![Connecticut State Colleges & Universities - Board of Regents for Higher Education]

BOR INFORMATION TECHNOLOGY COMMITTEE

Monday, November 4, 2013, 10:00 a.m. to 12:00 p.m.
Adanti Student Center, Alumni Room (room 312)
Southern CT State University

Minutes

COMMITTEE MEMBERS PRESENT
Nickolas Donofrio, Chair
Michael Pollard
Matthew Fleury

BOR STAFF
Joe McAuliffe, Interim BOR CIO
Bill Aust, Director, Telecommunications
Tim Hilbie, Director, Support Services
Jeff Clark, Information Security Program Officer
Karen Stone, Director of Internal Audit
Remi Onopa, Internal Auditor, IT
Victoria Lee Thomas, ITS Support Staff

UNIVERSITY AND COLLEGE REPRESENTATIVES
George Claffey, CIO, COSC
Tom DeChiaro, Interim CIO, WCSU
James Estrada, CIO, CCSU
Stephen Goetchius, IT Director, TRCC
Pablo Molina, CIO, SCSU
Larry Salay, IT Director, GWCC
Joe Tolisano, CIO, ECSU
Robert Wahl, IT Director, TXCC

GUESTS
Tom Failla
Sarah Green
Eugene Bell

CALL TO ORDER, DECLARATION OF QUORUM
With a quorum present, Committee Chair Donofrio called the meeting to order at 10:15 a.m.

1.   Approval of Minutes from September 19th, 2013
The minutes of the September 19, 2013 meeting were unanimously approved on a motion by Regent Pollard, seconded by Regent Donofrio.

2.   BOR CIO Report
Joe McAuliffe reported the following updates to the committee:

- Transcript Exchange - an RFP was sent out, proposals were received and are being reviewed this week. Joe will update the committee once a vendor has been selected.

- Flex Registration is currently being used by the CCC to monitor student registration – the universities will have access by next spring.

- Joe stated that since he has been Interim he has found a lack of project planning and management. He will be moving forward with more meetings to discuss the status of projects and he plans to assign a project manager to every project.

- BOR staff has gone to QVCC and ACC to help with the work load. Capital CC has also sent someone to ACC to provide assistance.
- Joe reported that he is visiting SUNY in New York to obtain foundational input that may be helpful for the BOR and CONNSCU system.
- Bill stated Three Rivers phone migration will start this week. NVCC and MCC have already been upgraded on the CISCO system over the past year. The question will all Avaya phones be replaced with cisco phones was asked. Bill stated that at this point there's no plan to forklift out of Avaya at this time. Regent Donofrio requested for Joe to provide architecture to help understand how sound, safe, logical this transition will work.

3. Project update of Blackboard Migration
The presidents met and voted to move to a Blackboard solution. Jama Yusuf and Joe Priester have been working together to implement a plan. They will be meeting with Blackboard on Wednesday and plan to convert over by December 24th. Blackboard and the staff have been very cooperative.

Safe Assign – Can scans against student databases and student papers to ensure students are not plagiarizing. The faculty found this software useful and would like to use it again. After much discussion, the decision was made to inform the students of the scan and have them acknowledge and accept the terms and conditions of the scan. Tom will send a copy of Ernestine's email to Regents Donofrio and Pollard. Joe Tolisano asked for the final draft of the Blackboard plan. Joe M will send it out to the CIOs and IT Directors.

James Estrada stated it might be useful to find out from SUNY how they coordinate their academic calendar. ConnSCU have 17 institutions all with different academic calendars.

4. Project Update of Wireless in the Dorms
Bill reported that CISCO introduced a new hostess access point for the dorms. He is currently doing preliminary testing in the dorms which could eliminate the construction costs associated with the project. Spring break is the target date for completion. Bill will send Regent Donofrio an email detailing what's needed to ensure the project moves forward. Regent Donofrio also encouraged Joe M to contact him if help is needed to make sure these projects are completed in a timely manner.

Regent Donofrio suggested the CIO and IT Directors consider hiring co-ops and Interns to help with the workloads. Other corporations practice this all the time and they end up getting great candidates to hire for full time employment.

Eugene Bell, a graduate of Gateway Community College and stated he feels that companies only want to hire the experienced professional instead of entry level and the recent graduates.

5. Discussion of IT Governance Meeting on November 8th
Joe M reported that Tina Nunez from Gardner will hold a workshop on Friday at Norwalk CC to develop a strong governance model. Representatives from all community colleges and CIOs will be in attendance. Joe M will set-up a WebEx for this meeting. Regent Donofrio suggested and advised the Governance committee to make their own rules and regulations.

6. Discussion of Annual Information Security Reporting process
A group is being formed and the first report will be available in January or February.

7. Update of VoIP Project for CSUs
Bill informed the group that this project is moving forward. A staff engineer was assigned from DAS, and the entire project takes between 15-16 months. Campuses working with Bill to develop an overall standard highlighting the priorities. A meeting will be held tomorrow with the community colleges.

8. Update on Network Convergence Project for CSUs
Bill stated network convergence possess the same issues as the VoIP Project.
Regent Donofrio stated that we need to move faster and get individuals with Project Management and technical skills working and overseeing these projects.

9.   Other

Regent Pollard asked the CIOs and IT Directors to briefly list a few key attributes that the CIOs should possess: strong organizational and management skills; familiarity with the environment; budget experience; transparent; communication and relationship skills and has an eye for innovation, were a few qualities mentioned.

Eugene Bell reported that members of the Student Advisory Committee inquired about possibly establishing a course waitlist so if a class is full, students will be notified if a spot becomes available and the next student up will automatically be enrolled in the course. Joe M will look into this and get back to Mr. Bell.

Mr. Bell also informed the committee that students at GWCC were not satisfied with the Ct State email system that they are required to use. Students claim they had to sign-in up to three times, every time they logged in and the email/username automatically assigned to them was too long, confusing and hard to remember. Students also didn't know if and when they should use their Banner ID to log in. After much discussion, the committee agreed to look into this problem and Joe M will report back to Mr. Bell and the committee.

10.   Move to Executive Session

Update on BOR Security Program

11.   Adjournment

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