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Information Technology Committee
February 8, 2024 - 11:00 a.m.
Virtual Microsoft Teams Meeting
Minutes

Opening

The meeting was called to order on February 8, 2024, at 11:00 a.m. by Mr. Matt Smith.

Attendees

Voting Members Present	Non-Voting Members Present
Mr. Elijah Tidwell	Mr. Shawn Albro
Mr. Braxton Westbrook	Mr. Cody Bryant
Dr. Curtis Armstrong	Mr. David Hales
Dr. Julie Baker	Mr. Will Hoffert
Dr. Jason Beach	Mr. Allan Jones
Mr. Ben Stubbs	Mr. Jason Luna
MS. Sharon Holderman	Mr. Triston Martin
Dr. Jeannette Luna	Mr. Brian Seiler, CIO
Mr. Matt Smith (Chair Proxy)	MS. Angie Vick
Dr. Sandra Smith-Andrews	Mr. Brandon Walls
Mr. Dan Warren	Mr. John Woodard
MS. Elizabeth Williams	
Dr. Lisa Zagumny	
Dr. Susan Wells	
Voting Members Absent	**Non-Voting Members Absent**
Mr. Eric Brown (Chair)	Mr. Greg Holt
Dr. Kumar Yelamarthi	
Dr. Mohan Rao	
Dr. Lenly Weathers	

Approval of Agenda

A motion to approve the agenda was made by Dr

and the remaining half going to the individual colleges. Mr. Matt Smith noted that the IT Technology Access Fee is spent on software, classroom technology updates, replacing technology as buildings are renovated, and making Cornerstone labs like Brown Hall available to all students.

Mr. Will Hoffert provided additional information regarding labs, noting it included Clement Hall 313 A and B, Learning Commons within the Library, and any mobile checkout devices provided at the Help Desk for the students, Henderson Hall 111 and Johnson 106, which has since moved over to Foundation Hall.

Mr. Matt Smith apologized to Dr. Jeannette Luna for any confusion; he wanted to highlight how those two funds differ.

Dr. Jeannette Luna stated that she understood how they are different. Dr. Jeannette Luna commented that what came up at the board meeting was communicating across these two silos. Dr. Jeannette Luna stated that you have a pot of money that goes to the Provost silo, and you have a pot of money that goes to IT. Dr. Jeannette Luna stated that it is unclear which of those two buckets you would request money from if you had a computer lab that needed multiple computers replaced. Dr. Jeannette Luna said she was bringing up the topic because it was discussed at the board meeting, especially because both funds had significant carryovers.

Dr. Lisa Zagumny wanted to comment on the large carry-forward in the OAF fees that had been discussed at the previous board meeting. Dr. Lisa Zagumny confirmed that part of the generated funds included a period where we had a spending freeze, so that number is artificially inflated. Dr. Lisa Zagumny stated that she plans to spend down the carry-forwards in her college.

Dr. Jason Beach provided some additional clarity, stating that the Online Access Fee typically serves online students and could provide examples of how some of the software is being used. Dr. Jason Beach indicated that they used part of the OAF fee to add additional features to D2Ls BrightSpace. Dr. Jason Beach used Creator Plus as an example, providing more assessment options for Faculty. Dr. Jason Beach stated that they have added new features like templates, a manager dashboard, and additional data and analytic systems. Dr. Jason Beach noted that many of those funds are being redirected back into the online aspect of education and to colleges, depending on how many online programs they have. Dr. Jason Beach stated that if anyone has any questions, please contact Dr. Russell; she will be able to provide more insight on how the money is being spent.

Mr. Brian Seiler, CIO, stated that the proposed spending plan had multiple tabs breaking down how funds were being allocated when presented to the Spending Plan Sub-Committee for transparency. Mr. Brian Seiler, CIO, commented that a great deal of work comes from trying to manage a budget like this and that they are trying to do a better job of predicting expenditures. Mr. Brian Seiler, CIO, stated that certain pieces of hardware, like the campus firewall, are costly and only replaced on a

<u>ITC Innovative Computing Sub-committee</u>
Mr. Brian Seiler, CIO, stated that most of the subcommittee's discussion has concentrated on Esports. Mr. Brian Seiler, CIO, noted that the sub-committee is exploring the idea of Esports on campus and if it makes sense to have any funding coming from TAF. Mr. Brian Seiler, CIO, included a list of things focused on in the sub-committee in the PowerPoint presentation.

TAF Project Proposal Submission

Mr. Will Hoffert stated that he has been working on creating a TAF Project Submission form. Mr. Will Hoffert noted that the form was reviewed and approved in a prior sub-committee or an ITC meeting. Mr. Will Hoffert elaborated further, stating that the Provost Office was reviewing a large number of projects submitted to utilize some of those projects first. Mr. Will Hoffert noted that if additional money remains, we could ingress other potential projects and open up that form for submission. Mr. Will Hoffert confirmed that during this time, ITS will work to automate some workflows for the process where possible. Mr. Will Hoffert stated that if no additional funding was available, the form would be available sometime around Spring 2025 for the next fiscal year.

Mr. Brian Seiler, CIO, stated that Provost Bruce discussed this in one of the Dean's meetings and that these were already filtering through the colleges, coming up through the Deans, and getting back to the Provost. Mr. Brian Seiler, CIO, confirmed that these projects must be addressed before opening up for additional project submissions.

