

# IAC Meeting

Tuesday, Dec. 11, 2018

2:00-4:00 PM, Room 382 Lory Student Center

## Minutes

**Attendees:** Jake Anderson (CAS), Lance Baatz (ACNS), Katie Banghart (ACNS/Telecom), Brandon Bernier (ACNS/Telecom), Mike Brake (Student Achievement), Kelley Branson (Engineering), Dave Carpenter (CHHS), James Cizek (ACNS), Jim Cox (CNS), Nick Cummings (HR/OEO), Bill Davis (HDS), Steven Dove (BFS), John Engelking (COB), Bob Engmark (IS), Bryan Gillispie (CLA), Jason Huitt (ACNS), Dave Hoffman (ACNS/Telecom), Steve Lovaas (ACNS), Neal Lujan (DSA), Kylan Marsh (UA), Jamie McCue (ACNS/Telecom), Richie Nelsen (COB), Mike Olin (INTO), Dawn Paschal (Library), Candace Ramsey (IS), Greg Redder (ACNS/Telecom), Kacie Reed (CVMBS), Chris Seng (Registrar), Gary Senseman (WCNR), Ron Splittgerber (Research), Eric Tisdale (CHHS), Dallace Unger (Facilities), Joe Volesky (ACNS), Suzi White (ACNS), Ruth Willson (Extension)

1. Introductions
  - a. Introduce Brandon Bernier, new ACNS/Telecom Director
2. Approval of minutes from 05/02/2018 (posted at <http://iac.colostate.edu>) - Burns
  - i. Approved unanimously
3. Policy updates, approvals – Burns and Schur
  - a. ITEC Charter: added faculty rep (always had this, but wasn't included formally), and approval for minor changes to be made by Provost; removed strategic planning (don't currently have an IT strategic plan, IT is included with CSU overall's strategic plan). Membership will be clarified and updated. Motion to approve – approved.
  - b. Hosted VM – added preamble information about the applicability of the document, references website for configurations to add flexibility to change the website when needed, and other, general clean-up. Motion to approve – approved.
  - c. AUP - added preamble for applicability, made consistent with other university policies, added policy statement, strengthened examples of what not to do, other, general clean-up. Note: "Incidental personal use" clause, ex. CSU employees can use email and internet for personal use as long as it doesn't overwhelm resources, this has always been the case and now there is included language for it. Who does this apply to: if they use our systems they are subject to our university policies. Question on retiree usage: clarified after the meeting that such usage is permitted as a benefit. Motion to approve – approved.
  - d. IT Security: Changes as recommended by the ISTE committee, added GDPR HB 18-1128 (Data breach), updated password requirements to multi-factor (DUO), added section for Files and File Sharing, Personally-owned Computers, Wi-Fi networks, and added a statement to define PII: Personally Identifiable Information: means a social security number, a personal ID #, a password, driver's license and all such sensitive personal info. Motion to approve – approved.
  - e. Network Operations: added NOC definition. Motion to approve – approved.
  - f. eID: added clarifying language. Motion to approve – approved.
  - g. DNS: added definitions for consistency, ColoState.EDU domain expectation (formally a requirement) to be used on our system and services. Motion to approve – approved.

