Information Technology Executive Council

AGENDA

September 3, 2008, 8:00 a.m. - 12:00 p.m.

Video Conference
Fairbanks: Board of Regents Room
Anchorage: ADMINISTRATION 201
Juneau: Hendricks Conference Room

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<tr>
<th>FACILITATORS</th>
<th>Joe Trubacz and UA PMO</th>
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<td>NOTE TAKER</td>
<td>UA PMO</td>
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<td>PARTICIPANTS</td>
<td>Ro Bailey, Mike Driscoll, Dan Julius, John Pugh, Steve Smith, Joe Trubacz</td>
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### Agenda topics

1. **Follow-up on Open Action Items** (see next page) from July 18, 2008 ITEC meeting.

2. **Review tabled Action Items** (see next page).

3. **(Steve Smith, 5 minutes) Briefly discuss UA Privacy Policy** augmented University of Alaska Privacy Policy Draft. Generated by General Counsel. Please disseminate and return comments to Jim Durkee, jim.durkee@alaska.edu or 450-8388.

4. **Around 8:45 a.m. to 9:00 a.m. Vickie Gilligan to review SWOHR projects** 15 to 30 minutes.

5. **Discuss FY10 Capital Budget Request** “Compliance, and Business Efficiency Solutions” (formerly known as “Administrative Automation Solutions”)

   **See the following attachments to discuss:**
   - Capital Request FY10 - FY15 PDF (contains Excel spreadsheet),
   - Capital Budget Request cover page PDF (1 page, titled FY10 Capital Budget Request Summary Revised),
   - FY10 Capital Request PowerPoint slide (1 page, titled FY10 Capital Request, breakout),
   - Compliance - Efficiency Solutions Redbook text (Review and approve – Final text must be submitted to SW IR No later than close of business 9/4/08),
   - S0004 - Travel Project ITEC update MS-Word (February 2008),
   - Discovery Proposal for Banner Enrollment Management System (BEMS) MS-Word and “BEMS draft plan August 08” (1 page excel spreadsheet),
   - Discovery Proposal for Emergency Alert Notification System MS-Word.

   Action Item, "Should this project be put into the
   1) "Compliance and Efficiency Solutions," 2) left in the Administrative Solutions capital budget grouping, or 3) moved out as a separate line item in the Capital Budget Request?

6. **Review Governance** (see attachment, four pages ITEC Governance - Review, PDF). Action Item: “While the President Hamilton speaks in October with ITEC concerning the questions raised in July, can the PMO in the meantime kick-off the Leadership Team?”

7. **Review IT Governance handout** (see attachment, two pages IT Governance draft handout), Action Item: This is intended for broader dissemination than the four page diagrams. Is this handout acceptable, questions or comments?

8. **Review projects** *(see attached PDF, 8-26-08 UA project updates, Excel spreadsheet)*

   If not already discussed, work through BEMS and Emergency Alert Notification System

   Discuss *(attached Executive Summary for the Common ID for Students project.)*

9. **For ITEC reference purposes, briefly touch on UAF Transition recommendations for IT** *(see attachment with same name)*
10. Roles and Responsibilities for ITEC

See attachments BC Roles and Responsibilities Draft Statement (sample MS-Word document), and the table in “Roles and Responsibilities of the IT Executive Council.”

**Open Action Items**

1. Steve Smith: Prepare a memo from the President speaking to the original charge for MyUA. The Draft memo to be reviewed by ITEC. Memo should indicate the high-level objectives for information access for across the UA system and should task ITEC with fully specifying the needs, identifying possible solutions, and, if possible, implementing a technical solution or solutions that meet those needs. *(See attachment, “University of Alaska System Portal Principles”).*  
2. Facilities committee needs to review the Facility Focus project. (Steve Mullins) In talking with Joe Trubacz, he will schedule this topic for a meeting in July.  
3. Steve Mullins to generate sanitized meeting minutes for July 18, 2008 ITEC meeting. Open task as of August 26, 2008.

**Tabled Action Items to be addressed after meeting with President Hamilton in October:**

1. Board of Regent presentation regarding governance.  
2. Communication Plan for rolling out governance to UA.
## 1.0 Items added to Agenda

**DISCUSSION**

John Pugh added eFAR (electronic Faculty Activity Reporting) to the Agenda. The Faculty Alliance has submitted a memorandum to the President’s Office requesting the eFAR project be terminated.

