Minutes
CIO Advisory Committee Meeting
The University of Tennessee Health Science Center
910 Madison, Room 502
January 23, 2012

Members Present: La’Keith Miller (Chair), Carolyn Dawson for Bill Brescia, Jackie Burchum (teleconference), Jackie McClarin for Darnita Brassel, Charles Cossar, Paul Gahn, Dale Jackson, Tricia Page, Don Peruski (Knoxville), Marcia Sharp, Vada Singleton and Ebony Smith

ITS Directors: Lisa Aitken, Customer Technology Support (CTS); Todd Barber, Web Services; Charlie Brooks, Application Development; Kevin Carmon for Steve Butler, Audiovisual Services; Peter Fox, Computing Systems; William “Billy” Hatcher, Jr., Infrastructure; Vikki Massey, Project Manager; Joe Morrison, Security

Judy Jefferson Johnson, Secretary

Others: Simpfronia Taylor, Banner Phase II Project Director

Absent: Paul Dassow (Chattanooga), James Eoff, Sergio Klimkowski, Linda Risby, Joseph Swanson and Larry Tague

Guests: Stacy Luckett (Human Resources), Victor Crutchfield (Purchasing)

Call to Order: Chair Miller called the meeting to order at 9:03 A.M.

Approval of Minutes: The November 28, 2011 meeting minutes were approved with one correction.

Meeting Materials: Agenda; Minutes of the November 28, 2011 meeting

Chair Miller opened the meeting with new business item College/Department IT Initiatives for guests’ presentations. This segment is devoted to informing the Committee of campus IT initiatives. Members are invited to bring initiatives in their respective areas to share with the Committee. See New Business.

Announcement
Chair Miller announced Dr. Michael Miles will be leaving UTHSC effective 1/31. Dr. Simpfronia Taylor is his replacement for Banner updates. Dr. Taylor was welcomed to the meeting.

IT Services

IT Assessment Implementation

- **CIO Search:** The search will start soon. Dr. Brown has expressed a desire to have a CIO in place by 7/1/12. The job description has been done. A search committee has been proposed, and letters of invitation will be sent this week or early next week.
- **Gartner Research Web Portal:** ITS, along with Academic Affairs and the Research Informatics group have been reviewing the research services Gartner provides. Once review is complete, the
resources will be made available to campus. Billy Hatcher commented that the Gartner resources are very useful.

**ITS Projects**: Vikki Massey shared briefly re: current IT projects in progress: EdTech’s curriculum mapping software and Abode Connect, and University Health’s EHR that will be available this Spring. She welcomed others to contact her with IT projects with which ITS may be able to assist.

**Disaster Recovery (DR) Plan**: Massey also provided an update on the DR plan for ITS. Current developments center on being able to reproduce functionality via duplicate systems. This is top priority. The goal is to have a successful DR plan in place ASAP.

**Banner**: Chancellor Schwab wants Banner training to expand and be utilized to its fullest, particularly in the areas of Reports and Reporting.

**GEB Updates**: Funding has been approved for A104 renovations, the final phase of the GEB project. A meeting is planned for next month to review needs.

- **Leaking Windows**: Chair Miller shared that this problem has come to his attention. Engineers are writing specs to address and fix the problem. The project is moving forward. Hatcher noted that windows on the 7th Floor Alexander Building, west side, also leak when there is a hard rain. Representative Gahn noted also that 2nd Floor Alexander windows, east side, have the same problem. Miller will have engineers look into the matter.

**Network Services**

- **Wi-Fi: GEB**: Students’ complaints about Wi-Fi service in GEB necessitated the need to increase WAP (wireless access points) bandwidth. This will resolve the problem caused by 140 students using wi-fi simultaneously.
- **EDUROAM**: The first deployment was during Christmas holiday break. There were some problems. Network Services is working with UTK and on the radius server.
- **3G WAN Service Update**: The AT&T rep had a family emergency before the holiday break. Hatcher will follow-up with the rep and have a report for the 2/27 meeting.
- **Security Camera Issues**: Occurred over the holiday break. The UPS security camera battery problem was addressed this morning.

**Old Business**: None.

**New Business**

**College/Department IT Initiatives**: Highlights from Executive Vice Chancellor Office presentations were:

- **Applicant Tracking and E-Verify**: An overview of the new UT System-wide initiative was done by Stacy Luckett, Employment Team Leader in Human Resources (HR). The initiative that began in 2007 was implemented 1/18/12. Handouts: E-Verify brochure and I-9 Form. Highlights were:
  
  - Access and functionality configurations are campus-specific. Taleo is the Applicant Tracking system. Online requisitions and approvals workflow are still in IRIS. Approvals are the same.
  - The online applicant hiring process is managed in Taleo. Only qualified applications will route to business managers’ inboxes. A dashboard feature is included and displays positions and applicant status information. Non-hire reasons must be entered into Applicant Tracking. The need to be cognizant of data input in this section was emphasized, due to the Sunshine Law.
  - External and internal portals can be accessed from the HR homepage. System-wide UT job openings can be searched by key words, job category or function, locale and/or zip code.
• New Application Features: The online application can now be saved and re-entered to complete. Some fields can be auto-populated from an applicant’s resume, i.e., education, position-specific data.
• Application Status Check: Applicants will be notified of their application status.
• E-Verify is managed by Homeland Security and the Social Security Administration, and confirms if new employees are eligible to work in the U.S. I-9 forms must be completed in 72 hours. HR completes I-9 forms for faculty/staff new hires. Departments handle student employees. UT has to be compliant in completing I-9 forms. Non-compliance is $2,500 per violation. UTHSC was non-compliant 13 times. HR needs to get the forms in a timely manner to input I-9 data into the system. Business managers are responsible for this process. To expedite the process, departments can complete the form once an offer is extended and accepted. The link to Taleo and slide presentation will be emailed to attendees.

➢ Purchasing Department New Website: Vic Crutchfield, Director of Purchasing, did an overview demo. The website is now more user-friendly. Two major links: Need to Buy provides access to procurement services offered including computers, and a Buying/Paying Guide includes approval requirements. Bid information is also included, with details on RFQs and status of bids. The web address is http://uthsc.edu/purchasing. Contracts are handled by Finance and Operations.
• Computer Acquisition: All computer purchases go to Lisa Aitken, Tech Support Director, for hardware/software and network compliance approvals. Orders can be faxed or scanned and emailed to laitken@uthsc.edu. Computer and printer purchases cannot be purchased on procurement cards.

Other Items: None.

Questions and Answers
Q: Is there refresh help and help to know how the Applicant Tracking process works?
A: Lab support will be offered to assist users with the process.
Q: How is sign-on done in the Taleo system?
Q: Will there be a link on the HR homepage to Taleo?
A: Ms. Luckett will check to see if it can be added.
Q: Are training sessions online?
A: Yes, just log-in at the HR training portal.
Q: For computer purchases, is Apple not considered a standard computer?
A: Yes. Apple specs are not listed because they come with the newest OS only. There was a problem with vendors putting Windows Home Edition on computers—the reason for the standards. Also, do not include Apple Care Protection Plan for Macs. ITS Hardware can do warranty work for you.
Q: Regarding Inventory, has there been something done to have equipment purchases under $1,000 tagged? The concern is about items ‘walking off campus’.
A: Tagging items under $1,000 is at business managers’ discretion. This will also be checked with Ken McCune, Accounts Payable.
Q: Can apps be ordered for iPads and mobile devices?
A: No. Contact Finance and Operations, Tony Ferrara (Vice Chancellor).

With no further items, the meeting adjourned at 10:04 A.M.