Mr. Will Hoffert provided a copy of the form. He stated he had updated the form by giving definitions and history behind what TAF is, where the process starts, and what additional information is needed.

Mr. Matt Smith commented that one of the slides stated that the submission form would be available in late Spring and asked for clarification.

Mr. Will Hoffert stated that the submission form may be available depending upon the review of projects by the Provost Office. Mr. Will Hoffert said funding could be available for this fiscal year depending on projects approved by the Provost Office.

Mr. Matt Smith recommended that any project proposals be in the system and reviewed around October. Mr. Matt Smith stated that at that point, the ITC could determine what projects have already been approved and are coming up through the Deans and what remaining funds are available.

Mr. Will Hoffert commented that he understood and could agree with the suggested timeline.

Dr. Jeannette Luna stated that she understands that you guys (ITS) will have a suggested cut-off, but she wanted to know if the form will be open so that projects can be submitted as they come up and IT maintains a prioritized list. Dr. Jeannette Luna stated that it would be nice if she could enter

Mr. Will Hoffert stated that this was certainly something that we (ITS) could work towards. Mr. Will Hoffert noted that the project submission is a rough form to gather the input so we can report in TDX and pull that information out for potential proposals. Mr. Will Hoffert suggested that it might be possible to make a page accessible by ITC or specific groups or defined areas. Mr. Will Hoffert stated that ideally when we get into the project management portion of TDX, the system might provide an overall dashboard that could be presented to ITC to show potential projects and approved projects. Mr. Will Hoffert stated there might be additional resources that we could look at to provide this information, but for now, it may be more of a manual process, and then we could work toward an automated process.

Dr. Jeanette Luna commented that it would be nice looking forward if there was one place where she could apply for a project rather than just being a TAF-funded proposal. Dr. Jeanette Luna asked if it's just a techno7just a 9oh66ErLuna asked

Mr. Matt Smith apologized for the incorrect statement and confirmed that the appointment would be for two years.

Dr. Sandra Smith-Andrews thanked Mr. Matt Smith for the clarification and then asked if there needed to be a second on some of the nominations.

Mr. Matt Smith said we needed to get a list of them (nominations). Mr. Matt Smith asked if there were any other nominations or if anyone wanted to volunteer. Mr. Matt Smith stated that hearing no further nominations, we have two, Mr. Eric Brown and MS. Sharon Holderman. Mr. Matt Smith asked for a second for Mr. Eric Brown.

MS. Angie Vick confirmed that Mr. Eric Brown has served more than two years in a row, like the previous Chair, Mr. John Smith, and it does take a lot to chair the position. Ms. Angie Vick also confirmed that Mr. Eric Brown was not in attendance at this meeting.

Dr. Sandra Smith-Andrews asked if anyone had spoken to Mr. Eric Brown and that he would be willing to accept the position.

Dr. Lisa Zagumny stated that she would withdraw her nomination if no members were interested in seconding her nomination.

Mr. Matt Smith confirmed that there had not been a second to Dr. Lisa Zagumny' s nomination. Mr. Matt Smith stat(h)-4.8(a3sr,6 Lisoric)ʃJ19.7f1lots(s).ʃJ e5(r nominaaron)-5.d for(MS4(Sharo4(Holti)-5.7(r)5.4rman. M

Mr. Matt Smith noted that Dr. Jason Beach had mentioned earlier in this meeting that Dr. Bedelia Russell would be a great person to invite because she is involved in the remaining fees not distributed to the colleges.

Informational Section

Sub-Committee Members for FY25 (July 1, 2024 through June 30, 2025)
Mr. Brian Seiler, CIO, stated that the members we have today have agreed to continue to serve again to help move forward. Mr. Brian Seiler, CIO, noted one exception: the student members the President's office recommends. Mr. Brian Seiler, CIO, asked if there were any questions as the subcommittees moved forward.

Dr. Jeannette Luna said seeing a chair on the ITC Spending Plan Sub-Committee would be nice.

Mr. Brian Seiler, CIO, stated that we could certainly reach out. Mr. Brian Seiler, CIO, asked MS. Angie Vick if there was a policy around the sub-committees and memberships to review and see if there were any conflicts.

MS. Angie Vick confirmed that a policy outlines ITC Sub-Committee members/rolls.

Mr. Benjamin Stubbs reiterated what Mr. Braxton Westbrook stated earlier: the students do not need to be members of the SGA. Mr. Benjamin Stubbs noted that the SGA recommends the appointees to the President's Office.

Firewall Refresh
Mr. David Hales provided a short update on the Firewall refresh that was initially intended to be installed over the winter break. Mr. David Hales stated that they could not get the firewalls on campus before the winter break due to some purchasing issues. Mr. David Hales indicated that he hopes the new firewalls will arrive within the next month, so it will be a longer staged deployment to help reduce and eliminate the impact on campus operations over the Spring.

Mr. Matt Smith asked if email announcements would go out across campus to advise when those updates have started.

Mr. David Hales stated that if there are any outages or impacts to the campus, Network Services will announce them to any affected user group through their standard ITS Alert System.

Adjournment

With no other items to come before the committee, Mr. Matt Smith asked for a motion to adjourn at 11:58 a.m. A motion to adjourn was made by Dr. Lisa Zagumny and seconded by Dr. Julie Baker. <u>Motion passed.</u>