MINUTES
Information Technology Advisory Committee
March 7, 2019

Attendees: Thomas Asbury (guest), Lisa Blackwell, Charley Cosmato, Don Hall (guest), Phillip Hardy, Jachwan Jeong, Danny Kemp, Neal Leahy, Jason Lucas, Randy McCallister, Elizabeth McCormick, Randa McDonald, Kevin McDowell (guest), Margaret McManus, Ed Oakes, Shannon Phillips, Denise Rahmes, Sean Ramsey, Scott Shaffer (for David Underwood), Rebecca Scheckler (guest), Ken Smith, Matthew Taylor, Andrew Travis

Absentees: Adrian Aron, Sharon Barrett, Jackie McNabb, George Santopietro, Karen Hill, Bob Phillips, Meghan Spraker, Jeff Willner

Charley Cosmato called the Information Technology Advisory Committee to order at 10:00 am on March 7, 2019 in the Martin 230 Conference Room.

Charley Cosmato asked for a motion to approve minutes for the February 11, 2019 meeting. Ed Oakes motioned, Randa McDonald seconded, motion carried.

I. Charley Cosmato brought to the committee a request from a faculty member that indicated they and their colleagues use many free online and publisher provided software packages with courses and are concerned that they are out of step with policy. Kevin McDowell, Senior IT Contract Officer in Procurement and Contracts was invited to share his insights on the click through agreements and utilization of software/services. Kevin stated that all click through agreements terms and conditions need to be reviewed by procurement. At some point, the employee will need to stop and send the agreement to Kevin and explain what the software is and how it will be used. Anything that has sensitive information, IT Security has SOC2 documents that will need to be reviewed to validate that the vendor is maintaining the appropriate security credentials on an annual bases. All software will be reviewed on a case-by-case scenario. Andrew Travis also has a Qualtrics survey that produces a score and will work with vendors as needed.

Ed Oakes suggested developing language for faculty members to include in their syllabus. Ken Smith also suggested communicating this information with departments and colleagues.

II. Ed Oakes asked the committee if there would be any concerns of moving to Office 2019 in the labs and classrooms this summer. The only difference people may notice would be a few button changes and a slight change on how students log into the latest version of Adobe products. With no concerns conveyed, the plan is to move forward with the upgrade/refresh this summer.

III. Andrew Travis reminded the committee of the April 1 deadline to complete the Annual Security Awareness Training. The training takes about 35-40 minutes to complete and includes four video modules. Ed asked for help in reminding everyone to complete.

For those who have not completed, the first email reminder will go out tomorrow, March 8. The supervisor will also get cc'd on emails to employee's who have not completed the training. A list of employees who have not completed can be provided at a later date. A link to the training is located at the bottom of the MyRU login page. If you have any questions or concerns you can email itsecurity or call the help desk.

IV. Randa McDonald indicated that for the past year DoIT has been working with Fischer as the new identity management system, which replaces the Aegis Trident identity management system. This system is used to provision your account, activate and manage accounts, and to

reset expired or forgotten passwords. On May 15 – 20, the current system will be taken down. During this time, you will not be able to change your password you would have to call the help desk for assistance. More information will be forthcoming.

V. Shannon Phillips noted that on May 16 there would be a D2L hosting change. D2L will not be available that day from 8:00 am to 6:00 pm. This should be a seamless process and a reminder will be sent out prior to this date.

VI. Don Hall gave an update on the AES encryption for Zoom. The downfall to turning on the encryption is that others entities may not be able to connect to the meeting if they are not encrypted also. You can turn encryption on in your account settings. Shannon Phillips will inquire more about this at the ACCS conference she is attending March 13-15.

VII. In other business, Shannon Phillips reminded everyone about the Annual Division of Information Technology Support Survey that will be emailed out on March 19. The survey gathers data on general classroom support, helps to give a better understanding of your needs, and improves our IT services. Everyone is encouraged to complete the survey.

With no further business to come before the committee Charley Cosmato motioned to adjourn, Neal Leahy motioned, Randy McCallister seconded, motion carried. The meeting adjourned at 10:59 am.

Respectfully submitted,
Sharon R. Ratcliffe