

**MEETING INFORMATION**

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**Date:** May 16, 2019  
**Time:** 1:00pm – 3:00pm  
**Location:** Pullman: Lighty 405, Zoom 960626197

**MINUTES**

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**1. Welcome/Introductions/Approval of 03.28.19 minutes - APPROVED**

*Sasi Pillay*

**2. Procurement Committee – Activity-Based Cost Model – (Read ahead and documents)**

*Greg Neunherz, Bill Bonner*

- Purpose: Discuss an approach for site licenses which will streamline and save time in procurement process, address inconsistencies and spread costs fairly, using financial metrics
- Outcome: Streamline costs across WSU for site licenses
  - **Next steps** – ITSAC members will discuss Activity-Based Cost Model with area AFOs and report feedback, followed by a meeting to include AFOs, Greg Neunherz, Bill Bonner and ITSAC committee.
- Cost by Area document describes a model where the dollar gross expenditure for a given area is calculated with a ratio  $\times .2 \times$  total cost of software package by using the following initial metrics: gross expenditure, EBB, F&A, grant expenditures and FTE
- Most licenses/services on the chart do include student licenses
- Bundles can be customized
- Model uses activities that are being funded currently by several areas and is not centrally funded
- Discussion:
  - Suggestion that F&A should not be weighted
  - Grants should have lower weight
  - Model may disproportionately affect academic units as EBB is essentially student growth
  - Model should provide cost differential of what is currently being paid against what will be paid by area
  - Provide a method to decide which purchases would be considered for this model. Also, are we assuming, as a community, that all areas equally share in activity funding?
  - Pay for as much of infrastructure costs centrally as possible
  - SPSS - discussion on how it is paid for and managed
  - We need to have effective governance over this process. Deans and Chancellors will need to be on board. It is important that the governing body create the governing documents and then move forward with an implementation committee.

**3. OKTA**

*Tom Ambrosi, Brant Schroeder*

- **Next steps** - Sasi will compose a talking points document regarding the rationale for OKTA / MFA and will send out to ITSAC for comment and future sharing
- OKTA – went live 05.15.19. There were minor delays with mywsu Sunday night. Monday night delayed thirty-three admission applications for a few hours, but all is worked out. The team put communication and information on the log-in page. Activations are increasing, including Housing and Dining and Cougar Cash.
- Modernization work group is working with MFA and MFA schedule

#### 4. Integrated IT Capital Project Standards and Processes ITSAC Sub Committee – (Read ahead) - APPROVED

*Tony Opheim, Den Bowker*

- Purpose: Create a unified approach to the implementation of all information technology with respect to capital projects
- Outcome: Authorize the ITSAC Infrastructure subcommittee to lead this effort
- **Next steps** – Be cognizant of the time commitment the subcommittee will require. Forward nominations for the committee to Tony. The subcommittee will review, update and integrate the IT infrastructure standards and bring forward to ITSAC.
- The success and friction points in a capital project seem to be proportional to the quality of the project manager and the level of engagement by the appropriate technical representatives of the building
- Subcommittee goals:
  - Collate, in one location within capital planning, the different standards and make sure standards integrate
  - Create a process that requires certain checkpoints and sign-offs along the way to address needs at the time and sustainability for the future
  - Integrate IT infrastructure standards by designing a predictable pattern
  - Check for occupancy need and ensure that contractors do not value engineer out necessary items leading to additional expenditures after project is complete
  - Work toward enforcement mechanisms
  - This group could possibly be included at the table with the capital project team and assist the project manager from the beginning of a capital project
  - Standards should be reviewed and posted
  - Insure that the process includes involvement of the right people at the right time during a project

#### 5. Other:

##### I. CANVAS pilot

*Greg Crouch*

- Started the CANVAS pilot on 05.06.19 in ten classes distributed across Global, Pullman, Tri-Cities and Vancouver:
  - Enterprise system was amazing in getting all the integrations set up
  - Plans are to extend the pilot out with increasing numbers as time goes on
  - Export grades directly from CANVAS to mywsu
  - Blackboard expires in September 2019. Dave Cillay is in the process of working with Blackboard for the remaining 2 – 3 years of the contract.
  - Focus groups with faculty are scheduled
  - Faculty, students and support personnel prefer CANVAS and evaluations on integration are being administered

##### II. Governance, risks and compliances - SPIEC

*Sasi Pillay*

- Strategic Planning and Institutional Effectiveness Council (SPIEC) has been established and is focusing on six major risks:
  - Financial
  - Operation and Facility
  - Information Technology
  - Safety and Security
  - Compliance
  - HR

### III. Policy on e-signature

*Sasi Pillay*

- Focus group is meeting in June to discuss use cases and revisit the policy draft
- Policy will be presented to ITSAC when the policy is in final form

### IV. Gartner Research Site License

*Sasi Pillay*

- Gartner Research Site License – research access for everybody at wsu.edu to launch in June. Thanks to partnered funding with Carson College of Business, Dean Hunter and WSU Spokane, Chancellor DeWald, we will be able to move forward.
- Launch date could be as early as June

### V. HIPAA

*Sasi Pillay, Tom Ambrosi, Tony Opheim*

- Sasi had conversation with Chancellor DeWald and Chancellor Pitre
- Sasi and Tom Ambrosi will put together a university-wide forum to address the HIPAA issue including: policies, procedures and solving issues with research
- **Next step** - anyone interested on working on the HIPAA forum please notify Sasi or Tom
- Tom will work with Andrew Schillinger, AG at WSU Spokane
- Secure data enclave –
  - WSU Spokane, Bryan Valley and team are working on and have a secure enclave. First audit report is back, and team is ready to resolve any issues.
  - Red Cap – physically hosted in Spokane and is not a safe environment. We are working on improvements.
  - We have been talking with research to build a compliant infrastructure

### VI. Zoom videoconferencing

*Tony Opheim*

- We have a signed contract thanks, in part, to Dawn Barnard's hard work
- Zoom will work with OKTA
- Zoom will be turned on for everybody at the same time
- Primary focus is making sure the back – end infrastructure and touch points at 300 poly coms are totally on zoom. Instruction will take priority.
- Funding is expected in July
- The contract is signed for 3 years with two 1-year options
- **Next step** – test your rooms for Zoom compatibility

### VII. House Bill

*Sasi Pillay*

- **Next step** - Sasi will send out a copy of the house bill which the legislature passed. The bill couples student ID, email and medical information with other information and labels it as PII. The bill also changes the breach notification deadline from 45 days to 30 days.
- The up-coming privacy bill will be coming back even stricter
- There are new implications that faculty need to be made aware of:
  - **Next step** - Greg Crouch and Sasi will meet regarding Greg's prospective on how we will move forward in notifying and working with faculty senate and faculty