- h. Building rewiring: added ACNS responsible for switch configuration. Motion to approve – approved.
4. VPIT Updates – Burns
- a. Anti-plagiarism services update: VeriCite; small start-up company, great pricing and service, we grew with them, and integrated with Canvas from the beginning; helped develop for 2 years, recently bought by TurnItIn (TII). TII owns the data that is submitted to them, this is not ideal but no way around it at this time. Contracted under Unizin for integration with Canvas, Kevin Nolan working on testing now, will start using it Summer 2019. Researchers are currently using another service, Authenticate. TurnItIn wouldn't be suitable for Research uses and Authenticate isn't suitable for anti-plagiarism in the LMS system. Functionality does not overlap.
  - b. GDPR update: Finished phase 1 to add information to the website. CSU has had one GDPR request, user's IP address was in England which fell under the GDPR, we started the process to address request but never heard back with requested additional information. Plan to revisit Summer 2019. Process is complete but not user-friendly currently.
  - c. City of Ft Collins Broadband update – moving forward: Original 3-year installation schedule, updated to 2 years. Ordered equipment with guaranteed delivery dates, before tariffs went into effect thereby avoiding increase in pricing. GPON solution. Marketing will begin in the next calendar year – Dr. Burns will coordinate marketing at CSU, we will recommend them as the solution to Fort Collins community. Expecting to be finished on time, under budget, and deliver better and higher quality service than incumbents.
  - d. CSU System-level IT Systems update: Directive from President Frank
    - i. Abandoned Kualii Student: Didn't go fast enough or far enough, abandoned for Pueblo as the first CSU System implementer. Participation discontinued.
    - ii. Banner MEP: Multi-Entity Processing. Want the front-end for students to look seamless across the three campuses, currently focusing on Pueblo and Fort Collins. Goal is to have courses taken anywhere to count anywhere, be able to travel freely between and among any of the institutions. Budget was approved December 7 2018, for beginning of this project in January 2019.
    - iii. KFS SaaS (next fall): CSU would be the first to do it, we would receive an \$800k credit to finish contract by Dec 31. 2018, expecting to accomplish that.
    - iv. KR SaaS: Lessons-learned: vendor is a young company, other SaaS companies implement quickly, with Kualii it's an open book. Advantages: can do it our way, disadvantage: still have to follow federal compliance standards.
    - v. Exploring possible HR System upgrade: Still in the early discovery phase
5. Registrar's Office Updates – Jerry/Chris
- a. Banner 9 upgrade project: Shut off access to Banner 8 and went live with Banner 9 on November 19, 2018; culmination of 4-year project, completed other phases previously, this was the final phase to get all users across campus on Banner 9. Thanks to staff that worked together to pull this off.
  - b. Other:
    - i. Beginning to be more persistent in getting local addresses from students. There will now be a splash page in RamWeb to request a local address. The request for this information came from the Public Safety Team; will be held confidentially and only used for emergencies. Students can skip the request in RamWeb twice, the third time they will have to provide rationale for not providing it. Some populations will not be asking for it, as we already have it on file or will not be necessary: University Housing, Semester at Sea, and others.

- ii. Other data capture and collection: high impact practice, momentum year with student success initiatives (early performance feedback, TILT course redesign). Central University data set, IR can do more analysis. More data collection in Banner to have more information regarding student population.
- 6. Communications Committee update – Dave Carpenter, chair
  - a. In September 2018, Dr. Burns charged new committee, the Communications EcoSystem Review Committee. Representatives from CAAG, CITAC, ACNS/Telecom, Research, BFS, and Procurement. Charge is broad, but there are two focuses: (1) billing mechanism for Telecom needs review and updating (rates have not been raised in 17 years, have been living off dwindling reserves, and annual budget is not sustainable), and (2) analyze CSU's communication environment at a broad level, make recommendations to Pat for better, more efficient ways to communicate. The group started by looking at the Telecom billing model. Worked with Greg Redder for Telecom historical information, picture of what exists today, and currently speaking with vendors for solutions and other options for VoIP environment. Now beginning to look at the communications environment. Looking to accomplish three things by May 2019: (1) Constituent survey(s) in coordination with IR, what are the needs of campus and what is currently lacking; (2) exploring options with those we do currently do business with (Microsoft, CDW, etc.); and (3) developing a new cost matrix for Telecom, rates will increase July 1 2019.
- 7. KFS update – Steven Dove
  - a. Quali in the Cloud – see Bob Engmark's section
  - b. Applications Manager Service has been updated
  - c. 1099s will be due at end of January 2019
- 8. HR systems updates – Nick Cummings
  - a. Current clone/patching process is going well. Java Webstart patch to be applied to production in January. Communications to HR users have been sent regarding this update. Since Java has been restricted by browsers (except IE), they are taking it out of the browser, similar to an application that launches from the web site upon need. To use this feature, users need to be on a more current version of Java than most are right now. This feature should work well and will open our system up to FireFox, Safari, and Chrome users. This version downloads a file to computer every time it is opened, and that has worked well so far.
  - b. TimeClock Plus: upgraded to new version December 14, 2018. Changes don't affect most of the areas we use.
- 9. Research Services systems updates – Ron Splittgerber
  - a. Open Researcher Contributor (ORCID)ID: CSU has begun participation with ORCID within the last couple of months through Lyricist; open access, PDI session in January. Recommend graduate students look at this resource. Person-centric capability, ability to take publications and research with you throughout your career. Person has metadata, any publication through Google Scholar, PubMed, etc. pulls into a personal profile, and you can take that wherever you go. Benefits for graduate students, young faculty members, and new researchers. Disambiguation check (John Smith), it allows you to find which John Smith you are looking for. CSU piece: those who are required to do a FSAS profile, annual reviews, there is a link in Digital Measures that takes you to the ORCID site for automatic synchronization. If you already have profile there, you link it once and are done. Ability to stipulate which information comes into your profile, controlled by the individual. Feedback from other institutions is positive. Free.

