IT Directors Meeting, March 14, 2017
375 McKenzie Hall

Voting Member | Area Represented | Present (Y/N)
--- | --- | ---
Chris Krabiel (Meeting Facilitator) | Interim CIO/Vice Provost for Information Services | Y
Shandon Bates | Lundquist College of Business | Y
Dennis Bishop | School of Law | Y
Jim Bouse | Enrollment Management | Y
Sara Brownmiller | UO Libraries | Y
Chris Butler | Athletics | Y
Guy Eckelberger | School of Music and Dance | Y
Ben Brinkley | College of Arts and Sciences | Y
Nick Maggio | Research, HPC | Y
Mark McCulloch | Business Affairs | Y
Kevin McGlinchey | Campus Operations | N
Tim Miller | Finance and Administration | Y
Cleven Mmari | Student Life | Y
Charles Powell | Research Office | Y
Gary Sullivan | A&AA/SOJC | Y
Kevin Williams | University Advancement | Y
Jeff Woodbury | Education | Y
Patrick Chinn, Ex-Officio | Information Services | Y
Noreen Hogan, Ex-Officio | Information Services | N
Steve Menken, Ex-Officio | Information Services | Y
Kristin Smith (ex officio, note-taker) | Information Services | Y

Guests: Kim Carson, Office of Sustainability; José Dominguez; Helen Chu

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Action Items</th>
</tr>
</thead>
</table>
| EPEAT Data Request- Kim Carson | • Kim Carson explained the STARS (Sustainability Tracking, Assessment & Rating System) EPEAT program, an institution-wide stated preference to purchase electronics that are EPEAT registered or meet sustainability standards.  
• The Office of Sustainability would like to collect data on electronics purchases in each department, in order to create a metric that can be used to move the campus to a shared goal of 100% EPEAT purchases.  
• IT Directors are asked to provide information on EPEAT ratings for all electronics purchases made in a fiscal year. | • All: Let Kim know if anyone is missing in her chart.  
• Ben: Contact Kim regarding what kind of |
Determined at this meeting that the fiscal year is more reflective or purchases than a calendar year.) Kim provided informational paperwork on what is needed, it is also listed on the unit’s website. Reports due by April 17.

- Looking for collection consistency, use “Gold, Silver, etc.” instead of a number. Document any other form of energy rating used on devices.
- Questions/Concerns:
  - Can a field be added to the database already provided by each unit to indicate the EP rating of each purchase? YES
  - Does this include leased electronics, or only outright purchases? Kim will provide this answer through email.
  - What if a device does not have an EP rating? Can go to the EPEAT website and put in the model number, it will generate an answer.

reports due by April 17.

- Looking for collection consistency, use “Gold, Silver, etc.” instead of a number. Document any other form of energy rating used on devices.
- Questions/Concerns:
  - Can a field be added to the database already provided by each unit to indicate the EP rating of each purchase? YES
  - Does this include leased electronics, or only outright purchases? Kim will provide this answer through email.
  - What if a device does not have an EP rating? Can go to the EPEAT website and put in the model number, it will generate an answer.

- Questions/Concerns:
  - Secure the Human: Cannot implement this training until the policy is complete. Waiting for Jessie to come to UO full time.
  - Concern about devices going through Homeland Security, devices taken from user and out of sight.

- Jose: Send the charge for each of the two groups to Kristin.

- Kristin: Forward presentation and Jose’s information to the IT Directors.

<table>
<thead>
<tr>
<th>Field is needed in order to add EP ratings to the current database.</th>
</tr>
</thead>
<tbody>
<tr>
<td>All: Fill out information needed by 4/17.</td>
</tr>
<tr>
<td>Kim: Find out if information is needed on leased electronics.</td>
</tr>
</tbody>
</table>

---

(Determined at this meeting that the fiscal year is more reflective or purchases than a calendar year.) Kim provided informational paperwork on what is needed, it is also listed on the unit’s website. Reports due by April 17.

- Looking for collection consistency, use “Gold, Silver, etc.” instead of a number. Document any other form of energy rating used on devices.
- Questions/Concerns:
  - Can a field be added to the database already provided by each unit to indicate the EP rating of each purchase? YES
  - Does this include leased electronics, or only outright purchases? Kim will provide this answer through email.
  - What if a device does not have an EP rating? Can go to the EPEAT website and put in the model number, it will generate an answer.

- Questions/Concerns:
  - Secure the Human: Cannot implement this training until the policy is complete. Waiting for Jessie to come to UO full time.
  - Concern about devices going through Homeland Security, devices taken from user and out of sight.

<table>
<thead>
<tr>
<th>Jose: Send the charge for each of the two groups to Kristin.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristin: Forward presentation and Jose’s information to the IT Directors.</td>
</tr>
</tbody>
</table>
Every device should be encrypted; best to have no data stored on the device itself.
- What about the Baker Tilly report that identified sensitive information on campus? This was a good first step, but there are always challenges with self-reporting. Concern that intellectual property be stored in a secure location.

