

Technology Advisory Council

March 08, 2022 Meeting Minutes

Attendees: Barbara Lewis, Carolyn Garrity, Cassie Raulston, Deborah Braswell, Jordan Brooks, Kathy Adams, Kristy Lee, Milad Jasemi, Sheila Brandt, Steve Peters, Susan Hayes, Wesley Hallman

Non-Attendees: Brian Prady, Amanda Fox, Josh Miller, Tim Nash, Abbie Clark, Jayden Spear

- I. ***Minutes from February 2022 TAC Meeting - Approved**
- II. IS&T update – Kristy Lee
 - a. Wi-Fi access points: Wi-Fi 6 access points upgrade project is about 75% complete in academic, administrative and athletic buildings.
 - b. IS&T listening sessions: In response to feedback from the work group, IS&T will host listening sessions with departments across campus in preparation for fall semester. We will begin with academic departments, and focus on administrative departments over the summer.
- III. Subcommittee Reports and Actions
 - a. Academic Support – Barbara Lewis
 - b. Digital Communications – Wesley Hallman
 - i. Approved University Marketing & Communications to conduct a spring survey to review Vallo Voice satisfaction and effectiveness in advance of 2022-2023 academic year.
 - ii. Asked for feedback before next meeting about University Marketing & Communications creating an umnews@montevallo.edu email address to disseminate campus information, rather than using marcomm@montevallo.edu address.
 - c. Executive – Susan Hayes
 - d. Policy and Procedures – Brian Prady
 - e. Projects and Planning – Kathy Adams
 - i. Projects & Planning sub-committee members: There has not been a need to meet in a couple of years and some of the prior members are no longer on TAC. Currently, Josh Miller & I are the only ones left. We need two or three volunteers to join us. From the website, the charge is “to work in conjunction with the divisions of IS&T to review and report to TAC on IS&T information technology projects and strategic plan (via an annual update). Committee membership shall include at least four committee members (including IS&T staff representative, serving as chair).” All projects go through a data-gathering phase, working with Victoria Long, which helps to complete the rubric. If needed, she will reach out to this committee for guidance on how to prioritize competing projects. We have two projects that we need to prioritize.

- ii. Data Storage recommendation: The Quality & Data Standards sub-committee of the Data Governance Committee met last year by email and has the following recommendation for data storage. I cannot find where it was formally brought to TAC.
 - 1. Data classifications (as a reminder):
 - a. Highly sensitive (lead to identity theft = PII & PIHI): Social security numbers, driver's license number, banking/credit card info, HIPAA/health records, HR background checks, research with PII & PIHI
 - b. Sensitive (all other protected information, including that which could lead to reputational damage): some FERPA information, judicial reports, police reports, research with human subject
 - c. Internal (business of the university that may or may not be public information; available on a "need to know" basis): minutes of meetings, syllabi, forms, other research
 - d. Public: webpage, student directory information (defined on About UM – FERPA webpage), faculty/staff directory information, handbooks, forms
 - 2. The following was taken into consideration:
 - a. S drive & imaging system: backed up nightly; has lots of storage space; are on UM servers; are for UM business only – not personal data
 - b. Box: our version is not HIPAA compliant; can use for personal data; is secure and encrypted; is not on UM servers
 - c. Office 365 is not compliant for any PII data storage; this includes email, SharePoint, OneDrive; new federal regulations we will need to implement within the next couple of years will likely mean we will go to a different version of O365 which will be compliant
 - 3. Recommendation:
 - a. Highly sensitive and sensitive: s drive, imaging system.
 - b. Internal: s drive, imaging system or Box
 - c. Public: website, s drive, imaging system Box, SharePoint, OneDrive
- iii. Changes to website: affiliate access had to be restored for KPS3; the new target date is March 10th for the changes to be in production.
- iv. Recruit update: upgrades were put in the weekend of Feb 25-27; still working out a few minor kinks but overall, it was successful.
- v. Banner 9 self-service applications: Faculty self-services, registration and updates to Action Item Processing were put in over the weekend. They are not live. I believe since we are close to advising, Amanda wants to use the current version of Faculty self-services and roll the new one out later. Student should be able to

use Banner 9 registration when the final configurations are finished and Amanda says to turn it on.

vi. Banner 8 forms: I continue to work with functional areas to get these tested and moved over to Banner 9 admin pages.

f. University Operations – Carolyn Garrity

g. Other business

****Item may require action or vote***

Next meeting: ZOOM – Tuesday April 12, 2022, 2:00PM-3:00PM

Respectfully Submitted,

Susan Hayes, Secretary