Information Technology Council Minutes  
September 18, 2014

Present: Barbara Herbert, Liz Mascher, Val Engstrom (Melinda Roelfs), Jordan Simoncic, Joe Ensch, Tracey Mussa, Bruce Dallman, Dan Workman, Lee Young, Brenda Freiden, Khamis Siam, Randy Roberts, Dai Li, Angela Neria

Agenda:  
Angela Neria opened the meeting and presented the ITC mission.

Mission Statement

Pittsburg State University seeks to create an environment that aggressively employs the application of emerging and proven technologies in support of all aspects of the university's activities and initiatives. The Information Technology Council plays a critical role in creating this environment.

To do so, the ITC provides a mechanism for campus-wide input on the use of information technology resources. The council develops and recommends to the President’s Council appropriate policies, standards and procedures that facilitate the effective and efficient use of these critical resources.

In addition, the council will develop an IT plan and oversee its implementation, ensuring the plan is in alignment with the university's strategic plan.

Introductions

- Each member introduced themselves and provided information on what they do, what area they will represent, and their history with PSU.

University Strategic IT Plan

- The strategic plan was built by ITC to represent to all of campus stakeholders.
- Involved IT stakeholders from across campus
- Angela Neria provided a quick breakdown of campus IT individuals and who they report to. For example, Office of Information Services reports to the President.
- Other areas around campus that utilize technology heavily are the following. CTLT does faculty professional development and audio/visual services, they build learning communities on campus. University Marketing and Communications is responsible for web site, training on dotCMS, social media, and video development. Faculty across campus also use a variety of software, equipment, etc. in their classrooms.
- IT strategic plan: Angela handed out goals to group.
- The strategic plan goals were created in reflection of the University’s goals and direction.
The strategic plan was explained as well as some of the items that ITC will specifically need to address over the coming year.

Information was given regarding some of the ongoing challenges that decisions will need to be made on and how we get better across campus.

Current progress status of the strategic plan: 20 of 22 objectives met; 2 in progress.

Meeting format
- In most meetings there will be group work and stations. We will do ITC work and many times there will also be guests that will inform us about important projects, policies, etc that effect the campus.

Focus of 14-15 Year
- PCI Policy - Payment Card Industry (PCI) is the policies we have to follow when handling credit card information.
- Data Classification Policy – This is a policy that will put data, such as personally identifiable information (PII), in a classification and determine what area (department) will oversee that specific information. That department will also determine the appropriate use and requests for these types of sensitive information.
- IT Life Cycle Policy – This policy is to determine the life of things like, operating systems, software, hardware so we can stay current and not have unsecure or non-supported items in our network. These items can cause risks and damages.
- IT Purchasing Procedures – Purchasing procedures relate to the ordering of needed equipment from across campus to where we might be able to save money from a vendor due to quantity of the order. The idea is to do this as much as we can to save departments and PSU as a whole dollars with the understanding that this will not always be the feasible way.

Focus of 15-16 Year
- New strategic Plan will be the main focus.

Project Management
- Barbara Herbert gave a quick discussion on project management and informed the group on how this is being utilized in Information Services.
- OIS has a project management system where projects come in and are put on the list and taken through various stages to completion. The university division heads rank their areas’ projects from 1 to 10 for importance.
- OIS stays in contact with the designated department leads on the progress of the project.
- Each project has a rank/division/department, status, and description of the projects.
• The system is working very well with our developing team and helps them to know what is expected and of target deadlines.
• OIS is hoping to use the same system for their Infrastructure and Security team as well.
• Barbara will include a project update with the monthly meeting agenda.

**What IT would you like to know more about?**
• Angela asked that each attendee to write down what IT items they would like to know more about. These will be areas for discussion topics throughout the year.