

WSU ITSAC MEETING – Minutes - APPROVED

MEETING INFORMATION

Date: June 20, 2019
Time: 1:00pm – 3:00pm
Location: Pullman: Lighty 405, Zoom 601152646

MINUTES

1. Welcome/Introductions/Approval of 05.16.19 minutes - APPROVED

Sasi Pillay

➤ 05.16.19 minutes review -

- Activity-based cost model - *Greg Neunherz and Bill Bonner* will bring all gathered feedback to the next ITSAC meeting, August 1, 2019
- HIPAA readiness assessment update – *Tom Ambrosi* summarizes the process as 1) identifying HIPAA covered entities and 2) create university policies
- Zoom goes live on July 9, 2019

2. Sub-Committee Updates

➤ Purpose: Informational

- Security and Compliance Sub-Committee will reconvene in September – *Tom Ambrosi*

3. Campus Updates

➤ Purpose: Informational

- *Ray White, WSU Tri-Cities* – Innovation – exterior blue light phones on campus are comforting but expensive. Our IT team discussed interior blue light phones, selected 12 interior locations to install phones and LED lights. Safety information will be posted at these phone sites.
- *Alistair Boudreaux, WSU Everett* – we are working on digital signage for our buildings, added back-up generators and are busily preparing for Zoom

4. Ellucian, Advancement Implementation

Juan Zavala

➤ Purpose: Informational

- Donor data base is moving from one isolated system to CRM Advance and will connect different data sources from across the institution
- Business system processes and rules will be automated to create efficiencies
- Team is working closely with the Workday team and the Alumni Association
- System will include event registration as well as on-line giving, data information and status for donors
- Time-frame – kick-off with Ellucian in October 2020 with a 3-year project:
 - 18-24 months - identify processes, rules, integration pieces and conduct testing
 - 24-30 months - cut over to new system
 - 30-36 months - optimization, further integration
 - Short-term focus groups and university-wide teams will be formed to evaluate and assist
 - Sasi – This is viewed as an administrative system and technically falls under the oversight of OCIO

5. OKTA / MFA – attachment (MFA Rationale)

Mike Corwin

➤ Purpose: Informational

- OKTA authentication went live a month ago. At this point, we have 51,000 on board.
- myWSU is the biggest portion of active users
- Departmental inclusion in OKTA and student support are critical
- MFA target – December 2019
 - Working with modernization to move forward with MFA
 - Working with MFA for students, which is critical
 - Feedback from areas is critical
- MFA rationale document was sent out – please respond to Sasi with additions, comments, and/or edits prior to the 08.01.19 ITSAC meeting
- MFA policy, standards, procedures and potential solutions will be published
- Regarding tokens - University of Idaho went through the same trials and did purchase a small supply of tokens
- People need use cases – how it is now and how it will be in the future. What is it going to look like?
- July 15, 2019, 1st Annual New Technology Showcase - contact Matthew Vaughn

6. IT Building Power Outage in Preparation for Transformer Replacement

Jason Flynn

➤ Purpose: Informational

- Final scheduled outages are scheduled for 7-30-19 and 7-31-19 8pm – 8am each day

7. Accessibility

Wendy Steele

➤ Purpose: Discuss status of the web domain inventory list

➤ Outcome: Finalize lists and provide to wsteele@wsu.edu by June 28, 2019

- Includes WSU web domain inventory lists, spreadsheets and third-party lists, spreadsheets
- Some groups have yet to complete the spreadsheet
- June 28, 2019 is deadline for a benchmark check by Office of Equal Rights
- Task force is re-starting this fall
- Wendy will send the spreadsheets again and if it is not done, we will need to notify Vice Presidents, Chancellors or Deans of areas which have not completed the spreadsheets
- In the last year, Wendy has been researching and analyzing what we are doing well or not well. She has created a gap analysis, plan and issue paper and is working with committees and the accessibility task force.
 - Notify Sue if interested in serving on this task force
- NWACC Workshop in November - focusing on accessibility issues
- Designs for buildings around logistics and technologies with published standards to follow is needed. There are state level standards for ADA in classrooms as well as grant-driven requirements and others.
- A university-wide set standard is to be considered

8. CANVAS Migration (attachment)

Greg Crouch, Christopher Coons, Mike Corwin

➤ Purpose: Informational

- Canvas Migration schedule was shared
- Testing will continue with a Fall pilot including grade-book integration
- Evaluate in January of 2020 to be sure the university wants to go forward
- Ramp up each term until fall 2021 blackboard retirement date with a full move to CANVAS
- Schedule keeps momentum going without barring with Modernization of 2020
- Funding for CANVAS is not yet finalized
- Greg Crouch is the contact for those who are interested in being included in the pilot
- Sequencing of courses etc. will be considered in the variables with the selection process

9. House Bill 1071 – attachment (Notice of Personal Information Data Breaches – Various Provisions)

Sasi Pillay

- Purpose: Discussion of Issues
- Outcome: Decide what action WSU should pursue
 - The State has passed a law that becomes effective 3/1/2020 making student identification numbers as important as social security numbers
 - Greatly expands what is considered a breach
 - Expands what is considered personal information to include: medical information, student id numbers and more
 - Breach notification - now requires immediate notification of a breach for anything on the list and notification to the state attorney general within 30 days
 - We are looking at a Revision of BP8 and a BPPM instant response procedure document
 - Student id in conjunction with a name is confidential, causing us to wonder if we really need the name with the id number
 - ITSAC members are asked to review House Bill 1071
 - AGs office could come to a future ITSAC meeting for further info and discussion

10. Other

- a. University Data Policy states all university machines shall be encrypted –
 - ITSAC sub-committee could discuss and address this policy
- b. Executive Policy #4, email forwarding - we need to tighten up this policy. We get written up for not enforcing common sense policies.
 - Include as agenda item - 08.01.19 ITSAC meeting
- c. Adobe Sign – Greg Crouch is putting together a group to pilot. Please contact Greg if you are interested in helping with this project.
- d. Gartner is interested in coming to WSU to present on Challenges in Higher Education for a 2-hour session with ITSAC group in place of a meeting and then a 1-hour session with university senior leadership.
 - October 17, 2019 and November 21, 2019 ITSAC meeting dates will be considered
- e. IT job re-class was discussed
- f. Tony Burt brought up changes being made at the border to block SSH and represented this has caused a critical and significant impact. He currently has a critical and a high ticket that has been sitting in Jira for two days. Tony represented that this is a change that was apparently implemented without discussion or warning.
 - Sasi will have Tony Opheim address this issue