IT Council Minutes
Wednesay, August 13, 2014
President's Conference Room

Martha Potvin	Ross Snider	*Others in Attendance:*
Terry Leist	Stephen Rowe	*Desirae Lindquist*
Renee Reijo Pera	Adam Edelman	*Mike Wright*
Chris Kearns	Anne Milkovich	*Matt Bunko*
Brett Gunnink	Jerry Sheehan	*Rich Shattuck*
		Matt Rognlie
		Paul Lambeth
		Signe Lahren

I. Call to Order

II. Announcements

III. Approval of minutes for **Wednesday, July 9, 2014**

Terry Leist requested a change to the first two sentences.

IV. Discussions

A. NetID Transition Update

Faculty and staff were transitioned in March. Student AD accounts were transitioned in May. An initial communication went out to students who were on campus over the summer. Another email will go out today (August 13, 2014), which will be the first email targeting returning students for fall. The purpose of the email is to remind them about the transition. The plan is to communicate twice before the start of fall semester. There will be a final communication once fall semester starts. The current communication plan involves communications through new student orientation, sandwich boards in mall, support staff in SUB, etc. Jerry has no concerns about the transition for the remainder of students.

The next step of the project is the Myinfo transition to NetID. The planning team is working behind the scenes to prepare for the transition. Jerry will provide an update at the next meeting on when that transition will specifically happen.

Brett brought up the point that until the transition happens, students will have to use both their NetID and Myinfo pin to access resources.

B. Adobe Rollout Update

ITC is expecting to receive institutional funding for its recent purchase of the Adobe site license. The site license allows unlimited use of Acrobat Pro but limited license quantities for the Creative Cloud (CC) suite. ITC needs to be able to control and track distribution of CC licenses, and is currently working on developing those procedures. Once procedures are developed ITC will communicate more broadly to the campus, either next week or by month end.

Since CC licenses are free but limited, they expect there to be interest in obtaining licenses for popular use in addition to bona fide business use. ITC is reaching out to past owners of CC licenses and will issue licenses to all ITC student labs and to users with business justification prioritized over more recreational uses. They are asking users to describe business justification in a couple sentences.

 Advanced features in Acrobat Pro create an opportunity to improve business processes, such as electronically signing and routing documents. ITC does not have plans to train people on features of Acrobat or lead process change. It is unclear who will make this call in the future. Terry brought up that the OpenMSU group at least needs to understand the capabilities of Acrobat Pro.

The site licenses are only for Bozeman. UM already backed out of a potential site license agreement. Billings has site license for Acrobat pro, Great Falls was going to pursue, and Havre already has some licenses.

Adobe Creative Cloud is licensed to 20% of our institutionally owned workstations. A workstation is considered to be any physical or virtual device that stores and transmits data. MSU currently doesn't have data on the total number of institutionally owned workstations, making it impossible to demonstrate that we have only deployed 20%.

The rule of thumb we are using as a reasonably defensible metric is to assume one workstation for every employee headcount. While some employees do not use computers for their work, other employees use multiple workstations so it likely evens out. This also does not include any of our servers or student lab machines.

Brett mentioned that since we have a limit on licensing, a good way of constraining is to put a nominal fee on the service. $10/year? At home use is already a nominal $10 fee that users can elect to pay independently.

ITC will work with the other campuses to figure out where they are with their Adobe Creative Cloud and Acrobat Pro licensing.

C. Research Computing Update

The MSU research computing team has been working with faculty to help procure and bring on-line a new computing cluster to help meet local high performance computing needs. A request for proposal for the system was developed with users and posted for vendor response in October 2013. Based on initial bids, the vendor selected by the scoring committee was Dell. Intent to award decision was made to this company in February 2014.

However, after working with the vendor to develop the scope of work the company attempted to change the initial scope of services offered under the initial investment. This price change by Dell required all vendor submissions to be rescored. This was done in June, and Dell was deselected as MSU's partner. The newly selected vendor is BiOSIT. The company has demonstrated their product successfully to the selection team and MSU is now moving towards finalizing procurement. The new cluster should be installed and operational in November 2014.

This new resource will allow MSU to shift the work of some older existing hardware. ITC will be working to transition these older resources to being an open resource for undergraduate and graduate students. It would be a good idea to try to engage with faculty to see how students could use these in their courses. The main goal is to try to take an asset that we already have capitalized and use it toward the teaching mission of the University.

Brett added that it was a good move to not have unsupported research clusters all over campus. He wondered if we had place for a research computing center in a new building. Jerry mentioned that ITC could go back and work to assemble the data of where existing clusters are located across campus. He added that he is hopeful that people will see that it makes sense to take orphan clusters and begin to move them to a central location. We can give people access, both to space, as well as network access. As people start to get rid of grad students and take on system admins, the clusters will all be in one place.

