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. Lisa Zagumny and seconded by Mr. Braxton Westbrook. Motion passed.

Approval of Minutes

A motion to approve the minutes of the previous meeting was made by Dr. Lisa Zagumny and seconded by Mr. Braxton Westbrook. Motion passed.

Sub-Committee Updates

Mr. Brian Seiler, CIO, stated that the ITC committee has three (3) subcommittees (ITC Spending Plan, ITC Strategic Planning, and ITC Innovative Computing).

ITC Spending Plan Sub-committee
ITS put together an expected spending plan, which is an estimate of expenditures, and presented it to the Spending Plan sub-subcommittee for review and received approval. Mr. Brian Seiler, CIO, provided a PowerPoint presentation with the approved budget for the fiscal year 2024.

Dr. Jeannette Luna stated it was difficult to approve without more information. Dr. Jeannette Luna provided an example of Computer Labs, saying that you may not know what labs are included unless you are on the TAF sub-committee. Dr. Jeannette Luna asked to ensure we (members) are doing our full diligence if any additional documentation can be provided to the outlines.

Mr. Brian Seiler, CIO, stated that the ITC, as a whole, does not need to approve the proposed spending plan. It is approved by the Spending Plan Sub-Committee and presented to the full ITC committee.

Dr. Jeannette Luna discussed the December 2023 Board of Trustees meeting, where they discussed the TAF $2,500,000 carry-forward. Dr. Jeannette Luna commented that there was also about $2,500,000 carry-forward with the OAF (Online Access Fee). Dr. Jeannette Luna said that with both combined, that is approximately $5,000,000 total carry-forward with a combined $8,000,000 available for technology. Dr. Jeannette Luna stated it would be great to know what was coming from TAF versus the OAF for projects like replacing computers. Dr. Jeannette Luna asked Brian Seiler, CIO, if he could provide any clarification.

Mr. Brian Seiler, CIO, stated that OAF is not managed by ITS or ITC. Mr. Brian Seiler, CIO, noted that the Provost Office manages the OAF.

Mr. Matt Smith provided some clarity, confirming that the OAF is a charge for all online classes. Mr. Matt Smith stated that the fee is split between the Provost for the Center for Innovative Teaching

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 five (5) or seven (7) year basis. The approved budget included putting money into an R&R account that can be built over time to replace those items.

MS. Sharon Holderman stated that she fully appreciates and understands there isn't enough time to review the entire budget and asked if the document is available to all ITC members. MS. Sharon Holderman stated that the information would be helpful as they get detailed questions from their units. MS. Sharon Holderman stated that she feels disconnected from the sub-committees and doesn't know what goes on within the sub-committees or answer any questions.

Mr. Brian Seiler, CIO, stated that he did not believe this is available today but that it is something that could be explored.

Dr. Jeannette Luna stated that what MS. Sharon Holderman is asking is precisely what is happening. Dr. Jeannette Luna commented that they get questions like someone wanting to replace the software in this lab, and to give you a great example, I asked my Dean for money to replace a bunch of computers. She was told to go to the TAF fund, and when I asked TAF, I was told to go to your department or Dean. Dr. Jeannette Luna stated its just communication and trying to communicate across those silos.

Mr. Brian Seiler, CIO, pointed out that there was a line for College/University level projects and Capital Projects. Mr. Brian Seiler, CIO, stated that the sub-committee is trying to identify how much we can set aside for these line items each year. Mr. Brian Seiler, CIO, said that before, there was no budget line item; it was just that if there was money left over, we could do some additional projects. Mr. Brian Seiler, CIO, confirmed that software costs have escalated over the years, of which a significant portion of the TAF dollars are being spent. Mr. Brian Seiler, CIO, stated that our TAF fees and enrollment have remained roughly the same, whereas the software and hardware costs keep increasing. Mr. Brian Seiler, CIO, said there is less and less money available whenever you charge the same base level fee, but the cost continues to increase. Mr. Brian Seiler, CIO, agrees with Dr. Jeannette Luna that there needs to be a balance between what we can access and what we can displace from TAF fees historically with the OAF fees, and that discussion is informally happening. Mr. Brian Seiler, CIO, stated that he meets with Provost Bruce and discusses this, but it is nothing formal, and the governance is not the same.