<table>
<thead>
<tr>
<th>Jessie Minton-updates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jessie will be on campus March 23, 24, 30 and 31. She starts full-time on May 1. She is currently attending meetings by phone or video conference.</td>
</tr>
<tr>
<td>Her primary focus upon her arrival at UO is Transform IT and hiring a new CISO.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Updates- all</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris:</td>
</tr>
<tr>
<td>The Charter between IS and the Libraries has had several comments incorporated, including a preamble and a path for changes, and will be given to the Provost on Monday, 3/20 for approval.</td>
</tr>
<tr>
<td>Transform IT Implementation: Includes three repeatable steps: understanding, working on any changes needed, and finally implementation. An Implementation Advisory Group is being formed, will include representatives from HR, BRP and communications. They will begin meeting in April.</td>
</tr>
<tr>
<td>Chris is sending a clarification memo on budgeting during Transform IT, reminding all units that no changes should be made to unit IT budgets without approval from Jessie. This message will also be posted to the Provost’s website.</td>
</tr>
<tr>
<td>Gary Sullivan: Working on budgets for next year, getting used to working with two teams and two offices, SOJC and A&amp;AA.</td>
</tr>
<tr>
<td>Kevin Williams: Working with communications, reminding teams about staff added through consolidation efforts. Working to integrate some KWAX points due to the Verizon changes.</td>
</tr>
<tr>
<td>Guy Eckelberger: Working on the Oregon Bach Festival building, determining if this is a joint venture.</td>
</tr>
<tr>
<td>Tim Miller: Working on Telecom changes and storage.</td>
</tr>
<tr>
<td>Ben Brinkley: Working with CAS and IS to implement Transform IT changes to business office and finance staff. Also discussing an interim ticket flow, fee structure, and concerns about sunsetting the data warehouse.</td>
</tr>
<tr>
<td>Sara Brownmiller: Arranged for the April IT Directors meeting to happen in the Viz Lab. Will arrange a quick tour of Maker Space.</td>
</tr>
<tr>
<td>Shandon Bates: Working with Garron on the CRM. Provided information to Jessie and Chris on Transform IT in Portland.</td>
</tr>
<tr>
<td>Garron: Working on the CRM, send any questions his way.</td>
</tr>
<tr>
<td>Mark McCulloch: Working on Banner 9 implementation, looking at all of the customizations- by using Application Navigator users are able to run versions 8 and 9. Managing access review and the blended OPE project, which goes into effect on 7/1. Reminder that it is time for the PCI annual self-</td>
</tr>
</tbody>
</table>

| All: Let Chris know about any departmental cuts to IT. |
assessment, everyone who processes cards must take training. Concur will be active in the spring, which is a travel expense management solution purchased by the business office.

- Jim Bouse: Working on Banner 9 testing, setting up contacts in the CRM, and the singularity migration portion of ECMS. Will transition a subset of campus to the new workflow system in August, with the remainder of campus by the end of the year.
- Patrick Chinn: Teamdynamix work is continuing, looking into what should be included in a service catalog.
- Dennis Bishop: New Dean announced, the school is currently experiencing a lot of turnover. There has been an uptake in potential enrollment. They are migrating their website to a portal, using Drupal.
- Cleven Mmari: Completing PCI compliance, will migrate databases to Allen Hall over spring break. Working to sunset the data warehouse.
- Chris Butler: PK and Jane Sanders parks have just opened; Hayward field is next. Transitioning their ticketing system to Ticketmaster.
- Steve Menken: Work on the network continues- Juniper has been engaged, the equipment installed, currently putting fiber into faculty labs. His group is tying Allen Hall HPC to the new core, and tying the old core to new core because the firewall infrastructure will not work on the new core. Looking at a new investment for unified communications, Avaya has filed chapter 11. When a decision is made, it will go to the ITSC for review. He is working with Nick Maggio on the storage workgroup, looking for a holistic solution for campus.
- Charles Powell: Working with Nick Maggio to move data to Allen Hall. Looking at an RFP for compliance and research.
- Nick Maggio: Working on HPC deployment, currently in alpha testing to find the bugs, will then move to beta testing. Working on a scientific workflow.
- Helen Chu: Working on funding for academic technology, as well as the Student Success Collaborative and how to get mid-term grades out of Canvas and into that system. Also looking at classroom design, an online education initiative and accreditation. Helen reported that Top Hat Monocle has been aggressively marketing to faculty; General Counsel is now involved. The Libraries are sponsoring a Map-a-Thon, coming soon.
- Jeff Woodbury: The COE is deprovisioning their server room in HEDCO, and virtualizing their servers to the CC.