

2023-2024 TECHNOLOGY ADVISORY COUNCIL

MINUTES

Date: Wednesday, Oct. 25

Time: 10 a.m.

Location: Stephens Hall

Present: Brendan Beal, Cassie Raulston, Amanda Fox, Hilary Dutton, Wesley Hallman, Wyatt Hall, Alicia Smith, Kathy Adams, Abbie Paul, Joe Walsh, Barbara Ann Lewis, Tomeiko Scott, Kira Thomas

Absent: Steve Peters, George Lytle, Marcus Lane, Shafqat Shad, Sheila Brandt, Aaron Mahaney, Coty Jones, Josh Miller, Amiee Mellon

Guests: N/A

1. The meeting was called to order at 10:02 AM
2. Previous meeting's minutes were approved.
3. CIO Updates:
 - 3.1. Maryanne Vaughn has been hired as new the Applications/SQL Administrator in Business Support Services, replacing Tomeka Jones, who transitioned to IS&T's Director of Academic Support.
 - 3.2. All divisions have been notified of the details of the new Learning Space Renovation process and that the associated form is now available online through November 21, 2023.
 - 3.3. To coincide with October's designation as Cybersecurity Awareness Month, IS&T has launched its annual cybersecurity awareness training, which must be completed by faculty and staff by Tuesday, November 21, 2023. Please urge all colleagues to complete the brief 30-minute training. Full institutional participation has a positive impact on our campus security rating each year, which affects our cyber insurance costs.
 - 3.4. Beginning in November, IS&T will provide Monthly Updates that will be available via a link in the Vallo Voice (Sample attached).

4. TAC Subcommittee membership was discussed. Committees are still in the process of speaking to and adding new members. TAC co-chair, Wesley Hallman, and chairs for each committee agreed to reach out to the areas where representation is needed. Next month, after all membership positions are finalized, we will put subcommittee membership to a vote.
5. The Policies and Procedures committee brought forth the proposed Email Alias Policy. There was a good bit of discussion surrounding the policy as written. It was acknowledged that there will probably be some updates and changes in the future to further solidify this policy, but that it is something the University needs and a good starting point. The policy, as-is, lies somewhere in the middle compared to similar policies from other Universities.

It was noted that the policy specifically requires the individual's name to be recorded in Banner, therefore the email alias is nothing more than what someone can change in Banner.

Wyatt Hall advised that there may be more change requests than initially thought, especially among employees who email regularly with entities outside of the University.

Each request will be reviewed, and Amanda Fox, Joe Walsh, and Pamela Smith will be the ones to sign off on any changes. If a request is denied, IS&T will communicate with the individual and explain why their request was denied and walk them through an appeal process, if needed.

Hilary Dutton made a motion to approve, which was seconded by Wyatt Hall. There was a unanimous vote to approve by all in the room. The policy is set to go before the Board of Trustees at their next meeting.

6. Subcommittee Reports

- 6.1. Academic Support-Barbara Ann explained that the Learning Space Renovation form is now live on the website and will remain available until Thanksgiving break. During the committee's October 4th meeting, they reviewed the form and added committee members in a drop-down list. Once submitted, the form will send an email to that representative so that they can be involved and advocate for their department.

Barbara Ann advised the budget allotted for this project will cover renovations, technology, and equipment. All will

be considered and discussed before approval by the committee.

- 6.2. Digital Communications - Kira Thomas advised that the Slate contract is in process and the CRM manager and data analyst position is posted. She also stated that CANVA is underway, we are just waiting on a few items contract-wise.
- 6.3. Executive - Will be meeting prior to each monthly meeting to prepare and set the agenda.
- 6.4. Policy and Procedures - Nothing more to update after the Email Alias policy.
- 6.5. Projects and Planning - Kathy Adams reported that Degree Works went live earlier this month. She also advised that Event Management Software is underway. Upcoming projects include Slate, Bosscars replacement, and end-of-year tax processing. The new position of Assistant Banner Database Administrator has been posted.

7. Other Business

- 7.1. Brendan Beal announced that the E-sports team is 8-0 and is heading to South Carolina for the championship where they are seated #1 and hope to bring home the title.

8. Meeting was adjourned at 10:57 AM