

ITC  
December 8, 2005

University of Utah  
Information Technology Council  
Executive Committee  
October 13, 2005  
THE MINUTES

Attendees (or Representatives):

Cathy Anderson, Paul Brinkman, Norm Chambers, Tom Cheatham, Al Davis, Julio Facelli, Tom Fuller, Chuck Grissom, Paul Haanstad, Damian Hanks, Kay Harward, Steve Hess, Dave Huth, Hayl Kephart, Lisa Kuhn, Phil Johnson, Helen Lacy, Nancy Lombardo, Laurie MacMillan, Wayne McCormack, Paula Millington, Grant Moulton, Joyce Ogburn, Brent Park, Jim Parker, Steve Reynolds, Antonio Serrato-Combe, Rita Reusch, Joe Taylor, Kevin Taylor, Daniel Trentman, Jeff West, Chuck Wight., Joanne Yaffe Kjosness

- I. Welcome and Introductions – Wayne McCormack
- II. Minutes for August 11, 2005, were reviewed and approved.
- III. September Security Memo – Steve Hess  
Social Security Number Storage  
Tools for Discovering Social Security Numbers

Security Memo

A memo was sent to all faculty and staff members from Dave Pershing, Lorris Betz, Steve Hess and Pierre Pincetl following the August security incident, its purpose is to clarify each staff and faculty member's responsibility regarding information security. Council members discussed the memo content and guidelines, and expressed concerns that some departments do not have the personnel to adequately follow through with some of the guidelines.

Security Guidelines

Campus leaders have put together a list of security recommendations regarding the storage of Social Security Numbers, they are outlined under Tab 7 for Council members to review and approve.

Tools for Discovering Social Security Numbers

The third document under Tab 7 outlines procedures to search through user files on hard drives to locate files that possibly contain Social Security Numbers or Credit Card Numbers on individual computers. Council members are encouraged to download the tools and try them on their own computer.

It is recommended that the SSN recommendations be approved by ITC.

Council approved with the request that some wording clarifications be made.

- IV. Ubiquitous Wireless Access Project Plan – Dave Huth

It is proposed that wireless switching infrastructure be implemented to provide ubiquitous wireless coverage for users and to decrease the cost of wireless services for departments and colleges. Benefits to the plan are lower costs of purchase and operation of wireless networks, an infrastructure that will support campus wide wireless connectivity and compliance with the ITC resolution for ubiquitous network access. Additional information on the recommendation is listed under Tab 8.

The Wireless Project Plan recommendation was approved by ITC members.

#### V. Spatial Data Base Project Plan – Dave Huth

A proposal has been received from the DIGIT Lab to host the UUSD. UUSD will reside within a major relational database and allows data to be viewed and edited using ESRI's ArcGIS interface. It allows data ownership and sharing of data among participating departments. Additional information is available on this project under Tab 9.

This is an informational item. No action is required.

#### VI. Cellular Trail and Proposed Policy Change – Jeff West

The Cellular Policy has been brought before the ITC previously. The proposed trials to reimburse cellular users have been completed and the committee is ready to present their recommendations to council members. The plans for privately owned and University owned cellular phones is outlined in detail under Tab 10. Discussion regarding the Cellular Policy change is only one of the steps to establishing it as official University Policy but the committee feels the details can be worked out by the beginning of next year.

It is recommended that ITC approve the cellular allowance plan and revised policy as presented. Council approved with the provision that some wording be changed. Many council members would like to see a safety issue be address to encourage users to refrain from using cell phones while driving.

#### VII. E-Mail Project Update / SLA and Policy Recommendations – Dave Huth

The E-Mail project is moving along very well, a vendor consulting group is on campus to help bring the system on line and there is a test data base on line and performing well. Some of the next steps will be to advertise the new system and announce cut over dates. The hospital and students are scheduled to move to the new system first. Two important documents under Tab 11, a proposed e-mail operational policy and a campus email service level agreement are to be reviewed by ITC members, and will be discussed at the December ITC meeting.

This is an information item. No action is required at this time.

#### VIII. Video on Demand Committee Report – Steve Hess

The committee and sub committees have performed a study of campus video on demand, including case studies and surveys. The information from the studies is reviewed under Tab 12. The full report can be viewed at:

[www.it.utah.edu/leadership/ITC/vodComm/compression/Report\\_CompressionGroup.html](http://www.it.utah.edu/leadership/ITC/vodComm/compression/Report_CompressionGroup.html). The Working Group of Video/Audio Architectures issued the report with recommendations which can also be viewed under Tab 12. It is recommended that ITC approve the recommendations of the Video on Demand subcommittee. The recommendation listed on page four (4) of *the Information Technology Council Subcommittee for Video on Demand Report of the Working Group for Video/Audio Architectures & Compression* a New Media Ecosystem Executive Summary 2005-08-02. Council members approved.

#### IX. Campus “Advance” Development System – Go Live - Hayl Kephart

Due to a large agenda and time restraints Hayl informed the Council members that the roll-out is moving forward, the council will be updated again at a later ITC meeting. Information regarding “Advance” can be review under Tab 13.

This is an information item. No action is required at this time.

#### X. Web Access for the Disabled – Paula Millington

Campus policy and federal laws specify that University IT resources be compliant with Section 508 of the Rehabilitation Act. The purpose is to facilitate accessibility to disabled persons. Media Solutions conducts seminars for campus webmasters so that they are aware of the policy and legal requirements. Under Tab 14 is an outline of Section 508 for Council members to review. Additional information will be covered on this topic at a future ITC meeting. This is an information item. No action is required at this time.

XI. uMarket Application – Paula Millington and Jill Brinton

The Media Solutions group is beta testing the new uMarket application. Currently the tool being used for e-commerce is the module developed by ACS and Media Solutions. Although popular and used for a wide variety of transactions, this module is limited to one transaction at a time. The uMarket application offers a “shopping cart” experience that allows users to conduct multiple transactions in one session.

This is an information item. No action is required at this time.

XII. Campus Strategic IT Plan – Steve Hess

A draft of the Campus Strategic IT Plan was presented at the August ITC meeting. Members were asked to review the document and submit their input or changes. The version under Tab 16 incorporates the changes proposed by ITC members.

It is recommended that ITC approve the Campus Strategic IT Plan as presented, and continue to offer revisions as the needs of the campus change. Council members approved the recommendation.

Meeting adjourned

Next Meeting is scheduled December 8, 2005  
At 12:00 Noon in the Dumke Board Room of the Eccles Broadcast Center