



## Information Technology Council Minutes

President's Conference Room  
May 1, 2018, 8:30 a.m.

### I. Call to order/Approval of Prior Meeting's Minutes

- a. Dr. Karen King called the meeting of the Information Technology Council to order at 8:32 am in the President's Conference Room, East Tennessee State University.
- b. Members present: Dr. Karen King, Anthony Johnson, Myra Jones, Dr. William (Bill) Hemphill, Dr. David Currie, Andrea Di Fabio, Michaele Laws, Dr. Tony Pittarese, Margaret Pate. Members absent with permission: Dr. Debbie Dotson, Dr. David Linville, Dr. Sam Mayhew, Tisha Harrison
- c. Karen King called for a motion to accept and approve the April meeting minutes as posted. Dr. Tony Pittarese moved for approval, with a second by Dr. Bill Hemphill.

### II. Action Items

- a. External Email Notification – Karen King
  - i. Email best practice to help students/faculty/staff recognize phishing scams
  - ii. No action required by the user
  - iii. No impact on HIPAA exchanges
  - iv. University associated, but not necessarily controlled, domains whitelisted to help users
  - v. Motion to accept was called for; so moved by Dr. Tony Pittarese with a second from Dr. Bill Hemphill. All present were in favor with changes from discussion, no abstentions
    1. **ACTION ITEM – Review wording to make sure people understand that ETSU is not reading personal/confidential communications – automatically processed. To be included in communication plan.**
- b. Results of Web Portal/App Committee – Michael Laws
  - i. Discussed Mission and Purpose, Overall Architecture and Function, and Overall Design/Layout of proposed new Web Portal and App
  - ii. Possible opportunities for push notifications from departments as well as the University
  - iii. Enhanced functionality with integration of Google Analytics
  - iv. New/Updated Calendar
  - v. \$0 additional cost
  - vi. Motion to accept was called for; so moved by Dr. Bill Hemphill with a second from Dr. Tony Pittarese. All present were in favor with no discussion or abstentions.
- c. TAF Innovative Projects Subcommittee Items – Myra Jones
  - i. Family Medicine Multimedia Classroom
    1. Located in Family Medicine Facilities
    2. No new equipment, just added to the TAF rotation
  - ii. Bachelor of Science in Engineering Labs and Classroom
    1. 2 Labs and 1 classroom
    2. Department has invested their own money in the infrastructure and current computers
    3. TAF providing classroom equipment and revisiting those labs in the future for rotation
  - iii. Mathematics WebEx Classroom



1. Declined – ETSU online will fund
  - iv. Sherrod Library
    1. Request to replace color printer on the first floor
    2. New computer for student use in the HelpDesk area
    3. TAF Approved new color printer, and newer re-purposed desktop
  - v. Orientation Services Office move to Brooks Gym
    1. Requested funding for network drops and projectors
    2. Request estimated at \$45,000
    3. TAF Subcommittee prepared to offer \$25,000
  - vi. Recommendations from the Committee; no motion needed
  - vii. All were in favor
- d. Information Security Policy V2 – Andrea Di Fabio (Policy attached in index of these minutes)
- i. Information Security Policy discussed as a basis for University Security
  - ii. Meant to be an overarching policy
  - iii. Motion to accept was called for; Dr. Tony Pittarese (with suggested changes for clarification) with a second from Dr. Bill Hemphill. All present were in favor with no discussion or abstentions.

### III. Discussion/Information Items – Karen King

- a. Potential Establishment of a DFMZ for high-risk servers – Tony Pittarese
  1. **ACTION ITEM – Andrea to develop best practices and guidelines going into the fall semester.**
- b. Email Forwarding – Andrea Di Fabio
  - i. Overall mixed policies and guidance
  - ii. Direction needs to be developed
  - iii. Item will be brought back for discussion
- c. Mandatory Security Training Policy – Myra Jones
  - i. Requirement for N.I.S.T., though vague in description
  - ii. Should all employees of the University be required to take this training? Would a punitive piece encourage participation?
  - iii. Develop a plan, and propose to Faculty Senate pre-release
    1. What do we do if an employee is non-compliant?
    2. **ACTION ITEM – Andrea to work on a cradle-to-grave process for tying training to user access.**
- d. Preferred Name Discussion – Karen King
  - i. Ready to turn on
  - ii. Need verbiage from **IT Technical** and **Legal**
  - iii. P<sub>2</sub> Will be to push to D2L for inclusion in the Classlist/Attendance List
  - iv. Still will show Legal Name on ID
- e. Cisco Firewall – Karen King
  - i. Had a “Firewall Bakeoff” between four companies and found Cisco to be the superior product
- f. LGI Memo appertaining to TBR CDR – Karen King
- g. Faculty/Student photos in D2L – Karen King



IV. **Subcommittee Reports**

- a. Web Steering Subcommittee – Michael Laws
  - i. Information Technology Services Student Advisory Council Updates (Updates attaches in index of these minutes)
  - ii. The Advisory Council met in April and will meet again in the Fall
  - iii. Potentially combining this Council’s meeting time/location with other Councils on campus to allow for diversification and addition of students
  
- b. Research Computing Subcommittee – David Currie
  - i. Data Storage and Backup Policy – In general everything is retained for six(6) years
  - ii. Crowdfunding opportunity is now public and the first application has been received
    - 1. ETSU.edu/crowdfunding
  
- c. Technical Subcommittee – Andrea Di Fabio
  - i. No update
  
- d. Academic Subcommittee – Myra Jones
  - i. No update

V. **Old Business – None**

VI. **Adjournment**

- a. Karen King adjourned the meeting at 10:00 am