



**Attendees:**

Area	Name	Status	Area	Name	Status
Academic Affairs	John Pelissero	In Attendance	ITS/Facilitator	Susan Malisch	In Attendance
Academic Affairs	Nancy Tuchman	Absent	ITS	Jim Sibenaller	In Attendance
Academic Affairs	Paul Gabriel	Absent	Student Develop.	Rob Kelly	In Attendance
Advancement	Jon Heintzeman	In Attendance	UMC	Kelly Shannon	In Attendance
Facilities	Kana Wibbenmeyer	Absent	<b>Guests:</b>		
Finance	Bill Laird	Delegated	ITS	Jim Pardonek	In Attendance
Finance	Andrea Sabitsana	Absent	ITS	Ana Prokic-Kostic	In Attendance
Operations/HR	Tom Kelly	In Attendance	ITS	Kevin Smith	In Attendance

**Welcome, Meeting Purpose & Agenda**

The meeting commenced at 11:40 AM with a review of the agenda and introduction of guests. The minutes from the Mar 8<sup>th</sup> meeting were reviewed and approved as written.

**ISO Introduction**

The University's new Information Security Officer, Jim Pardonek, was introduced to the group. His initial goals are to reconvene the Information Security Advisory Council (ISAC), restart the approved projects within the Information Security Program, review, update and approve the draft ITS policies, renew awareness campaigns, and to sustain Information Security Operations.

**Mobile Update**

Kevin updated the group regarding access to Locus via mobile devices. Typical "spikes" in use were centered around academic milestones. Access to grades, holds and schedule inquiries were reviewed via handout. Based on the data received "interim grades" will be potential new functionality that will come available to mobile users.

**RMS Housing Contract Release/Exemption Update**

Kevin updated the members on the project efforts to date. There are two key goals of the projects as taken from the project definition, 1) to provide an automated online process to collect, track and administer applications for housing release and exemptions and 2) to front load housing and meal plan charges for eligible students. The paper form as it exists is being automated and put "online". The primary challenge of the project is the underlying complex decision making process. From a timeline perspective there are multiple key dates within the housing process where information needs to be gathered/presented and decisions need to be made. The automatic exemptions are being worked on and detailed in an effort to make the process easy for students and administrators. Currently 13 of 28 conditions can be automated; the other 15 require manual/personal involvement for a decision to take place. A Residency Requirements Dashboard is also being worked on for data presentation and filtering. Updated reporting information is currently being utilized with the final product being ready in October. John asked to identify a source of truth and accurate report information on housing; potentially via the data warehouse. *Task: Verify a source of truth for housing data and reports.*

**Tech Fee Review**

The current status of the technology fee expenditures and planning was reviewed by Ana. The review included criteria for expense allocation, category definitions, actuals and projections. The FY12 projections were reviewed at both the student categories and technology categories. The actual spending for FY12 and comparison of FY10-FY13 spending was also reviewed.

**ITS Resource Allocation**

The ITS department conducted a resource allocation assessment in Q1 of 2012. The goal of the review was to identify how and where ITS resources spend their time within three categories; administration, operations/support and projects. This was a similar exercise to that conducted in 2008. The results showed that there was a significant change in the areas of support and projects. In total, support was reduced by about 11% and project work increased by 9%. This was



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achieved by improved/streamlined support processes, increased automation, improved collaboration & partnering with clients and maintaining a highly stable infrastructure. The result of the change has allowed ITS to increase resource time available for project work, however, it was noted that project demand has continued to rise over the same period.

### **HSD Program Update**

Currently there are 21 projects identified within the "Near Term" section of the HSD Program. Of those 15 are active. Scope documents are being created to clearly identify the expected outcomes for each effort, project timing and dependencies, required resources and budget. Highlights include analysis of email services, continued work on id provisioning and system access, collaboration on construction initiatives including the new Nursing building, ECM rollout, Nursing course evaluations and desktop configuration and support activities.

### **ITESC Membership**

Susan reviewed the current membership with the group and solicited for changes/additions. Susan specifically wanted to address HSD representation and suggested Steve Bergfeld. Rich Kennedy was also suggested by the group. A question regarding HSD representation on the subcommittees was also discussed. *Task: Identify appropriate HSD representation on the ITESC and/or sub-committees.* John also said that Paul Gabriel should be dropped from the committee given his change in duties. Nancy Tuchman will also be most likely be replaced and that John would bring a recommendation back to the group. *Task: Identify an appropriate member to co-represent Academic Affairs.*

### **Meeting Wrap-Up**

Susan solicited the group for any particular systems or applications members want included in future agendas. The meeting adjourned at 1:30 pm. The next meeting is scheduled for June 7<sup>th</sup>.