Mike said that when he started at MSU, he found that research computing-intensive departments have clusters spread across campus, meaning there is currently computing power that was invested in but isn't being used. As MSU and ITC move into virtualization, the physical thing isn't as important anymore. The concept of the cloud is something people should replace – moving the physical hardware, and managing from a network cloud perspective.

Brett brought up the point that if we collected all the clusters and put them in one room, what size of a room would we need?

Mike mentioned that with computing, our footprint is decreasing, meaning a lot more power in smaller space. If we took this route, we wouldn't use as much footprint as we use now. Cloud would reduce individual hardware that is used now.

Jerry provided an update on the research storage component:

ITC is working on a proof of concept that would allow us to deal with research storage.

Procurement of 70 TB of data that will give us some of the research flexibility that we need to do this proof of concept. About 20k investment.

 Looking at appropriate networking infrastructure to create a way for big data on this campus to move more easily and be more accessible to outside world. Need to see if National Science Foundation would fund this. ETA is currently Oct 2014.

Within the next year we need to find out who at MSU has what data, what is the size of

that data, and where it goes on campus, so we can get a mapping of what the need is and use that as the driver to where we go institutionally.

D. Wireless Rollout Update

Fieldhouse coverage is currently underway (seating area). There is about $150,000 remaining cost to complete coverage. Still awaiting estimates from facilities for timeline of completion, but the ETA is Fall 2014.

Haynes Hall coverage to be completed this summer. About $34,000 total cost.

Jabs Hall currently committed, about $17,000 total cost separate from building budget.

There are various remaining areas across campus to be prioritized for wireless coverage. Most instructional areas across campus have been covered, leaving many buildings with only partial coverage at this point.

There is about 50-70k left for coverage in FY 15 (depending on Fieldhouse cost).

Terry Leist brought up the point that conversations should happen about coverage in the Fitness Center. There might be funds that could be used towards this, since the building essentially runs on student dollars. Steve and Matt and the Student Advisory Group should be involved in this conversation.

It was noted that there is a policy that cell phones are not allowed in locker rooms and main workout areas. This policy will also need to be considered.

E. Portfolio Management, considering new requests

After the Council originally prioritized the list of projects, ITC received new project requests. The PMO needs to be able to tell people what will happen to their request after it is received. The council reviewed and discussed the prioritization process and proposed schedule. The council requested the PMO to create a documented summary with a visual timeline, attached.

Current Process:

- Intake: Capture business case

- Concept: Sitting in portfolio, publicly visible

*Council must clear concepts into Discovery

- Discovery: Further evaluation, better info on products, cost, time, etc. Developers have to be involved in this process, which drains time

- Solution Prioritization: Council goes through and decides on highest priorities

- Investment (acquisition, planning, implementation): Unlikely that we would stop a project at this point, but is possible.

*At any time, project might need to be expedited (mandated, regulatory issue) which would allow it to go straight from concept to investment.

*If a project doesn't get cleared to discovery, it stays in concept (put on hold)

Anne stated that ITC needs to better define and formalize the Executive Sponsor role so that time is not spent on requests that the Executive Sponsor of a department may not support. Anne created a list of Executive Sponsor Roles and Responsibilities. The goal is to be able to communicate this to stakeholders once the Council approves.

There was a discussion on roles of Project Sponsor, Project Manager, etc. Jerry mentioned that the unit requesting the project should have a lead to make the project move forward, which would generally be the Project Sponsor.

Chris stated that this approach (one sponsor) won't work for projects that span various areas and multiple campuses, and it might slow projects down. He mentioned sensitivity to individuals taking on a four-campus lead. MSU is currently weak in its ability to pursue larger projects. This streamlined approach would work for projects that are within people's individual areas, but not across multiple areas.

Anne mentioned that we want to avoid only implementing projects that have the funding available. One of our biggest issues is funding. Martha brought up the flipside –the risk of implementing projects that have funding but not the staffing or expertise to do the project.

When a project is sitting in concept, the PMO needs to inform divisions where their projects are in the process. Anne proposed a schedule for Council to consider. Jerry added that this schedule will help the drive to business intelligence and need as opposed to the order that projects come in. This will also allow the process to remain transparent.

Terry mentioned we might want to lay this schedule out into months i.e. a timeline view of what the activities are for each Council meeting.

V. **Action Items**

Owner	Action	Due
Anne Milkovich	Work with the other campuses to figure out where they are with their Adobe Creative Cloud and Acrobat Pro licensing.	
Jerry Sheehan and Adam Edelman	Conversations with Student Advisory Group about Wifi coverage in the Fitness Center	
Anne Milkovich	Develop a timeline for what activities will take place at each Bozeman IT Council meeting	Next Enterprise IT Council meeting

Next Meeting: Wednesday, September 10, 2014