**CONCLUSIONS**

**ACTION ITEMS**

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<tr>
<td>Steve Smith</td>
<td>November ITEC meeting.</td>
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## 2.0 UA Privacy Policy

**DISCUSSION**

Steve Smith and Jim Durkee described the draft UA Privacy Policy. The policy was created by UA general counsel. Jim is looking for all Systemwide governance groups to provide feedback to him regarding the policy.

**CONCLUSIONS**

**ACTION ITEMS**

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## 3.0 HR Projects update

**DISCUSSION**

Guest speaker, Vickie Gilligan, provided a status update on HR projects. She primarily covered calendar year 2008 projects. In the HR attachment, items highlighted in yellow were new projects for calendar year 2008. Please note, there was error on the first page about half way down. The statement should read “IPEDS reporting through Banner required by January 1, 2010.”

**CONCLUSIONS**

**ACTION ITEMS**

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<td>Joe Trubacz and Myron Dosch</td>
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## 4.0 TRAVEL MANAGEMENT PROJECT

**DISCUSSION**

Guest speaker, Myron Dosch, provided a status update on the Travel Management project. Myron has concluded that utilizing a Travel Management Corporation is not in the best interest of University of Alaska. The current decision is to wait and assess the release of Sungard Travel Management software package due to be released in December 2008. He recommended that ITEC no longer monitor this effort as there is no “Active” project at the present time.

**CONCLUSIONS**

ITEC decided that this project should still be monitored as this project is essentially in the requirements gathering phase.

**ACTION ITEMS**

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## 5.0 Banner Enrollment Management System

**DISCUSSION**

Guest speaker, Saichi Oba, discussed the Banner Enrollment Management System, or BEMS. BEMS has been on the horizon with Sungard for three years. BEMS would eventually replace EMAS Pro instances at each campus. EMAS Pro is a software application utilized by the student recruiters at each MAU. The application is considered somewhat antiquated and does integrate with Banner. BEMS would help with student success. It would contain “slices” of other Sungard technologies: Enterprise Data Warehouse and Operational Data Store. Saichi emphasized that the desire for this project is originating from the MAUs - it is a user driven product. Saichi does not envision any new FTEs needed for the implementation of this system. Saichi believes BEMS will be one of the highest priority projects for Student Enrollment Services. Saichi believe software licensing costs will be covered by reallocation.

### CONCLUSIONS

### ACTION ITEMS

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<td>Steve Smith</td>
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## 6.0 Emergency Alert Notification System

**DISCUSSION**

Guest speaker, Karl Kowalski, briefed ITEC on the two options before UA. The first option is part of the Capital Budget request for a permanent long-term solution serving all of UA. It would support emergency notification by a variety means and would operate even if connectivity with the outside world is lost. The second solution is considered an interim, short-term, option. It would provide a limited set of emergency notification capabilities while being remotely hosted from outside of Alaska. The long-term solution is perceived as being very expensive.

### CONCLUSIONS

A number of the ITEC members had concerns about both the long-term and short-term solutions.

### ACTION ITEMS

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## 7.0 Learning Management Systems

**DISCUSSION**

Steve Mullins spoke on behalf of this effort. A line item has been put in the capital budget request. While more detail is needed, it appears this effort would extend or leverage a UA Corporate Programs ongoing project where all non-credit courses would be tracked for UA staff and faculty.

### CONCLUSIONS

ITEC requests more information by early October before they are willing to support this effort.

### ACTION ITEMS

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<td>UA PMO, Steve Mullins</td>
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## 7.0 MyUA “charge” memo from Steve Smith

**DISCUSSION**

ITEC reviewed a draft MyUA “charge” memorandum from Steve Smith. The word “portal” was replaced in the document with “Enterprise Access Point.”
**CONCLUSIONS**

After ITEC has agreed with a final version of the memo, then the memorandum shall be submitted to the President’s cabinet.

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**ACTION ITEMS**

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<tr>
<td>ITEC members need to submit any changes to the memo to Steve Smith no later than September 10, 2008</td>
<td>Steve Smith. UA PMO to assist as needed.</td>
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**OBSERVERS**

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