**INFORMATION TECHNOLOGY COUNCIL**

**MINUTES**

Zoom Meeting

May 4, 2021 – 8:30am

1. **Call to Order**
   a. Dr. Karen King called the meeting of the Information Technology Council to order at 8:30am in a Zoom Conference East Tennessee State University.

2. **Attendance**
   a. The roll was called by Rhonda Broyles.
   b. Members present: Tami Baker, Bonnie Burchett, Joe Chappel, David Currie, Deborah Dotson, Tisha Harrison, Bill Hemphill, Myra Jones, Zee Kazmi, Karen King, Michaele Laws, David Linville, Rob Nelson, Bill Ouchark, Margaret Pate, Tony Pittarese, Beth Wiley.

3. **Action Items**
   a. Approval of Minutes from March 2, 2021
   b. Karen King called for a motion to accept and approve the March meeting minutes as posted. Tony Pittarese moved for approval with a second by Bill Hemphill.

4. **Subcommittee Reports**
   a. Web Steering Subcommittee – Michaele Laws
      i. Admissions controls their own website
      ii. New College of Medicine homepage
      iii. Migration ongoing (100 complete, 180 left)
      iv. New mobile app combining safety & academia
   b. Research Computing Subcommittee – David Currie
      i. Update on the formation of workgroup:
         1. Classification of non-HIPAA human-centric research data as sensitive or other. Data Storage Backup chart is posted in Teams.
   c. Security and Network Subcommittee – Rob Nelson will serve as ex-officio and facilitate election of a subcommittee chair.  Zee Kazmi will also serve as ex-officio.
   d. Banner Subcommittee – Chair Beth Wiley
      i. Patches as needed
      ii. Degree Works update after graduation
   e. Academic Subcommittee – Myra Jones
      i. New D2L contract in place. Working through Statement of Work. Health check from D2L to ensure we are at optimal performance. New analytic features. Use this opportunity to archive/purge previous courses.

      ii. D2L integration with publishers. SGA Resolution. Bookstore to be more upfront about charges. Students have option to purchase one year's worth upfront. Will work with David Atkins to address issues.

  f. Data Governance – Joe Chappell
      i. Cell phone text usage expanded for campaigning & communication
      ii. PII guidelines, quick access document, central data request form

5. **Discussion Items**
  a. Updates – Assoc. CIO
      i. Adobe
          1. Price increased to 183,826 for same option
          2. Option 2 cost is 121,658
             a. 100% acrobat
             b. 40% CC
      ii. ITS Task Forces
          1. Technical Remote work issues
          2. Back to Campus plan
      iii. ERP RFP to procurement
      iv. WiFi assessment planned for Culp
      v. Mobile App live May 10
      vi. Network Assessment
          1. CW obtaining access to documents
          2. Will create a roadmap
      vii. Additional wireless equipment replacement
      viii. BlueSky project
          1. Provides the opportunity for TN students to obtain a bachelor's degree in Computing in two years and a job offer at Blue Cross.
      ix. Softphones at 303
      x. Procurement workflow
          1. Governance, info security, help desk deployment & support
      xi. Digital signs
          1. Purchased Reach software. To install 140-150 monitors across campus. Hired digital content specialist. Will host university & department communication. Integrated with AppArmor. Ability to turn monitors off when buildings are closed.
  b. Updates – Interim CISO
      i. Exposure on 2FA for VPN and RDP – update
          1. Three largest departments moved successfully.
          2. VPN for everyone will be rolled back and go to VPN requests.
          3. General accounts (11) will be revoked, and individual members will need to request access to department accounts.
      ii. Addressing PC Admin Access

1. Revoke or enact a mandatory policy. Recommend a mandatory policy with prompt on screen for person's intent.

   ==Decision==: Prompting for installation and sensitive information changes.

   iii. Policy Updates
   1. Acceptable use policy. NIST 800-53 standard infrastructure. NIST 800-171 data & IT controls from a general management perspective. Recommend adoption of 800-171. 600 controls to certify instead of 1200. Matches HIPAA regulations & HITRUST certification. Doing gap analysis. If audit is required, will need self-assessment.
   iv. Review of Regulatory frameworks and policy prioritization
   v. Implementation of service for logging, detection, and response
   1. Advisement to Steve Webb. Cisco Amp is widely used.
   vi. Bill Hemphill suggested Bill & Zee reach out to faculty & staff senates concerning a presentation on data security.

6. **Old Business -** None

7. **New Business, Announcements, Updates –** None

8. **Adjournment**
   a. Myra Jones adjourned the meeting at 9:54am following a motion by Bill Hemphill and a second by Debbie Dotson.