TENNESSEE TECHNOLOGICAL UNIVERSITY
Information Technology Committee
Minutes
March 1, 2012

Present:
Ms. Joanne Longfellow for Ms. Kay Hume
Mr. Danny Reese
Dr. Annette Littrell
Dr. Paul Semmes
Dr. Sharon Huo
Dr. Glenn James
Mr. Josh Edmonds
Dr. Brian Huguenard
Dr. Curtis Armstrong
Mr. Jeff Young
Mr. Hunter Kaller for Dr. Mike Allen
Mr. John W. Smith

Absent:
Dr. Carl Owens
Dr. Doug Bates
Dr. Doug Talbert
Dr. Debbie Barnard
Mr. Kevin Thompson
Ms. Tammy Cobb
Ms. Bedelia Russell
Mr. Kyle Perkins
Mr. Will Nelson

Resource:
Mr. Jerry Boyd
Dr. Dennis Hood
Dr. Bobby Hodum

Visitor:
Jonathan Sommer

Chairperson John Smith called the meeting to order at 3:10 p.m. in the Dean's Conference room.

Approval of Agenda
Dr Curtis Armstrong made a motion to approve the agenda. Mr. Hunter Kaller seconded the motion. Motion carried.

Mr. Danny Reese asked for a friendly amendment to swap items 3 and 4 on the agenda. Dr. Curtis Armstrong made a motion to approve the amendment. Mr. Hunter Kaller seconded the motion. Motion carried.

Approval of Minutes
Dr. Curtis Armstrong made a motion to approve the November 10, 2011, minutes. Mr. Hunter Kaller seconded the motion. Motion carried.

Revised Policies/Dr. Annette Littrell
Dr. Annette Littrell handed out a copy of the revised TTU Password Policy and the revised Confidentiality Agreement. Dr. Littrell said both revisions have been reviewed and approved by Internal Audit, who originally requested the changes to be made. Dr. Paul Semmes made a motion to approve the revised policies. Mr. Jeff Young seconded the motion. Motion carried.

Reports

Ms. Joanne Longfellow introduced Mr. Jonathan Sommer, Programmer Analyst, as a new employee in the Administrative System Support Group (ASSG). Ms. Lisa Maas resigned her position with ASSG to take the Director of Web & Digital Media position in Communications and Marketing.

Mr. Danny Reese handed out a copy of the ASSG Projects in Progress, Other Projects, and Completed ASSG Projects (Attachment1). Mr. Reese talked about converting the SACS faculty database and moving it into Banner. Dr. Glenn James said he could best describe the group as looking at Banner faculty data, which will include the upcoming SACS review. This will involve workload, and things that will help the Provost's office manage faculty data. Dr. Bobby Hodum said an outside consultant was working on the CAAP implementation, and it should be ready in two or three weeks.

Bookstore Feed for Excess Aid
Ms. Joanne Longfellow talked about the progress of the Federal Excess Aid feed to the bookstore. She said it should be tested this summer and implemented in fall of 2012.

Pharos printing
This was a project which was previously going to interface with the EagleCard system, and would require ASSG's assistance. However, after discussing options with a meeting including several of the offices involved, the decision was made to change to a printing "in arrears" system, wherein Pharos would upload charges to the Bursar's office once each month. Dr. Littrell said each TTU student gets a quota good for up to 333 pages, double-sided. She said from January 12 until March 1, 2012, less than 100 students had gone over their printing quota, and based on the student population that is less than one percent. Dr. Littrell said when the students start having to pay for printing, she expects the number of pages to further decrease. Dr. Curtis Armstrong asked that a report be sent to the ITC at the end of the semester on Pharos printing.

Document Imaging
Mr. Reese said the document imaging is progressing. Dr. Hodum said we have had our first round of training with admissions and graduate admissions, and other offices have purchased their scanners.

Mobile Application
Mr. Reese said the mobile app from AT&T does have integration to Banner with it. We are waiting on a RFP to be put out by ETSU or OIR from the State data center contract.

Alternate PINs
Dr. Hodum talked about alternate PINs; he said this would allow secretaries to provide early registration appointment times via SSB.

Grades First

Mr. Reese said Grades First is a student early warning system that Athletics is testing, and if they like it they will have to put out an RFP if they want to purchase it. ITS is helping with the Banner interface. Dr. Hodum said the Provost is putting together a small committee of eight people to look at the Early Alert System to see if we want to use it. If we do decide to use the Early Alert System, it may be as soon as mid-term of fall semester.