- b. Conflict of Interest Disclosure: Kualii interface not built to do this as an annual process, menu is cumbersome, not user-friendly. New software to be deployed Q2 2019 is ADA compliant, has cascading menus, more user-friendly, there will be some functional gaps for how CSU uses it that will need to be addressed. Hoping to roll out in April 2019; decision to be made in January whether a final disclosure will need to be submitted with the old system. New system will have a rolling deadline, i.e. new employee hired in October will submit it every October, rather than January, with a 2-month deadline for everyone.
  - c. Effort Reporting Module: Researchers use this for time and effort reporting on grants and contracts, there is now a new interface. Will be doing away with separate accounts for 1% contribution, should reduce burden on researchers. Trying to bring both CNHP and CEEML in to do reporting in this process. Major software upgrade coming Spring 2019.
10. Information Systems Updates – Bob Engmark
- a. Introduced Candace Ramsay, new to IS, first time at IAC
  - b. Business analytics tool (InfoBuilder) status: 21 core eThORITY reports identified a year ago for conversion, on track to have those completed and ready by end of January 2019. Most reports are available today, finishing the final few. Approximately 200 licenses activated on WebFocus, IS encourages departments to get training and get an activated license. Reminder: eThORITY will be shutdown June 30, 2019 or sooner if the server fails. Financial Data Mart will become the official reporting source for financial data and will no longer be available directly from the ODS as of December 31, 2019.
  - c. Workflow update, Kualii Build: Automated workflows, getting ready to release Supplemental Pay process end of January 2019. Out-of-cycle pay requests will be next. A new tool called Kualii Build will be available to us to evaluate 1<sup>st</sup> quarter of 2019, IS thinks it looks promising and will be looking into it further.
  - d. Other:
    - i. KFS Upgrade: Upgrade to “Current” October 2019, completely new interface, new rollout with training, additional functionality, better integration between systems.
    - ii. Kualii Cloud: Project planning to begin March 2019, migration October 2019, estimated to be two-year project.
    - iii. Banner MEP: Planning to implement Banner SIS for CSU Pueblo beginning in January 2019, expecting to implement them into a multi-entity platform (MEP). The Board of Governors has approved funding for one year. Currently IS is interviewing implementation vendors, hoping to select by December 21, 2018. Initial plan: rolling go-live for CSU Pueblo in September 2020 beginning with Admissions, Financial Aid, Enrollment, Records culminating with fall registration in March 2021 and expect to be fully functional for Fall semester 2021.
    - iv. HR System: IS feels we are in a good position with current system, HR system rebuild was completed 2017. Java patch and others to occur after Jan 2019. Oracle brought to campus to put on demos for the university community. Three vendors are being reviewed as potential replacements; just fact-finding project right now, not a replacement solution project at this point. Currently talking with Campus Management, haven’t decided to bring them to campus yet; they don’t have experience with an institution of this size/type. Discussions with WorkDay have taken place but there are concerns with their payroll model and price; only offers bundled HR/Financial/Student System, which makes it more costly.
    - v. Campus card: RAMcard/Atrium. Would be a two-phase integration, no re-carding necessary for those who already have one.