ITC Strategic Planning Sub-committee
Mr. Brian Seiler, CIO, stated that this sub-committee has been meeting to review and edit some guiding principles, noting that these are not set in stone and that it's a starting point that the sub-committee can review to help move things forward. Mr. Brian Seiler, CIO, stated that Vision and Mission are also something the sub-committee has worked on putting forward and is now available to go ahead after presenting them here in the ITC meeting.

Mr. Matt Smith asked if the report could also be forwarded to the ITC committee to review and contact you if they have any questions.

Mr. Brian Seiler, CIO, said he thought that was a great idea. Mr. Brian Seiler, CIO, stated that making the files and the outcomes available makes sense, and we could send those out as a PDF after this meeting.

ITC Innovative Computing Sub-committee

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

some of this stuff over the summer and know that ITS was monitoring submitted projects. Dr. Jeannette Luna said her other question is about the prioritization of projects by the Provost's Office. She asked if they were getting communicated back down to the departments requesting them so that those departments know they are on the list. Dr. Jeannette Luna commented that, again, it gets back to that siloed communication and making sure that departments don't have a major need that falls through the cracks.

Dr. Julie Baker commented that when Mr. Brian Seiler, CIO, came to speak to the Deans, this was a part of the discussion. Dr. Julie Baker stated that one of the reasons the Provost wanted to move forward was that we are already into January/February. Dr. Julie Baker noted that as soon as the projects have been prioritized and provided to Mr. Brian Seiler, CIO, she (Provost Bruce) would communicate with the Deans who submitted those requests and, in turn, expect the Deans to communicate with their Department Chairs. Dr. Julie Baker suggests that Dr. Jeannette Luna double-check with her Dean or check back in if she doesn't hear anything in the next few weeks.

Dr. Lisa Zagumny commented that the Deans submitted budget requests in the Fall, and they get prioritized as to whether there is any budget to be spread around.

Mr. Will Hoffert commented that we (ITS) would make the form available because part of the process is that once we get the time frames right, we could potentially open the form back up but probably would need to classify what fiscal year for each project. Mr. Will Hoffert went on to state that we (ITS) should require a cut-off date allowing time to review the ones submitted, but we can look internally to see if there is a way to separate those out to make the form available as ideas come to light. Mr. Will Hoffert said that for now, what we could do is open up the form and make it available for a given period of time and get the prioritization from the Deans, Provost, and ITC to make sure what funding is going to be allocated to those potential projects when utilizing this particular form. Mr. Will Hoffert stated that he hoped he had answered Dr. Jeannette Luna's question.

Dr. Jeannette Luna stated that it did answer her question.

Mr. Brian Seiler, CIO, commented that ITS is trying to help manage this process, but TAF funds are not ITS funds and are controlled by the ITC committee. Mr. Brian Seiler, CIO, stated that ITS are just facilitators of the fund. Mr. Brian Seiler, CIO, noted that some of the funds are spent on infrastructure, and ITS is in an excellent position to ensure it functions for the students on campus. Mr. Brian Seiler, CIO, stated that some of the funds go to software, and ITS is in a good position to manage those softwares and ensure that we are following the license guidelines and installation. Mr. Brian Seiler, CIO, noted that ITC is a part of the governance of all TAF funds.

Mr. Matt Smith asked if other people could see other TAF project submission forms, as multiple departments may share certain areas. Mr. Matt Smith also commented that when a person puts in a proposal, they will want to know if it's been reviewed, pending, approved, or denied. Mr. Matt Smith stated that if he had a question on one of the proposals, he could come to an ITC meeting and ask questions or get additional information.

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 technology request, right? Dr. Jeanette Luna went on to say that TAF and the Provost Office could both review the proposal. Dr. Jeanette Luna clarified her statement, stating that when she submits a project proposal to TAF, she waits to see if it is approved before submitting it to her Dean. Dr. Jeanette Luna said she could see how some people could be frustrated as they did not submit a proposal to their Deans and then got notification that TAF did not approve a project. Dr. Jeanette Luna stated that submitting to multiple places makes it challenging to track, and it would be nice to have one place to submit project requests reviewed by TAF and the Provost Office.

