MEETING MINUTES  
Wednesday, December 12, 2018  9:00 to 11:00 a.m.  

I. Call to Order..............................................................................................................................Howard  

II. Staff Member of the Month.......Lana Unger......
Throughout the final portion of completing my Master's thesis, Lana was right there every step of the way. She made sure I had the proper forms filled out on time and that all my paperwork was taken care of between myself and all faculty members I was in contact with. She checked in frequently and offered exceptional advice when I had some uncommon struggles. I will always appreciate the extra care she gave me especially because she didn't have to do as much as she did to help me. Lana, I appreciate you so much. Dana McCurdy.................................................................Espenschade  

III. Roll Call – Determination of Quorum..........there is a quorum................................................McGarry  

IV. Approval of Minutes........approved..............................................................Howard  

V. Guest Presentations –  
   a. VP, Information Technology/CIO Dan Ewert- IT best uses – see PowerPoint - attachment.  
      6 initiatives  
      • IT governance and prioritization  
      • Annual security training  
      • Common work management system for IT employees  
      • Centralized procurement  
      • Central device management  
      • IT Personnel and Risk Study – provide backups  
      Need help to implement all of these to make the process work. Need active participation in all areas. Please provide feedback.  

VI. Executive Committee Reports  
   a. Off-Campus...Campus inclusion project – progress – best practice for video conf.....Fox  
   b. Communications...43.2 open rate on newsletter.............................................Hoffmann  
   c. Treasurer........none........................................................................................Freitag  
   d. Secretary......none....................................................................................................McGarry  
   e. Elections......IT advisory committee?...we will need a staff member for this......Crossland  
   f. Technology......none....................................................................................................Kearney  
   g. Vice Chair........response to active shooter training is on hold but is coming......Baker  
   h. Chair............next month Pres. Staben and Brian Foisey.........................Howard  

VII. Advisory/Other Reports  
   a. Faculty Senators......Approve curriculum, they are interested in communicating w/ Staff Council....Ben  
   b. Post Docs...none....................................................................................................VanLeuven  
   c. Human Resources...Staff narrative evaluation is in process, should be available soon.....Matthews  
   d. Finance & Administration......absent........................................................................Foisy  
   e. Professional Development & Learning......no updates – required training no final numbers, but over 95% ............................................Keim  

VIII. Old Business  
IX. New Business  
   a. Drafting a proposal for our Staff Development Learning and Development budget  
      i. We have money for Development – we need to use it or we might lose it – Elissa will draft a proposal for use. Bring someone in for summer retreat for team building?
X. Good of the Order
XI. Adjournment: 10:23
XII. Party
IT AT UI: BEST USE OF OUR RESOURCES

DAN EWART, VP FOR IT AND CIO
NOVEMBER 2018
CURRENT STATE

Statewide information technology (IT) support at UI is provided through 140+ hard-working employees both inside and outside Information Technology Services (ITS). Decision making and budgets are decentralized, leading to challenges in coordinating efforts to achieve UI’s priorities in our very complex environment. This situation has evolved over time for a multitude of reasons.

Changing the model for IT support will help UI in many ways.
WHY CHANGE IT SUPPORT NOW?

FEEDBACK, TRENDS AND BEST PRACTICES

**Internal**

- Improve level, consistency and speed of support
- Manage growing security and compliance requirements
- Manage high expectations of technology support
- Manage risks & minimize duplication
- Improve institutional prioritization of resources
- Focus resources on strategic value
- Balance maintaining needed systems with implementing new
- Balance current budget situation with institutional needs

**External**

- Continue to address Governor’s 2015 and 2016 executive orders on cybersecurity
- Recognize potential impact of centralized IT for State agencies as of July 2018
- Recognize potential impact of centralized purchasing for many technologies as of August 2018
- Prepare for possible outcomes of SBOE’s focus on “systemness”
LAYERS OF IT EFFORTS

