Information Technology Coordinating Council (ITCC) Meeting Minutes

January 24, 2008

Attendees: Michael Besancon – McCormick School of Engineering and Applied Science, Frank Cervone – University Library, Rebecca Cooke – Feinberg School of Medicine, Sheila Driscoll – Student Affairs, Steve Green – Athletics Office, Simon Greenwold – The Graduate School, Bill Hayward – Analytical Studies, Jake Julia – Office of Change Management, Rene Machado – School of Music, Betty McPhilimy – Auditing Department, Brian Peters – University Services, Jean Shedd – Provost’s Office, Patricia Todus – Information Technology, Ken Woo – School of Continuing Studies


Guests: Kathy de la Cruz (for Pamela Beemer) – Human Resources, Paul Matijevic (for James Conway) – Alumni Relations & Development, Luna Rajbhandari – Business Intelligence, Dave Takehara (for Ingrid Stafford) – Controller’s Office

General Updates – Patricia Todus, Information Technology:
Ms. Todus reported that the Information Systems Security/Compliance area was working closely with Alix Partners, a consulting firm engaged by Northwestern, to develop an inventory of data repositories. The first meetings were with Athletics, Feinberg School of Medicine, Office of Research and Human Resources. Student Affairs remains to be scheduled. Alix is developing the inventory document and process and will meet with the E-Discovery workgroup on January 28, 2008. The Data Retention Policy developed by the Office of Internal Audit and Advising Services is still under review.

She also said that under the direction of Bruce Lewis there would be another test of the mass communications system on January 25 at 3 pm. She indicated that a contract was signed on January 9, 2008 for an outdoor alert system. Testing of the system is scheduled for late March, 2008.

Ms. Todus advised that the Security Vulnerability Assessment process has assessments scheduled with various departments within Weinberg College of Arts and Sciences, Electrical Engineering and Computer Science (EECS).

She shared that options for providing additional data center space for both research and administrative computing was underway. She said that several alternatives were under review and that the consultant engaged to review these alternatives would have a report to
Approach and Engagements in Process for Business Intelligence Team – Luna Rajbhandari – Business Intelligence

Ms. Rajbhandari summarized the activities of the Business Intelligence (BI) team. They are providing support for Project Café, HRIS and IR and they have initiated pilot projects within CCM in the Office for Research and the Feinberg School of Medicine. They are also addressing technical infrastructure planning and implementation, security implementations and are creating a NUBI user group in 2008. Plans for 2009 are to provide project startup assistance and consultation, act as a central resource for BI deployments, champion standardization and coordinate integration efforts, train advanced users, advocate best practices and encourage and support the use of the tool’s advanced capabilities.

Mr. Besancon asked how priorities will be determined. Ms. Rajbhandari said they are preparing criteria for establishing priorities. Ms. McPhilimy asked if the BI tool, Cognos, is the only reporting tool. Mr. Julia said it is the reporting tool for the University, although some reporting is done in Peoplesoft for the financial system. He said the Peoplesoft tool creates pre-canned accounting reports that will not need to be developed in Cognos. Dave Takehara asked the scope of the help desk. Ms. Rajbhandari said it provides support for developers and end users and a ticketing environment.

Member Roundtable:

Steve Green – Athletics Office
Mr. Green told the Committee that Athletics met with Alix Partners and David Kovarik. Recommendation is for Athletics and Recreation to conduct an inventory of the data stored throughout the department. A detailed inventory will be presented at a future meeting with Alix to be followed up with recommendations and an action plan.

Rebecca Cooke – Feinberg School of Medicine
Ms. Cooke said representatives from Feinberg School of Medicine also met with Alix Partners regarding E-Discovery. This will be challenging in the Medical School because IT services are decentralized and many of the faculty use NMFF or NMH for email service. Ms. Cooke also described the project that the BI team is working on for Feinberg School of Medicine. She said that it would integrate data from the school’s faculty database, SIMS, and InfoEd. Ms. Rajbhandari said that they were not able to integrate InfoEd at this time because it might interfere with Project Café.

Michael Besancon – McCormick School of Engineering and Applied Sciences
Mr. Besancon reported that McCormick School of Engineering and Applied Sciences met with Ms. Rajbhandari and Project Café to help them understand the scope of reporting for financials. He said that McCormick School of Engineering and Applied Sciences are willing to do what they can to help, including contributing their IT services.
Betty McPhilimy – Auditing Department
Ms. McPhilimy talked about E-Discovery and retention. She said this is a huge project to determine where the data goes when it is retained, where should confidential data be stored, etc. She said Notre Dame has a tool they use, and Ms. Todus said that NU has already looked into this tool. They did not find it adequate; they are now looking at a better tool.

Ms. McPhilimy said that credit card terminals are highly vulnerable. She said they are looking at new requests for credit card use. She said they are investigating a generic outsourced resource, but all credit card handling must be routed through the Bursar and Controller.

Dave Takehara – Controller’s Office
Mr. Takehara said the Controller’s Office is partially PCI compliant. They use a third party and it is important to verify their promise to be PCI compliant.

Simon Greenwold – Graduate School
Mr. Greenwold said that NU Google was introduced for graduate students. He said the students spoke positively about their use of Google.

Paul Matijevic – Alumni Relations & Development
Mr. Matijevic said that Alumni Relations & Development is redesigning their web site and they plan to retire the existing CMS because they take online gifts. They are working with the Bursar’s office to ensure security.

Brian Peters – University Services
Mr. Peters told the Committee that University Services is working with TNS with regard to providing network service to the Chestnut Street garage.

Bill Hayward – Administration & Planning
Mr. Hayward reported that Administration & Planning has compiled 42 years of freshman surveys. This summary of institutional research is available on their web site. They plan to maintain a ten year history and are in the process of putting together the 42 year trend. Mr. Hayward said they need to create reports for the Provost’s office and a small audience which consolidates faculty records.

Mr. Hayward said he met with NUIT’s TSS Director and Mary Dessler to discuss bulk email. He said that a student working on a research project harvested a lot of email addresses and Spammed students. They are reviewing policy to deal with this issue. They need to determine what is a good use of University tools.

Ken Woo – School of Continuing Studies
Mr. Woo told the committee that the School of Continuing Studies is celebrating their 75th anniversary. He invited committee members to the celebration on April 11th to see the new facilities and smart classrooms. He said they launched an online noncredit program; simulcast on the ground and online to students. This month marks the first year
they are offering a synchronized Medical Informatics program online. Anyone interested in viewing this, can contact Mr. Woo for a preview.

He said they are also heavily involved with PCI compliance and would like to partner with Information & Systems Security/Compliance regarding encryption. They began working through a hotlist of people and determined that people with laptops and high mobility are most vulnerable, along with faculty data recorders.

Frank Cervone – University Library
Mr. Cervone said the Library is looking at new services and they are working with Information Systems Architecture on remote authentication. They want to use Shibboleth to authenticate users and provide attributes to vendors, which makes sign on more secure.

Sheila Driscoll – Student Affairs
Ms. Driscoll discussed Gmail opt in for beginners. She said only staff that interfaces with students and committees have access to Gmail.

Ms. Todus discussed Meeting Maker and said they have hired a Project Manager for OCS who will provide a timeline. They will begin the implementation with email and calendaring.

Next Meeting
Wednesday, April 30, 2008
9:00 – 10:30 AM
Rebecca Crown - Hardin Hall