Dr. Julie Baker commented that the way the system is set up right now with the Online Fees, the Deans, and the Colleges get a certain percentage of those funds and prioritize how the funds are spent. Dr. Julie Baker stated that she liked the idea of one place to submit proposals, but it would be something to investigate as the Deans have control over a good-sized chunk of the online fees, which could be used for things that TAF is not able to fund.

Dr. Jeanette Luna stated that it would require more lateral communication. Dr. Jeanette Luna asked whether she should submit the project request form to TAF and her Dean. Dr. Jeanette Luna said she wants to follow the procedures to get the money when needed.

Election of ITC Chair (July 1, 2024 through June 30, 2026)

Mr. Matt Smith commented that the committee must elect a Chair for the next academic year.

Dr. Lisa Zagumny nominated Mr. Eric Brown.

Mr. Matt Smith stated that he was a substitute moderator today, but he would like to nominate Ms. Sharon Holderman in his regular role as a member.

Mr. Matt Smith asked if there were any other nominations.

Dr. Sandra Smith-Andrews asked for clarification since the agenda showed two years.

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 stated that the committee had another nomination for MS. Sharon Holderman. Mr. Matt Smith asked if we had a second on that nomination.

Dr. Julie Baker seconded the nomination for MS. Sharon Holderman.

Mr. Matt Smith asked MS. Sharon Holderman if she would agree to the motion.

MS. Sharon Holderman stated that she would agree.

Mr. Matt Smith called for a motion to approve MS. Sharon Holderman to Chair the ITC Committee for the next two years (July 1, 2024 through June 30, 2026). Motion passed

Agenda Items For The Next ITC Meeting

MS. Angie Vick clarified that this section was added because, at times, due to workload, the request for agenda items does not go out until a week before the next meeting.

Dr. Julie Baker asked for Project Requests from the Deans. Dr. Julie Baker stated that by the next meeting, Mr. Brian Seiler, CIO, may have an update about his meeting with the Provost.

Mr. Matt Smith asked Mr. Brian Seiler, CIO, to provide an update regarding the new ERP system.

Dr. Sandra Smith-Andrews commented that there had been several suggestions about communication, transparency, and distribution of materials. Dr. Sandra Smith-Andrews suggested that someone can put together a TEAMS folder that contains everything. Dr. Sandra Smith-Andrews suggested an ITC TEAMS folder to consolidate all the subcommittees folders inside the ITC TEAMS folder to have transparency among the entire committee on what is going on with the various sub-committees. Dr. Sandra Smith-Andrews commented that the committee could review the materials before the meetings.

Mr. Brian Seiler, CIO, stated that he could reorganize the TEAMS group in a way that would have those subcommittees. Mr. Brian Seiler commented that it would enable the ability to upload the agenda items or other items in general between meetings in a more asynchronous fashion.

Mr. Dan Warren stated that during the winter weather, when the university was closed, he was directed to keep access to Clement Hall and Henderson Hall labs open. Mr. Dan Warren stated that he did not know if this committee was involved with the ability of specific labs on campus during inclement weather. Mr. Dan Warren asked if both should be open and how the determination is made for specific labs to be deemed critical to campus operations during inclement weather.

Mr. Matt Smith stated that that would be something that Brian and Dan could work on offline between IT and what labs are considered critical Cornerstone Labs that students could have access to during inclement weather.

Mr. Shawn Albro commented that this information is already available in a published article.

Mr. Brian Seiler, CIO, commented that those decisions are made at the President's Cabinet level. Mr. Brian Seiler, CIO, said they could review the guidance to see if it was still appropriate.

Dr. Jeannette Luna said she would like to add an agenda item, but it would be ok if it doesn't come up at the next ITC meeting or the one after. Dr. Jeannette Luna stated that there was much conversation today about the OAF and TAF and what is getting covered from where. Dr. Jeannette Luna indicated it would be nice to have someone from the Provost's Office attend this committee meeting once a year and give an update on OAF.

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>