

## WSU ITSAC MEETING - Minutes - approved

### MEETING INFORMATION

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**Date:** May 12, 2020  
**Time:** 1:00pm – 2:00pm  
**Location:** <https://wsu.zoom.us/j/97371034680?pwd=RzFWQS91R2dwc2tXdFVBOTJqQmhXdz09>

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**1. Welcome and Approval of 04.23.20 minutes - APPROVED**

*Sasi Pillay*

**2. August 4, 2020 MFA Implementation for Office 365 - APPROVED**

*Tony Opheim*

- Customer's will be encouraged to switch over to supported client/method of access
- Strong, frequent communication will be distributed

**3. Matching MCI funds for Voiland College of Engineering and College of Arts & Sciences wireless projects - APPROVED**

*Tony Opheim*

- These proposals met the spirit and intent of the project and Tony proposes that we accept and fund from the 100k matching
- Committee would like to accept another round of applications/proposals to award remaining funds
- ITSAC members will be notified of new application deadline

**4. Policy review and approval (attachments)**

*Tom Ambrosi*

**1) BPPM WSU Information Security Roles, Responsibilities, and Definitions**

- The Cabinet comments included: change verbiage of areas and colleges to business units
- Deb Bartlett will convert to standard format and will forward to Craig Parks and the Office of the Provost for review

**2) BPPM Risk Assessment**

- To be reviewed at the next ITSAC meeting
- Send comments regarding policies to Tom Ambrosi
- The remaining policies will be reviewed for approval at the 05.28.20 ITSAC meeting

**5. Site license funding model**

*Greg Neunherz*

**Vote for methodology for SAS and SPSS for research and instruction - APPROVED**

- Funding model and next step - review with Area Finance Officers. Treat it like Adobe in the past. Roll up charges, go out to areas and ask for commitment for the next 2 years. Top 5 have already committed. Committed areas would send a memo confirming agreement to pay the stated amount for the next 2 years with annual payments. ATO and AFO in each area would be signatories on the MOU.
- With the help of Tony as well as Dawn's team, we have gone through the billing information and looked at how we have done some sight licenses in the past
- By the June ITSAC meeting, bills could be paid, and by July, ITS will set up the license for SPSS, allowing us to remove licensing redundancy across the State of Washington. We could then distribute out to staff and faculty. Possibly move Vancouver into the program.
- \$80,000 annually SPSS
- \$27,000 annually SAS

## **6. DocuSign**

- Based on our last meeting, Greg reached out to Eric Rogers and found that we have a purchasing vehicle to license DocuSign
- Buying more envelopes could be pursued with purchasing with a model in ITS to support enterprise DocuSign
- Fee is \$200,000 for enterprise-wide DocuSign
- Currently ITS and Faculty Senate have 1,000 envelopes for \$5,500 and have only used 55 envelopes which are mostly being used by ITS
- 2,500, 5,000, 7,500 graduated plan could be used. Funding model needs to be discussed.
- Action items for DocuSign -
  - Dawn and Greg will co-lead the effort to research who is interested, how much they are willing to spend and what is the approximate number of envelopes that may be needed
  - Security concerns were raised - Tom Ambrosi will check to see if a security review has been done on DocuSign3.

## **7. Scantron - tabled for 05.28.20 ITSAC meeting**

Next ITSAC meeting - May 28, 2020 | 1pm - 3pm