

Technology Advisory Council (TAC)
March 14, 2019 Meeting Minutes

Attendees: Cassie Raulston, Kris Mascetti, Brian Prady, Wesley Hallman, Gheni Platenburg, Josh Miller, Deborah Braswell, Charlotte Ford, Amanda Fox, Lisa Brown, Brendan Beal, Susan Hayes, Mary Ellen Heuton, Craig Gray.

Non-attendees: Kira Thomas, Justin Barrick, James Cranford, Lillian Matthews, Timothy Nash, James Pope, Courtney Bentley, Douglas Smith.

- I. Minutes from 1/17/2019 meeting were approved, with changes.
- II. Old Business
 - a. Former employees, students, and affiliated request – 1) Former employees and students email will be kept for 6 months 2) Affiliated request process will be required for vendors 3) *Emeriti* email access will be granted by special request by a current employee. Any questions will be referred to IS&T Solution Center.
 - b. *Digital Communications Committee – No updates.
- III. New Business
 - a. Proposed New Policy Origination Procedures – Mary Ellen Heuton, VPBA/Treasurer, presented the newly approved UM Policy Hierarchy for the following:
 - i. Legal and Regulatory Requirements
 - ii. University-Wide Policies and Procedures
 - iii. Unit-Level Policies and Procedures
 - iv. Website Link for UM Policy Hierarchy and UM approved Policies:
<https://www.montevallo.edu/about-um/administration/policies/>
 - b. Department Updates
 - i. Registrar: Password/PIN reset/issues & procedures - Amanda Fox. All login issues should be directed to IS&T Solution Center. Login issues relating to Personal Identifiable Information (PII) including Date of Birth (DOB), Social Security Number (SSN), or other PII information will be transferred to Registrar office for assistance.
 - ii. *IS&T: Production system change procedures – Kris Mascetti. Change Management Policy will be presented at April 2019 TAC meeting for review and vote.
 - iii. IS&T: ForUM – Craig Gray. ForUM was recently shutdown for security reasons.
 - iv. UM Banner Users Group (UMBUG): Banner 9 update – Susan Hayes. Banner 9 INB should be live by April 1, 2019. Banner Self-Service will follow once all testing is complete. Registrar office will hold training with UM administrative assistants.

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- IV. Subcommittee Reports and Actions:
- a. Academic Support – Lisa Brown. Amanda announced that Lisa Brown will be taking over Heather Tinsley’s position and heading up the Academic Support Committee for TAC. Lisa discussed standardization recommendation for 2019.
 - b. Digital Communications – Courtney Bentley.
 - i. Front Page website proposals and ideas. Cassie Raulston presented update in Courtney’s absence - UM Website front pages will be updated and front pages content simplified to be more useful and in line with other universities.
 - c. Executive – Susan Hayes
 - i. Subcommittee charge draft - motion approved unanimously.
 - ii. Change in committee membership – Academic Support. TAC Academic Support representative will now be Assistant Director of Malone Center, Lisa Brown.
 - iii. Openings in TAC membership – Faculty Senate and Library representation.
 - iv. TAC website updates status.
 - d. Policy and Procedures – Chair is still needed. The Chair of this committee will serve as a liaison of policy/procedures, not a writer of polices.
 - e. Projects and Planning – Kris Mascetti
 - i. Subcommittee charge draft – motion approved unanimously.
 - f. University Operations – Amanda Fox and Cassie Raulston.
 - i. Merrill Room technology update work was completed as of 3/14/2019.
 - ii. Michelle Crandall will be taking over as Lead on Falcon Print project.
 - iii. University Operations Subcommittee Chair vacancy.

Next meeting (Merrill Room) April 17, 2019 @10:00AM

**Respectfully,
Susan Hayes, TAC Secretary**