

Area	Name	Attended/Absent	Area	Name	Attended/Absent
Academic Affairs	David Prasse Patrick Boyle	Attended Attended	President's Office	Tom Kelly	Attended
			Provost	John Pelissero	Attended
			HR	Winifred Williams Danielle Hanson	Attended
Advancement	Jaime Orsini	Attended	ITS/Facilitator	Susan Malisch	Attended
Facilities	Kana Henning	Attended	ITS	Jim Sibenaller	Attended
Finance	Rob Munson Malcolm Douglas	Attended	Student Development	Jane Neufeld	Absent
HSD	Margaret Callahan	Attended	UMC	Kelly Shannon	Attended

Attendees:

Welcome, Meeting Purpose & Agenda

The minutes from the October 13, 2016 meeting were approved as written. The agenda for December 13, 2016 meeting will focus on FY17 Q3-Q4 Project Prioritization.

Technology Briefing

Jim began with Plan of Record tracking, the portfolio projects total 207, and this combines the 184 projects that have rolled over from and includes FY16 new projects. Due to resizing of 2 projects, there are now 19 XL projects for Q3-Q4. There have been 56 projects completed and 18 forecasted for completion in the coming weeks. The demand for technology continues to grow, this portfolio is showing the most significant growth since the tracking began. Jim explained in further detail the estimated gap between resources and FTE. Kana asked if ITS tracks the number of projects per FTE, Jim's response was that it's not a data point that is specifically tracked however each PM averages around 9-10 projects and there are about 32 FTE available for project work based on resource estimates (the remaining staff time is spent toward ongoing operations and support. Jim advised there are a number of major upgrades to key systems on the docket for 2017 that keeps these systems current.

Susan reminded the committee the projects have been previously reviewed and approved by the Project Review Board and in conjunction with the major functional areas. There are several programs noted that are pre-ranked and do not require prioritization. A few projects were called out and explained;

- Early Alert Referral System – currently in transition from Dale Tampke to Patrick Boyle.
- ECM project at HSD Research Integrity – Scanning effort of documents owned by faculty affairs. Margaret will take the lead on finding a sponsor and consult with Martha in February. Margaret also requested the name of project be renamed from Research Integrity to a name to be determined.
- Lawson/Kronos enhancements – In January, after the reconciliation of open enrollment, the next set of employee self service features will be discussed.
- Maxxess – Tom Murray will have to confirm sponsorship and readiness. Some of the work has been assigned.
 - Can be ranked at a lower priority.
- Online Exam Proctoring – JoBeth has the contract for the Pilot but it has not been executed. Patrick and David will confer with JoBeth on status.
 - Can be ranked at a lower priority.
- Loyola Community and Family Services – Session recording is outstanding – Susan and Margaret will revisit.
- Sakai v11 upgrade to be completed by end of Spring 2017.
- Orbis Education Agreement – outsourcing recruitment and growth of the ABSN program. Susan meeting with SON this week to determine requirements and appropriate systems access and security considerations for ORBIS staff.
- Event Management – Cvent contract is due to expire. There are a number of dependencies outside of Alumni Relations and Advancement. An RFP covering the University more broadly for event registration and management will likely occur.
- Faculty Information System – David will confirm with Faculty Administration their needs have been met and this project can be removed as a priority but remain on a list projects for continued enhancements.
- ePHI email project at HSD – identified as two step effort: 1) Communication and awareness of PHI over email. 2) Roll out of how to use the services. Margaret will determine from LUMC the appropriate LUMC contact for this project.
- Athletics Website RFP – Currently working without a contract and decision needed by June.



- Compliance Tracking – Includes Title IX, disclosures, Information Security Policies, gender based harassment. Decisions for a sponsor and specifically what needs to be tracked. David suggested to reach out to Angie Vaca for the contractor used in IR to determine the best way to train faculty and staff. Winifred recommended Danielle Hanson to be part of ongoing efforts.
- Helpdesk upgrade – Migration from help desk to service desk model continues and with target completion by Q4 FY17.
- Advancement upgrade targeted for May completion.

There were no other B and C projects elevated for review.

Noted comments

Tom Kelly inquired about the HIPPA recording topic from the previous meeting. Jim explained the solution for secure email between LUC and Trinity is in the portfolio for FY17 and still working on a solution to enable recording the sessions for the Family Health Clinic. Margaret confirmed this had been tabled but will reach out to Susan to get this conversation refreshed and restarted.

David asked the status of security due to the recent viruses that had effected some divisions. Jim explained there are infected emails that breach the spam filter. This is because they do not have any malicious content in the body of the message and the sender address proves to look legitimate. The issue is in the attachments, that is where the viruses are embedded. Jim shared developments in a cyber security mock examination that had been completed after the last phishing attempt. The results were 42% of faculty and staff attempted to open infected attachments. Subsequently, those people were sent a training on security awareness. Jim will report on the exact numbers once the final numbers have been reported by the vendor.

Next meeting – Thursday, January 26, 2017 – 1:30-3:30 – GC West | LT 1704 and via Zoom tele/video conference.

Respectively submitted by; Sondra Heine