Energy Management System

Mr. Reese said we are working on implementing firewall protection for the Energy Management System (EMS) in Facilities. This EMS system monitors the buildings, air conditioning, and raises and lowers temperatures. It uses Windows XP as its operating system, and this version has probably never been patched. Mr. Boyd said it was an embedded system, and he would have to get more information from the company about upgrading and protecting it.

Key Management

Mr. Reese said Facilities is piloting a Key Lock Management System. The Key Lock system will provide the university more security by keeping master keys on campus. Mr. Reese said you insert your master key in a panel to lock it, and a PIN is needed to unlock it. Mr. Reese said the company has a server-based version of the system, and this is what we should consider in order to provide the university with more security.

Strategic Planning

Dr. James said the Strategic Planning System was developed by Ms. Lisa Maas about six years ago. He said various units on campus would put certain goals in the systems. The system was largely academic units, and along with some non-academic units was used for planning and accreditation purposes. He said Dr. Stinson is thinking of a broader scope of Strategic Planning needs. Dr. James said there is a need for two systems instead of one. Mr. Reese said we need to look at a commercial package for the Strategic Planning System.

Other ITS Updates

Mr. Boyd, Assistant Director, Network Services and Operations, handed out a Network Services and Operations Project Summary to the ITC (Attachment 2). Mr. Boyd said they have hired one new person, Mr. Joshua Knight, and they still have one vacancy to fill.

Dr. Littrell, Manager of Academic and Client Technologies, has two open positions: one in the College of Agriculture/Human Science and one in Student Services. She said TAF proposals are due next week. Also, the Pharos process has started, and the Systems group will have the remaining printers brought on-line in the next couple of weeks. If a department wishes to opt out, they will have to pay for the paper and toner for that lab. Dr. Littrell said that, so far, only printers located in Physics classrooms and in one lab in Prescott Hall have asked to opt out of Pharos. We are running the pilot test with charging this summer, and this should give us some useful statistics from spring and summer semesters to tell us how much the students are

printing. She said so far we have only about one hundred students that have come close to using their quota. Since January 12^{th,} we have printed 240,000 pages and this is only the printers that are on the Pharos systems at this point. Dr. Littrell said we are already looking a twenty-five percent savings on paper and toner. She said no one has been charged yet, and we are getting students used to the way Pharos works.

Dr. Semmes asked if the minimum specifications for campus computers were the same as last year. Dr. Littrell said yes, the operating system and hardware requirements are consistent with last year.

Dr. Dennis Hood, Systems Manager, said the Systems group is continuing to move forward with the virtual desktop infrastructure (VDI) project. He said ITS has 400 licenses for VDI, and the MoLE-SI project has 500 licenses. He said they plan to release the first virtual lab in Chemistry by spring break. We have a new disk storage array and plan to use it for the Exchange Server 2010 migration, which will be starting this semester, and the migration of mailboxes should be done by this summer. The Institute has asked Systems to upgrade the Camtasia software, and TTU is conducting a pilot on Tegrity software at this time. The labs are being upgraded to Windows 7 and Microsoft Office 2010 this summer. Upcoming projects include bringing up medical records for Health Services, using virtual services. The medical records project will have to be protected and isolated. Systems also anticipates starting the Load Balancer project this semester. The Load Balancer will take the traffic that goes to the TTU website and split it across two servers, to provide us better performance and allow us to upgrade the server that is in place.

Other Such Matters
Mr. Reese said the university is having an IT Assessment by Elert & Associates, a consulting team of three people. The consultants have been interviewing all week with different groups, gathering information. Dr. Huo said the purpose of the IT Assessment is usually based on six things:
1. Budget Assessment
2. Inventory Assessment
3. Networking Assessment
4. Benchmark Assessment
5. Staff Assessment
6. Service Assessment

Dr. Huo said the consulting team will send out a survey to faculty, staff and students, and will make some conclusions based on the findings from the interviews and surveys. From these findings, they will summarize the strengths, the weaknesses, and develop a five-year Strategic Plan. She said the target completion should be by the end of May, 2012.

Adjourn
Dr. Hodum made a motion to adjourn the meeting. Dr. Huguenard seconded the motion. Motion carried.