

# IT Council Minutes

Wednesday, September 10, 2014  
President's Conference Room

Martha Potvin

Ross Snider

*Others in Attendance:*

Terry Leist

Stephen Rowe

*Signe Lahren,*

*Matt Bunko*

Renee Reijo Pera

Adam Edelman

*Desirae Lindquist*

*Paul Lambeth*

Chris Kearns

Anne Milkovich

*Rod Laakso*

*Eric Wold*

Brett Gunnink

Jerry Sheehan

*Mike Wright*

*Rich Shattuck*

*Matt Rognlie*

## I. Call to Order

## II. Announcements

## III. Approval of minutes from Wednesday, August 13, 2014 meeting

- **Attachment:** [2014\\_08\EITG\\_ITbzCouncil\\_Minutes\\_20140812.docx](#)

August minutes were not formally approved. Will call for approval of August minutes at the October Bozeman IT Council meeting.

## IV. Updates

### A. ERP Capacity Report

ASG was asked to report on project work, administrative time (meetings, management, overhead), and MOB (anything supporting current ERP system) for August. Tracked for 3.6 weeks in .5 hour increments. MOB Common industry metric is 15% of time available for projects, 85% spent on MOB and overhead. ASG results were MOB at 48%, Vacation and sick at 20, Administration at 17%, (totaling approximately 85%) and Project Work at 15%.

As we continue to do this over the course of the next year, it will be interesting to see impact of vacation times on entire team.

August is generally a heavy MOB month to get ready for start of semester. Will probably see this distribution change over time. Plan is to bring back numbers to Council on a quarterly basis and use those historical numbers to adjust predictions of available time.

Also tracked type of personnel for each project currently in implementation that uses ASG resources. Semester start-up was highest cluster of developer item. Login Simplification reaches across organization. Over time, will also go into further detail on items that are in the MOB category.

There was a question on the collection method. ASG developed a tool inside of Myinfo. It is a database with a drop down project list where people record time. As we move out and initiate this collection process across the unit, we will have a conversation about the correct tool. Do we want a lightweight tool, or a comprehensive tool? Many time tracking tools across campus are card swipe oriented, which would be strange to implement with our group. This method would be strange for the work that we have.

This data will also address drop in potential capacity/potential work time when people leave/retire, etc. Sick leave can also have substantial impact.

## **B. Eduroam**

Standard adopted among education community to allow the academic community to move among campuses and connect to wireless using their home username and password. We are currently in the process of testing deployment. The service will be communicated to all faculty, staff, and students and include link to institutions that are participating.

The service meets compliance issues with new MSU Policy requiring unique username and password. Doesn't replace MSU Secure. MSU Employees will continue to use MSU Secure on MSU's campus.

September 22 is target date that service will be available.

## **C. Research Computing**

A Science DMZ is a defined zone between institutional firewalls where scientific data can be safely stored and accessed outside the institutions firewall-protected production network. This allows faster access to big data without going through a firewall (that would slow down access) adversely impacting the internal network capacity of the institution.

MSU is in process of beginning acquisition of a new network switch. Will identify through a data census labs that will need to move data to other places on campus or to the outside world, as well as what we need to do to extend physical structure of campus. Approximate cost is \$40,000.

In addition, MSU has been approached by a consortium including University of Washington, University of California, San Diego, Caltech and PNWG about participating in an unsolicited networking proposal to NSF to connect existing Science DMZs on the West coast.

ITC is working with the library to build the new data storage and Science DMZ into boilerplate for data management and facilities overview in NSF proposals.

NSF and NIH policy say that more data should be discoverable from scientific publications. However, details of what this means, and what if any additional funding will be provided, is unclear

## **D. Directory Data**

Various enhancements of this project. Emergency Contact Enhancement is an automated periodic update of student contact and emergency information that is triggered by registration. It is tested and ready for production. Waiting on final display verbiage from University Police, should have the final language by September 10. Intention was to wait after the 15th class day to put in place.

Parent Email Collection Enhancement. No consistent email addresses for parents when the need arises to reach out. This enhancement will allow users to auto load, update, and search for parent email addresses. Development underway, 85% complete. Minimal 3rd party development.

Next Steps: Develop Directory Data program (prioritized as medium project) with PMO assistance. Define roles, functional and technical requirements, approximate time frame.

## **E. Adobe Site License**

Working on deploying and communicating availability of Adobe Site License. Acrobat Pro can be on all institutionally owned machines, Creative Cloud can only be 20% of institutionally owned machines. Cloud needs to be available in all student labs and colleges that need it. Creating process for request of cloud licenses. Legitimate business use only.

Work at home function and licensing has taken time to get up and running. Adobe has outsourced this function to a 3rd party vendor. Will communicate to campus without this capability as we don't want to delay the rollout.

## **V. Discussions**

### **A. IT Policy Campus Implementation ([www.montana.edu/policy](http://www.montana.edu/policy))**

The link has a list of all Enterprise IT policies created by all 4 campuses. The goal was to have common policy across all campuses. Rules across campuses are the same, procedures may be different for each campus. MSU succeeded in getting the policies in place, but never moved forward with procedures. Audit of IT administration has mandated us to put procedures in place. Guidance from Governance Council is needed to get these procedures in place, with the realization that we can't do them all at once. Some will be more challenging/time consuming than others.

IT Asset Management is an important policy to start working on. ITC has not been charged with having authority over other IT departments across campus. ITC need to work with other departments to find out needs and constraints that they are working under to develop procedures. Should not put processes in place that we cannot enforce or implement.

There was a question as to the scope of this process. How would you govern it? There are differences between institutionally owned equipment with student data vs. equipment that is owned by individual that has student data on it.

Data Stewardship (institutionally) is probably the category that puts University most at risk. This could be an easier policy to tackle because it is already pretty well defined.

Finance Policy (inside IT) would help in terms of the Audit that happened last year that found a vulnerability in our financial practices. Would help with internal policies.

An Email Policy could be part of the Acceptable Use policy or might become its own more over-arching policy addressing permissible email systems or other email issues.

It was mentioned that the Billings culture is that technology is already tightly controlled and rules are more clearly dictated. Bozeman campus is more of a democratic culture.

Jerry suggest the top 3 policies to start working on right away are:

1. Data Stewardship
2. Alleged Copyright Infringement
3. Finance

Jerry will send an email to the Council to help determine, and a final decision will be made at the next meeting.

The PDF document outlining the proposed process for prioritization of new projects as they come up needs to be approved by the Bozeman Council before the next Enterprise Council meeting. The document was already presented to the Enterprise Council on September 3<sup>rd</sup>, and it was agreed that the Bozeman Council would approve this document electronically before Enterprise Council meeting in October.

It was agreed to move the start time for this meeting back to 9 am.

## VI. Action Items

Owner	Action	Due
Jerry Sheehan	Send out list of policies with proposed grouping of priority for procedures development	
Bozeman Council	Review and approve proposed prioritization document before next Enterprise Council meeting	October meeting (October 1 <sup>st</sup> Enterprise Council meeting has to be re-scheduled)

**Next Meeting: Wednesday, October 8, 2014**