- vi. Facilities Management System: IS will assist in implementing IWMS (former system was FAMIS) on campus Spring/Summer 2019.
  - vii. Bob Engmark: retiring May 31 2019.
11. ACNS/Telecom Projects Update - Hoffman
- a. Qualtrics site license, course section survey update: electronic course survey, implementation has gone well, the few bumps have been resolved, surveys are done through Canvas whether the course is in Canvas or not. Reporting will be available January 15 2019, faculty can access reports the same as years previous. Spring 2019 semester: same survey tool and reporting, however, if Faculty Council approves LENS survey, reporting will change for Fall 2019 semester. Please share feedback for special use cases with Hoffman. Lessons learned meeting to assess changes that are necessary for the spring semester.
  - b. Office 365 for Students: August 1 2018 new students received O365 email accounts rather than @rams google accounts. Applicants are only granted mailbox option, when they enroll and become a student they can download the full suite of Microsoft Applications.
  - c. SL-100 Retirement: Legacy telephone system will be shutdown prior to December 31 2018.
  - d. Other:
    - i. New Professional Development tool: Bridge. LMS Steering Committee decided trainings for academic courses should be in Canvas and non-academic trainings should be in Bridge. If you have training courses, check with Marsha Benedetti in TOD to make sure functional needs met with Bridge.
    - ii. iClicker to the mobile app/Cloud: Pilot spring 2019. If any faculty members want to be a part of the pilot, let Hoffman know.
12. IT Security Updates – Steve Lovaas
- a. Internship program: Launched, students hired and projects are ramping up, probably awhile before we see work that affects campus. History: state money granted after ransomware attack at COD. Funded 14 student positions on main campus and 2 at Pueblo.
  - b. Duo: Multi-tiered and multi-stage process. VPN (Pulse Secure) was the first step and it has launched, is secured and working, if you have issues with VPN open a Help Desk ticket for proper tracking and escalation. Piloting Duo for Office365 is coming soon, currently just a portion of ACNS staff are testing functionality; a lot of moving and separate parts that need to be fully tested before spreading to other groups. Pending project list includes integration with Shibboleth.
  - c. New Employee Orientation: Discovered there is a gap between new employees and security practices and information. Steve wants to create a regular check-in process with new directors/department-heads/unit-leaders; offering security expectations, available resources, and issues that might come up. Request to the group those who have hired recently to introduce Steve via email to contact. Wants to provide more in-depth security ramp-ups, happy to speak to any groups, attend staff meetings, guest-lectures, etc. if there is a need or appetite for more information.
  - d. Review of HIPPA compliance for University: Not formally looked at in a long time. If your area is taking personal health information, health insurance, let Steve know, specific cases to see who is subject to HIPPA, committee will see what the footprint is.
13. CRB update – Jason Huitt
- a. iClicker to mobile app/Cloud: TILT will communicate to Faculty for pilot, see Hoffman’s update above
14. Other?
- a. Telecom Building Updates – Redder
    - i. Richardson Design Center & TMI are nearly finished

- ii. Health Education Outreach Center – January move-in date pending
    - iii. Animal Science: soft-opening planned due to nature of work
    - iv. Suggestion: Take advantage of touring new construction buildings before full occupancy.
  - b. Pat Burns: retiring September 2019.
  - c. Capital Construction Request: \$3.2 million request to State of Colorado for network switch infrastructure upgrade, 3-year project. Estimated 309 network switches that will be older than 7 years, which is the recommended age to replace. Currently the responsibility of departments to replace these but that does not always happen. Request for state funding to get us up to date. Also asking to replace core routers and security firewalls at the central level. In return, state would require us to establish a sustainable funding model. Forward plan: ask for a combination of central funds, UTFAB funds, and increase Network Chargeback rates. Departments should be funding these upgrades anyway, so pricing model changes would equal roughly the same cost, but ensure upgrades happen.
  - d. CSU Budget – There is a push to increase the budget from the State this year to avoid tuition increases. Currently estimating four percent raises. Joint budget committee next report out is expected February 1, 2019.
15. Adjourned – 3:26 PM.