Minutes of the Meeting of the Information Technology Council
23 January 2015
12:00 pm – 1:00 pm
DRAFT

Call to Order @ 12:04 pm

The Information Technology Council (ITC) of Clayton State University met on Friday January 23, 2015 in UC-121 President's Conference room. The meeting was called to order by Norman Grizzell - Chairman.
Voting members present: Norman Grizzell -Vice Chairman Jill Lane-Vice Chairman, Secretary - Naulbert Nolan Jr., Gordon Baker, Robert Vaughan, Heidi Benford, Karen LaMarsh, Jason P. Berry, Donal Christian, Keith Miller, Charles Read, Richard Pearce-Moses, Maritza Ferreira
Non-voting attendees: Cheryl Jordan, Bill Gruszka, Kara Mullen, Leanne Bradberry, Jim Flowers
The members of the ITC agreed to the following:

1. **Approval of Minutes** All meeting minutes are placed on Qualtrics for approval by the voting membership.
2. **CIO Report-**
    i. Keith Miller was introduced as a new member to the ITC Council; Keith is an Assistant Professor of Supply Chain Management in the College of Business. Charles Read was also introduced. Charles is currently a candidate for the Director of Database Administration in the Office of Technology Information Services. Martiza E. Ferreira was introduced as the new Assistant Vice President for Marketing and Communications.
    ii. Bill reported on the status of the RFI. Based on the reviews and vendor demonstrations the current provider is still the best choice for any updates of CSU network services. Since funding is currently not available ITS will work with the vendor to ensure that any expenditures between now and project funding are consistent with the long term design goals.
    iii. Bill reported that CSU has a new mobile application hosted by Ellucian. Elllucian GO is the application name and it is currently available for use. The mobile application links to CSU website and includes a campus map and event calendar. The application requires separate logins and it is geared more towards students use.
    iv. Bill has scheduled a town hall meeting on February 11, 2015 from 1 – 2 to discuss several issues such as; New coming IT items, new BYOD Policy, Office 365 utility, secure wireless network, and will take questions. Additionally computer hardware vendors will be on hand that day so that the faculty (and Staff) can view the current offerings and participate in determining what will be purchased.
3. **Committee Reports**
    i. **Governance and Budget Committee -** The charter document was discussed and the committee decided to table a vote to approve the revision to the charter. The issue of a "quorum" in order to vote on matters needed to more clearly defined in the charter. Additional suggested revisions were sent via Qualtrics. Cheryl will review those suggestion and make changes if applicable. The revised charter will be updated on Qualtrics and all members should review it and vote by January 27, 2015.
        i. Jill discussed revising the strategic plan for the ITC Council.
        ii. Cheryl asked the members to read the Top 10 IT issues EDUCASE in preparation for discussions regarding updating the ITC strategic plan.
    ii. **Support and Services committee –**
        i. **Policy updates -** The committee is currently working on an update of ITS policies and procedures. Karen stated that the committee reviewed other higher education IT security websites to help decide on a template for presenting the policies.
        ii. **Accurate employee organizational data** - The committee has been working on developing a process to ensure employee organizational data is presented accurately in the University's Directory. This accuracy of the data also impacts ITS' ability to ensure user system access

permissions are current and up-to-date. The next step is for Corlis and Bill to discuss options for timely communication of employee organizational changes (hires, transfers, job reclassification, separations).

      iii. **Department computer hardware and software inventory** - "Office of the" Budget and Finance will assist in getting the inventory data updated. The updated data will be used for strategic decision making concerning computer and small device purchases.

  iii. Operations committee – No report

  iv. Academic IT committee – No report

4. **Information Item**

-CIO reported that BYOD policy is ready for distribution. He also stated that Online Security Training is available and is mandatory.

- Cheryl cautioned that syncing personal device while Outlook is open can cause documents and emails containing sensitive data to download to your personal email account. Care should be taken to ensure sensitive data is not on anyone's personal devices or clouds.

5. **Unfinished Business**

No report

6. **Adjournment**

There being no further business, the meeting were adjourned at approximately 12:52 pm on January 23, 2015