

Technology Advisory Council

March 10, 2020 Minutes

Attendees: Courtney Bentley, Brendan Beal, Marcus Lane, James Pope, Cassie Raulston, Sheila Brandt, Brian Prady, Amanda Fox, Erik Maas, Susan Hayes, Josh Miller, Kris Mascetti, Tim Nash, Kristy Lee, Lisa Brown, Deborah Braswell, Victoria Long

Non-attendees: Doug Smith, Lanie Bell, Kelly Garrett, Kira Thomas

I. Welcome

II. *Minutes from 2/10/2020 TAC Meeting - Approved

III. IS&T update – Kristy Lee

- a. VPAT – Craig Gray has started reviewing VPAT applications along with software requests. Connie is contacting vendors to get VPAT certification for Craig to review.
- b. BOX migration – met on IS&T on March 4, BOX will be moved to Microsoft One drive. Continue to use BOX as we go through the migration process scheduled to be complete by November 2020. IS&T will try to automate as much of the process as possible. Shared files will not be automatically moved over as links will not copy. Vallo Voice will be used as the communication process throughout the migration process.
- c. Security Analyst –Heidi Hughes has been promoted to full time security analyst per IS&T Audit recommendation. VOIP position is now Keith Stone.

IV. Subcommittee Reports and Actions

- a. Academic Support – Lisa Brown.
 - i. List of Recommended Room Updates - As our subcommittee requested, Channing and Victoria have been consulting with the associated department chairs for the first three recommended rooms. These discussions are to ensure the room layout is conducive to a standard technology upgrade and the technologies will meet the needs of faculty that utilize the space. At the recommendation of Dr. Hultquist, UMOM 201 has been removed from the list. It was determined that due to the physical layout of the room; it is not conducive to a standard technology upgrade. Wills 201 will now be the third room considered for an upgrade. Conversations are currently underway between Dr. Bentley, Victoria and Channing regarding the suitability of that room for a standard upgrade. Updated Prioritized List of Recommended Rooms:
 1. Bloch 205
 2. Comer 208
 3. Wills 201
 4. Davis 215
 - ii. Continuation of teaching preparations – Victoria Long has been included in conversations what it might look like. All courses that are on campus will be

published and Deans of each area will be responsible to ensure all are listed. IS&T is working on a continuity webpage, for example to link to Tutorials for Faculty and Students. ZOOM is the approved software for teleconferencing. Amanda asked if Staff can get training documents, Lisa Brown would send to Amanda.

b. Digital Communications – Courtney Bentley/Kira Thomas

- i. *"GIVE Campus" affiliate webpage update - IS&T has approved security for the platform.

Questions addressed and answers given are listed below:

1. TAC Q: Will this be the only unofficial external web presence Advancement seeks permission to use?

ANSWER: For the foreseeable future, yes.

2. TAC Q: Please define "general fundraising needs." Specifically, will this platform be open to programs, departments, etc. as well as administration?

ANSWER: General fundraising needs covers the entirety of our fundraising in Advancement, from soliciting to gifts to stewarding individuals post-gift. This program will be utilized as needed to best support the fundraising efforts of the entire university. With that being said, the program will be open to the entire university for utilization with Advancement serving as the administrator. The program will serve as a way to more easily "crowd-fund" and engage our alumni base in philanthropic efforts benefitting UM. Athletics is a major partner in this effort, and have served as a test subject of sorts.

3. TAC Q: Has Advancement discussed possible security threats with IS&T?

ANSWER: The program was discussed with IS&T when we originally contracted the company's services last year.

4. TAC Point of Information: Advancement will need to work with Business Affairs to ensure compliance with regards to the collection of funds through third party vendors.

- ii. Montevallo.edu Homepage update – Wesley Hallman presented to DCC the latest information provide from KPS3 about design and layout of homepage project. The DCC approved recommendation of adding additional content within the new "sliding" component to the homepage if KPS3 would not allow for both the "sliding" and "stacked" components on the homepage. As an additional note, Web Applications Administrator Gabriel Martires has developed a homepage that will allow for both components and reduce the amount of assistance needed from KPS3 since the meeting. Also presented was a web content plan for departmental and divisional webpages the Web Content Specialist and Web Applications Administrator will be offering to content managers this summer/fall.

c. Executive – Susan Hayes, no updates.

- d. Policy and Procedures – Brian Prady
 - i. Required IT security training update - Jason has reached out to vendor to get questions answered from prior meeting.
- e. Projects and Planning – Kris Mascetti Updates on projects
 - i. Accommodation Management System – contract has been signed.
 - ii. Event, Calendar, Space Management System – waiting on its turn for implementation.
 - iii. The Document Management/Imaging System – all vendor demos completed, waiting on approximate pricing from each.
 - iv. Plagiarism Detection Software for Canvas – contract has been signed.
 - v. IS&T received a new (returning) project request – Contract Management System (audit prescribed).
 - vi. DUO (Two – Factor Authentication)
 - 1. Ready to go, will roll out all at the same time – students, faculty & staff.
 - 2. Email/Vallo Voice in the next week or two with details including when this will be implemented.
 - 3. Will not be a requirement for anyone (student, faculty & staff) until fall 2020.
 - 4. A plan is in place for those without a smart phone (can get text messages), of no phone at all (get a token with a digital password). An email will be sent out to explain details.
- f. University Operations – Amanda Fox
 - i. Computer Refresh – We have selected the vendor, waiting on insurance update before we can award.
 - ii. Falcon Print update – Met this morning (March 10), stopped doing billing in December. For January and February did not bill departments. Will work with committee to determine an equitable allocation for all departments.
 - iii. Banner 9 update – Student side profile is ready, waiting for registration clearance, hopefully to be ready at the beginning of summer, then operational in Fall 2020.
- g. Other business

Next meeting April 2020 meeting will not be held due to COVID-19. Notes will be emailed to TAC Members.

Respectfully,
Susan Hayes, TAC Secretary