, Digitization, Innovation
3. Consumable Experience – "Simple, Secure, Seamless" interactions with students, faculty, staff and the community



Work on the Foundational theme has commenced, and a series of projects were presented with associated timeline. These projects include architecture, infrastructure and information security elements that must be in place to fully deliver themes two and three. An investment in a Microsoft “E5” bundled license combined with several separate projects over a two-year period are planned to address approximately nine Foundational elements. The initial projects will include migrating Outlook email (an on premise solution) to Exchange Online (cloud solution). This move is in line with industry direction towards cloud services and avoids a large capital investment to refresh servers for the on premise environment. A Proof of Concept was completed to inform our planning and proposed project schedule. The approximate timeline for the Exchange Online Migration;

- Presentations to Cabinet, Dean’s Council and ATC – March and April
- Migrate all of ITS and several external departments/schools; complete testing – April
- Full Migration of LUC Faculty and Staff – May through July

Communication of this migration will be ongoing and through various channels. FAQ’s will be available on the ITS Website and via the ITS Service Desk Knowledge Articles.

Additional Foundation projects will follow the timeline and communication structure and there is a dedicated Project Management Team in place to ensure the projects and communication remain on schedule. The detailed timeline of projects is in today’s materials and the ITESC One Drive folder.

Key Upcoming Technology Changes – Jim Sibenaller

There are a larger number of technology changes planned or underway at Loyola. A few of those projects include;

- Parlance – auto-attendant directory if you press 0 the automated directory will route your call – Live
- Room Scheduling via 25 Live – has moved to a cloud solution – Live in March 2019
- Preferred Name – ITS has completed requirements and capabilities of our core systems; next phase will convene a policy group. Jane identified Will Rodriguez to lead this charge. The ITESC recommended the following divisions/departments should identify representatives for this group.
 - Human Resources
 - Provost/Registrar
 - ITS – Jim Sibenaller
 - Finance
 - UMC
- Course Evaluation – Provost/OIE in contract negotiations with Smart Evals
- Online Survey Tool – ITS in contract negotiations with Qualtrics
- Expense Management solution – Finance has identified top three vendors
- SONIA field management software in the School of Social Work and a Sakai upgrade
- OIP study abroad application is moving to Slate
- Student Development projects around the conduct management solution and an offering for after-hours mental health services
- Finally, ITS is also rolling out a Mac OS computer management solution

The number of changes noted above is a higher volume of change than average.

Next meeting – Tuesday, April 30, 2019 – 1:30-3:30 – GC West | LT 1704 | and via Zoom tele/video conference.

Respectfully submitted,
Sondra Heine