

# *Technology Advisory Council (TAC)*

## *May 16, 2019 Meeting Minutes*

**Attendees:** Courtney Bentley, Gheni Platenburg, James Pope, Cassie Raulston, Amanda Fox, Kira Thomas, Wesley Hallman, Susan Hayes, Kris Mascetti, Craig Gray, Lisa Brown, Dan Valentine.

**Non-attendees:** Brendan Beal, Charlotte Ford, Brian Prady, Josh Miller, Tim Nash, Deborah Braswell.

Minutes from 4/17/19 TAC Meeting Approved

### **I. Old Business**

- a. Banner Self-Service PIN security – Craig noted the Ethos security management system in place with Banner 9 implementation, with DUO behind Ethos, it is felt this will be secure. DUO should resolve security issues.

### **II. New Business**

- a. TAC Bylaws review and discussion - Amanda Fox and Cassie Raulston. Cassie instructed TAC Committee to review the TAC Bylaws and recommend any changes back to TAC by June 25, 2019. Cassie made motion to take bylaws into review in June and make recommendations.
- b. Department Updates
  - i. IS&T: Security Policy – Craig Gray. TAC members should review IS&T Security Policy and provide feedback by June 25, 2019. TAC will review any changes and possibly vote at July meeting. A summary of changes included in policy for review include:
    - 1. Changes for data governance
    - 2. Changes for information security program
    - 3. Staff training requirements
    - 4. Unit plan changed to Security plan (ex. business continuity planning)
    - 5. Vendors and Affiliates requirements by Graham Leach B– will begin with new contracts
  - ii. IS&T: Change Management Policy – Kris Mascetti. The IS&T Change Management Policy is a divisional policy that does not require Board approval. TAC members should review policy and change management form that IS&T will be responsible for completing. Please provide feedback by June 25, 2019.

### **III. Subcommittee Reports and Actions**

- a. Academic Support – Lisa Brown. Lisa provided updates on the room numbers that have been completed.
- b. Digital Communications – Courtney Bentley and Kira Thomas. Courtney stated conversations on campus with changes to web pages have been favorable thus far. Kira stated the transition from Falcon Digest to Vallo Voice would move forward with Falcon Digest ending on May 31, 2019. Vallo Voice will come out each Monday with a Thursday update each week. The Web Communications position was approved and is currently posted.
- c. Executive – Susan Hayes

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- d. Policy and Procedures – NEED CHAIR. Still searching for a Chair. Amanda to have update at next meeting.
- e. Projects and Planning – Kris Mascetti. Kris stated the committee did meet; Josh Miller has joined this committee. They reviewed the IS&T process project intake forms. Victoria Long would like to use the Projects and Planning committee to help review these project intake forms.
  - i. IS&T: Projects update– Victoria Long. Victoria stated the computer refresh program is currently ahead of schedule and all computers have been imaged. Connie has scheduled all installs with approximately 100 computers remaining to be installed. New projects underway are as follows:
    1. Document imaging management project is now underway.
    2. Degree information software project now beginning.
    3. Events and Calendar schedule complete and turned over to project sponsors.
    4. DUO Security is on schedule to start and implement by start of school year for fall 2019.
- f. University Operations
  - i. Falcon Print update – Michelle Crandall.
    1. Installation and movement of the majority of equipment has been complete.
    2. Card swipe equipment is being installed now and will not be functional until the software system is initialized later this summer.
    3. Residence hall copiers are being installed and not be functional until campus card swipe system is initialized later this summer.
    4. Equipment repairs will need to be handled through IS&T.
    5. Ordering toner/ink supplies for printers on the print management program will continue to be auto-ordered through Stewart. Ink for networked printers should be ordered from IS&T as needed by opening a Solution Center ticket and including the 5-digit machine ID number located on the printer and specify type of ink needed. Paper/labels and other printing supplies will continue to be ordered by departments through Staples until further notice.
  - ii. Computer deployment update – Victoria Long. See above.

**Next meeting** (Merrill Room) July 10, 2019 @11:00AM

**Respectfully,**  
**Susan Hayes, TAC Secretary**