Minutes of the Meeting of the Information Technology Council
20 February 2015
12:00 pm – 1:00 pm
DRAFT

Call to Order @ 12:05 pm

The Information Technology Council (ITC) of Clayton State University met on Friday February 20, 2015 in the Student Activities Building. The meeting was called to order by Norman Grizzell - Chairman.
Voting members present: Norman Grizzell -Vice Chairman Jill Lane-Vice Chairman (excused), Secretary - Naulbert Nolan Jr., Robert Vaughan, Heidi Benford, Karen LaMarsh, Keith Miller, Charles Reed, Barbara Musolf,
Non-voting attendees: Cheryl Jordan, Bill Gruszka, Kara Mullen, Paul Bailey, Shannon Thomas
The members of the ITC agreed to the following:

1. **Approval of Minutes** January minutes were approved by 10 votes
2. **CIO Report-**
    i. Bill reported a new help desk software that has been researched in order to provide better metrics on help desk traffic and response times. This software is being investigated by the Board of Regents for University System use, the version that Bill's team has researched is a lower version.
    ii. Bill reported that a group has been charged to investigate replacing DNN. The contract expires by the end of July 2015. Bill wants to get faculty input. Bill will provide more detail at the next ITC meeting.
    iii. Bill reported that the town hall held on February 11, 2015 went very well and the responses were encouraging. He stated he gave a 20 minute presentation then held a questions and answer session for 30 minutes.
    iv. Bill revealed that he is discussing studies in regards to refresh cycles. This is to reduce cost for devices purchased annually and have better controls in place to identify inventory on hand.
    v. Bill stated that there have been some issues with the firewalls in the residence hall. Bill's team worked during the past weekend to resolve all of the issues and is currently monitoring these firewall issues.
    vi. The BYOD rollout is ongoing and Bill will provide reports over the next couple of meetings.
    vii. Bill stated that the contract approval process has been modified including ITC approval of software purchases.
    viii. Bill revealed that a committee is being formed to address the directory. This committee will review the current directory and identify methods and a process to maintain the accuracy of the directory.
    ix. Bill stated the ITC charter has been approved by Dr. Hynes and also noted that Media Services is offering scanning for students.
    x. PCI Compliance was addressed; Naulbert spoke briefly about the process for maintaining PCI compliance and the current policy and procedures that are in place to ensure CSU is compliant. Naulbert stated that there are quarterly and annual surveys and reports that must be completed. He also stated that a policy and procedures will be sent out to the ITC and signage concerning PCI compliance will be distributed to the campus.
3. **Action Items**
        -NONE
    Committee Reports
    i. **Governance and Budget Committee-** The charter document was re submitted for approval and approved. Norman asked that anyone not receiving Cheryl's survey emails to please let her know as soon as possible.
    ii. **Infrastructure committee –** No report
    iii. **Support and Services committee –** No report
    iv. **Operations committee –** No report
    v. **Academic IT committee –** No report

4. **Information Item**
   NONE
5. **Unfinished Business**
   NONE
6. **Adjournment**
   There being no further business, the meeting were adjourned at approximately 12:48 pm on February 20, 2015