IT Council Committee
Meeting Minutes

Date: Wednesday, October 25, 2017
Time: 8:00 AM - 9:30 PM
Location: University Hall, Room 420B (Collaboration Space)

Present: Brian Verkamp, Ken Hirsh, Christine Ackerman, Bo Vykhovanyuk, Dom Ferreri, Vernon Jackson, Paul Foster, Lorre Ratley, Jane Strasser, Brett Harnett, Nelson Vincent, Bashir Emlemdi, Bruce Burton

Guests: Jackie Mulay


1. Review and Approve Minutes (attached - Nelson Vincent)
   a. Dom Ferreri moved to approve the September meeting minutes, Ken Hirsh seconded the motion. The minutes were unanimously approved.
   b. There are campus power outages affecting east and west campus this morning. The data center is running on UPS now. The data center was back up before the end of the meeting.

2. Blackboard Update (Jackie Mulay and Paul Foster)
   a. Original plan for upgrade was Q2_2017_CU3, UC will now be moving to Q2_2017_CU4 on December 15th, 7:00AM–7:00PM. This is the most current upgrade release.
      i. Box bought Crocodoc (Blackboard’s inline grading tool) and it is going to be sunset on Jan 15th. Blackboard will be moving to the New Box View. This will affect our faculty directly, about 2600 of our faculty are using it and 500,000 assignments have been submitted.
      ii. There will be Blackboard open consultation days during the beginning of the semester and more Knowledge Base articles are being created.
      iii. The interface of the upgrade will be similar to the current. An advantage of the upgrade is that it will support more file types (ex. Apple Pages, Key Note Files)
iv. There is a Bb Preview site available now of the Q2_2017_CU3 release. It is a clone of the current production system with the new tools. This is the link to the current preview. There will be a NEW Bb Preview available of the Q2_2017_CU4 release a few weeks before the upgrade so faculty have an opportunity to look and play in the new look with New Box View.

b. Communication Plan (Jackie Mulay – attached)
   i. Communications for the upgrade will begin at least one month prior to the upgrade. Phase I has already taken off and Phase II will start shortly.
   ii. Jackie is working to make sure that the community will see the update at least 3 times in different kinds of platforms, such as face to face, motion graphics, news articles, etc. Letting them choose whether or not they want more information on the upgrade, and if they do, finding what they are looking for with ease.

c. Paul will be going to Faculty Senate today to give an update and continue his updates in various committees and meetings.

3. IT Foundational Infrastructure Capital Funding
   a. The capital request for information technology has been approved. It has taken 5 years to get the funding for this project approved. This upgrade is long overdue. This equipment needs to be updated every 5-7 years. Nelson is working with various offices around campus to allocate the funding to accommodate the upgrade cycle. UC has 22,000 wired users and 68,000 wireless users.
   b. This will be a 2-year month project with 4 different steps. Every closet location at UC will be visited and updated. All new switches will be installed, phones will be upgraded to VOIP (PBX is 20+ years old), and all wireless routers will be replaced. UPS (Uninterrupted Power Supplies) will be installed on all equipment.
   c. UC will be working with Cisco and Cincinnati Bell throughout the project. Communication is extremely important and UC will be putting together a thorough plan to ensure the community is well-informed beforehand.

4. Approve IT@UC Governance Bylaws (attached - ITCAC)
   a. The pages distributed in today’s meeting are the changes addressing Eileen Strempel’s concern in the last IT Council meeting.
      i. Added to the process is an additional decision block asking “Executive Sponsorship Identified?” with verbiage to support the block stating “Prior to recommending any new initiative to IT Council, ITCAC shall identify an executive-level sponsor for the initiative, who shall be responsible for identifying and supporting any funding required for the initiative, and ITCAC shall secure the sponsor’s acceptance of that role.”
      ii. The updated flow chart was sent to Eileen in advance for her review and feedback due to her not being able to attend the October meeting. She agreed and thought this addressed her concern.
   b. Brett Harnett requested the diagram to cleaned up so it is more professional looking and easier to read.
   c. Brian Verkamp moved to approve the IT@UC Governance Bylaws, Paul Foster seconded the motion. The IT@UC Governance Bylaws were unanimously approved.
5. Annual Policy Review (Bo Vykhovanyuk)
   a. Link to Policies
      a. OIS reviews all policies on an annual basis. This year they started reviewing and approving policies batched to make the process move faster. (Unless the policy needs more attention or is going through large revisions).
      b. These policies were presented to IT Council during the September meeting and are seeking approval this month.
      c. No major changes to the policies – some wording has changed, but the meaning is the same.
      d. Paul Foster moved to approve the policies, Ken Hirsh seconded the motion. The Information Security Policies were unanimously approved.

6. Other Updates
   a. FISMA Task Force – Federal Information Security Management Act – All federal and government agencies are required to comply with this law.
      i. A FISMA task force formed to make a recommendation to ensure UC is in compliance. All government contracts must be FISMA compliant. The task force is working with CCHMC, Office of Research, and various other departments to develop a recommendation. The Task force and OIS are also working with David Gearring, Senior Contracts Administrator, Research Grant & Contracts, to develop standard checklists and processes to help researchers conform to FISMA compliance. This will likely be a year-long project. The Task Force’s goal is submit a proposal and put together a budget for FY19.
      ii. FISMA task force co-chairs met with Gavin Durman, the FISMA expert from CCHMC. Gavin gave the task force several suggestions. Considering creating a research “bubble” in the cloud, Amazon’s AWS cloud service, which can host FISMA and non-FISMA data. They would develop it within the cloud and adjust as needed.
         ▪ Ohio State is working with IUC to develop a state-wide contract for AWS use.
      iii. NSF-OIG plans to perform a FISMA compliance audit of UC

7. Adjournment @ 8:50AM