Minutes

CIO Advisory Committee Meeting
The University of Tennessee Health Science Center
910 Madison, Room 502
February 28, 2011

Members Present: Vikki Massey (Chair), Lee Bell, Bill Brescia, Jackie Burchum (teleconference), Charles Cossar, Paul Gahn, Jeanne Hermann-Petrin, Dale Jackson, La’Keith Miller, Don Peruski (Knoxville), Linda Risby and alternate Erika Clinton, Phyllis Richey, Marcia Sharp, Vada Singleton.

ITS Directors/Direct Reports: Lisa Aitken, Customer Technology Support (CTS); Todd Barber, Webmaster; Charlie Brooks, Application Development; Kevin Carmon for Steve Butler, Video and Educational Support; Peter Fox, Computing Systems; Jason Holden, Infrastructure/Network Services.

Judy Jefferson Johnson, Meeting Coordinator and Minutes Recorder

Other: Michael Miles, Banner Phase II Project Director

Members Absent: Kent Lee (Chattanooga), Larry Tague for Don Thomason, Bobby Thomas.

Call to Order: The meeting was called to order by Chair Massey at 9:05 a.m.

Approval of Minutes: Minutes of the January 24, 2011 meeting were approved as submitted.

Meeting Materials: Agenda; Minutes of the January 24, 2011 meeting; CIO Search Proposal Draft.

IT Services

IT Assessment. Chair Massey will transition into the role of Implementation Manager in March. Meetings are scheduled with ITS directors, but have been postponed due to schedule conflicts with Dr. Brown. The report will be shared with the Committee and the campus community after ITS directors have a chance to respond to items in it. Meetings with the various groups are still planned.

Banner Implementation. Phase II security audit for Banner users is complete. Secure access is only granted to actual users. A compliance form has been sent to users to complete. The forms will be used in verifying granted access and for signature tracking.

- **Banner Access.** The link is at the top of the campus homepage and on web pages in the new HSC template.
- **Collegiate Admission Service.** Student Affairs is working on pulling data into Banner. One CAS database is almost complete. Other CAS databases will be done in the same manner. Dentistry/Nursing will start using the CAS system. Allied Health/Graduate College will also.

Nolij. Training is in progress, per Charlie Brooks. Nolij users will be able to access Banner.

Members were reminded by Chair Massey to bring Banner concerns, issues or questions their constituents may have to the meetings. Michael Miles and Charlie Brooks can address them.

Old Business

CIO Search Proposal Document. The final version was sent to the Committee 2/23 for review. Feedback received was the report is comprehensive and impressive. A vote to accept the final version will be tabled until the March meeting. Other items discussed included:

- **Character Question.** How can a candidate’s trustworthiness be determined? To a feedback question submitted, Chair Massey responded by reference checks and résumés. Rather than a question, the concern will be worded another way to get responses from candidates.
Disaster Recovery Plan. Per Jason Holden, the IT security plan was delivered to Dr. Brown 12/2010 as a building block. Status:Pending. ITS directors meet weekly re: IT DR initiatives.

IT Priorities. Members will rank the proposal IT priorities in progress, pending or complete. The Initial IT Priorities list of 6/21/09 was also discussed (see Blackboard, under Documents). The list was revised 4/12/10 with status updates. These will be added to the proposal IT list. Once revisions are made to this list, the Committee will vote on the revised document. The approved copy will be forwarded to Dr. Ken Brown and any CIO search committee appointed.

- **Initial IT Priorities.** To item 1, Representative Riche’s question when will Xythos be upgraded, Peter Fox responded the latest patch was upgraded in 12/2010. Campus was notified. Additional comments included ticketing and streamlining this process, and advertising Xythos more to the campus community. Training is also needed. A list of training needs will be forwarded to Lisa Aitken at laitken@uthsc.edu.

Additional updates were:
- **GEB Computer Lab.** Workstations redesign has delayed the project. Total workstations will be 99, not 100. The furniture has been ordered and chairs have come in. Final inspections—next few weeks. Scheduling: postponed until all workstations are complete.
- **Campuswide Wireless.** A budget has been approved. Engineering is complete. The $1.8M project is ready to implement. Target completion is 9/1.
- **Digital Media Signage.** A total of 22 screens will be placed in several campus buildings for announcements, events and emergency notifications. Events will tie into the scheduling system for daily display. The screens will replace postings in elevators.
- **Security Cameras Upgrade.** Funding was approved. Cameras will be upgraded to HD. The hardware request has been bid. Status: In progress.
- **GEB Upgrade.** All GEB lecture halls will be upgraded. Funding has been approved for wiring, electrical, carpet, etc., and must be used by September. A104, A204 and A304 will be SmartRooms. Every auditorium will have Mediasite. Lectures will be recorded and posted.
  - **Mediasite Training:** Needed. It will be added to Jason Holden’s projects list.
  - **Upgrade Interruptions in Lecture Facilities:** To address concerns expressed, the GEB schedule of classes was reviewed by Jason and Julie Sutch. Requests noted: A102 needs to be complete by 4/1 and implemented upgrades need to be monitored to ensure on schedule.

Questions and Answers

Q. Will 100^7 students have simultaneous wireless access in GEB’s large-capacity classrooms, and can that be tested?
A. GEB has wireless. Load distribution is currently in place. Access points will be added as needs grow. Access points fully cover the campus, including the tunnel. Large classrooms can be tested.

Q. Will the questions in the proposal document be asked by this group and other groups?
A. Not sure. This is just a recommendation from the Committee.

Q. Is there a timeline to start the CIO search?
A. Not sure. Dr. Brown wanted to wait until the IT report was done. As Implementation Manager, Chair Massey noted she will work on it very soon.

New Business: None.

Other Items: None.

With no further items, the meeting adjourned at 9:46 A.M. The next meeting will be March 28th.

Minutes 2/28/11 apprv’d 3/28/11