

WSU ITSAC MEETING – Minutes - approved

MEETING INFORMATION

Date: November 29, 2018
Time: 1:30 – 3:00 PM
Location: Pullman: Todd 575; Everett: TBD; Tri-Cities: Floyd 209; Vancouver: VCL 219; Spokane: SAC 515.
The dial up number for all sites for this event is **777363**. If you are attending by phone, please call (509) 358-7935 or 8-7935, then enter the meeting id when prompted of 7363.

MINUTES

1. Welcome/Introductions/Approval of 10.25.2018 Minutes - APPROVED

Sasi Pillay

- AMS will provide recording of ITSAC meetings. These recordings will be available if requested.
- It was suggested that the action items be sent out prior to meeting minutes. Sasi and Sue will work to get the action items out in a more timely fashion

2. IT Services Survey (attachment - ITS Services Survey)

Jacqueline Southwick

- Comments received for form Improvements will be incorporated into the survey
- Survey will be updated to online form and less cumbersome and then re-sent
- **Town Hall discussion** will be scheduled for this Spring to enlighten the university community on information technology topics
 - Town Hall discussion topic ideas should be sent to Jacqueline Southwick jsouthwick@wsu.edu

3. Cell Phone Policy – BPPM 85.45.1 (attachments - BPPM 85.45 Cellular Telephones and Proposed Modifications to BPPM)

Sasi Pillay

Summary of proposed modifications -

- Telephones assigned to an individual for official use require written approval by required authority (all unit leaders)
 - Add deans and chancellors to approver list
 - Make necessary changes to modification dealing with requiring assignees to approve all cell phone charges. This modification is due to the fact that cell phone statements may not be readily available to all assignees
- Additional information –
 - Any phone used for official university business is subject to surrender for forensic analysis and public records request. This includes:
 - Personal devices assigned by the university; personal devices of which business portion of expenses are reimbursed by the university; university issued shared phone and personally owned phone used partially for business
- Further discussion on cell phone warning window which appears when some users log into Outlook, stating that the phone can be wiped by IT

4. Scantron Replacement Strategy (attachments – Scantron Optical Customers 2016-2018, Scantron Replacement Issue Paper, Scan contracts + TAs)

Christopher Coons

- A significant gap between departments' average annual expense of \$25,000 using Scantron and what Crowdmark would be at an annual estimate of up to \$130,000
- Solidify numbers to closer represent current use full cost accounting and work with vendors to get the costs down if possible and accurate cost
- Draft documents were sent out with current usage expenses
- CougPrints has a secure area for scanning and offers fair-priced printing
- Draft proposal was sent out to committee
- Unlimited license was purchased by Math and Chemistry which is available university-wide and expires summer of 2019. Other departments need to be made aware of this opportunity of use so

that we can get increased departments involved and collect their feedback. Math has a person that will assist in Crowdmark user training

- Schedule a meeting with Sasi Pillay, Greg Crouch, and Christopher Coons
- Put Crowdmark funding issue forward at the upcoming Provost Council
- Check into extending the current Math/Chemistry Crowdmark license

5. Electronic Signature

Greg Crouch

- Organizational flow-chart was dispersed to group
- Service (such as Adobe Sign) would be within SharePoint for double signature processes
- Greg Neunherz - Adobe Acrobat and Adobe Creative Cloud are combined in the current agreement. Contract will be signed within the next 10 business days which is a 3-year contract and could be scoped with Adobe Sign if we have identified the money to pay for it. Greg recommends asking Brad Buchanan from Adobe what the price to add on Adobe Sign would be.
- Meeting to be set up with Sasi Pillay, Greg Crouch, Greg Neunherz, Dawn Barnard, Eric Rogers, Kerry Johnson, Juan Zavala and Brad Buchanan from Adobe
- Juan Zavala is running DocuSign at WSU Foundation and is not sure if his group is ready to move at this time
- Provost office had a committee together but has not been meeting, according to Greg Crouch

6. Video Conferencing – Next Steps

Sasi Pillay, Bryan Valley, Jon Manwaring

- Tom Tripp and Bryan Valley are working with two groups:
 - Technology standards and classroom design
 - Distant education
- Once those groups' info is received in January, sub-committee will meet to discuss infrastructure changes etc. and how much effort will be required both financial and staff
- Between now and summer have a transition in infrastructure -
 - Greg Neunherz requested a list of equipment that they need to buy as well as to be informed of time frames. His conference rooms are busy, and the work interrupts use. Guidelines need to be set, and the time frame is important. Leadership needs to make this a priority
 - David Cillay and Sasi are talking with the President regarding funding commitment he has verbally made

7. Office 365 3rd Party Applications (attachment – Office 365 3rd Party Applications)

Bill Rivers, Tony Opheim

- Units can notify us to determine which applications should be turned on or turned off
- Implementing the process concerning - who is responsible, how apps are reviewed for security risk, model for turning on, business purpose, etc.
- Tony suggests a pilot period of approximately 6 months
- Department or area downloading the application is responsible for risks. ITS responsibility to make unit heads aware of risks and the unit heads will make the decision
- Students must be sponsored by a unit or department
- Send process feedback to Bill Rivers by 12-14-18
 - Area approval should be moved to last rather than first on process
 - Final approval will be ITSAC.

8. Multi-Factor Authentication (attachment – MF Authentication - OKTA)

Mike Corwin

- OKTA was purchased a few months ago
- IT self-funded
- We did re-architect and restructure applications and services with ORACLE and our team
- OCIO for Workday required multi-factor. Masking was needed for payroll
- Our goal is to have everything MFA
- Mid-February we will test OKTA in myWSU | sensitive information
- Send comments and recommendations to Mike
- Due to time constraint, include this topic on January 17, 2019 ITSAC meeting agenda

9. Accessible Technology (WSU Web Accessibility spreadsheets - link below)

Sasi Pillay, Wendy Steele

NOT COVERED DUE TO TIME CONSTRAINT – add to 1-17-19 ITSAC meeting agenda



This link will work for anyone in Washington State University (email.wsu.edu).



Accessibility

Open

Subcommittee Updates: none

Other: none