USING OUR RESOURCES

<table>
<thead>
<tr>
<th>Transformational Improvements</th>
<th>“Leap Ahead”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Improvements</td>
<td>“Move Forward”</td>
</tr>
<tr>
<td>Technology Baseline Improvements</td>
<td>“Catch Up”</td>
</tr>
<tr>
<td>Baseline Activities</td>
<td>“ Remain Functional”</td>
</tr>
</tbody>
</table>

We need and want to spend more time here

We spend the vast majority of our time here

With limited and finite resources, how are we going to move forward?
**Best Use**

- We need to do more than just continuous improvement on ITS processes and procedures.
- “Best use” means optimizing how we use UI’s available financial and personnel resources without adding any additional cost or requiring more resources.
- Focusing on “best use” now will provide more resources for moving forward and leaping ahead.
COMPONENTS OF “BEST USE”

SIX SEPARATE BUT RELATED EFFORTS APPROVED AND MOVING FORWARD

- **Leap Ahead**
  - IT Governance & Prioritization
- **Move Forward**
  - Annual IT Security Training for All Employees
  - Common Work Management System for IT Employees
  - Central End User Technology Procurement and License Management
- **Catch Up**
  - Central Device Management
- ** Remain Functional**
  - IT Personnel and Risk Study
**Components of “Best Use”**

**IT Governance & Prioritization**

**Why**
- Maximize the chances of project success by aligning all necessary resources for project completion
- Ensure institutional resources are working on the highest priority initiatives and to be transparent on those priorities

**Process**
- Following a best practice methodology, collect requests and see if existing technology will suffice. If not, prioritize projects from an institutional perspective, align resources and complete projects.

**Implementation**
- Immediate, continue partnership with Purchasing Services
COMPONENTS OF “BEST USE”

ANNUAL SECURITY TRAINING FOR ALL EMPLOYEES

**Why**
- Majority of security and compliance issues are due to social engineering and user error
- Rapid pace of change requires regular refreshers

**Process**
- ITS will continue to partner with Employee Development & Learning (EDL) to make training available and report on completion
- Training content is purchased through SANS, an industry leader

**Implementation**
- Immediate – continue current activities
COMPONENTS OF “BEST USE”

COMMON WORK MANAGEMENT SYSTEM FOR ALL IT EMPLOYEES

Why
• Connect customers more quickly to those who can fix their issues
• Provide one place for customers to go with technology issues
• Provide one place to track technology projects
• Provide one place to analyze and manage human resource investment for technology support

Process
• Review business processes, build necessary forms, train technology employees and inform customers

Implementation
• Complete by March 1, 2019 - finish volunteers, then complete others; software is provided through an ITS budget
COMPONENTS OF “BEST USE”

CENTRAL END USER TECHNOLOGY PROCUREMENT & LICENSE MGMT

**Why**
- Take advantage of economies of scale and reduce duplications
- Standardize technologies for lower costs and higher support quality with less time spent on custom solutions
- Provide end-to-end ordering, inventory tracking, deployment and retirement for reduced steps and paperwork

**Process**
- Process to be developed to include online ordering, common items in stock, choices (Mac vs. Windows) and exceptions
- Budget remains with the unit

**Implementation**
- By August 2019, finish process development and rollout, continue partnership with Purchasing Services
ITS will develop standards for and facilitate purchase of:

- Windows and Mac desktops and laptops, Windows and iOS tablets
- Multi-function devices (copiers) and printers
- Office/conference/mobile phones plus mobile plans and hotspots
- Monitors, televisions, projectors, digital signage and streaming devices (Apple TV, etc.)
- Video conferencing equipment
- Peripherals (scanners, speakers, keyboards, mice, webcams, microphones, storage, Cables, UPS power backups, etc.)
- Approved end user software and apps

ITS will consult and provide recommendations on:

- Computer furniture and monitor arms
- Cases and skins
- Security devices (locks, cables)
- Power strips and cords per fire code
- Facilities cabling
- Non-standard software

The implementation process will consist of:

- Finalizing guidelines, strategies, processes and an exception mechanism through consultation with Purchasing Services FIG, CUIBO and IT personnel
- Developing a portal for standard products
- Developing and implementing a communication plan
- Training UI personnel
COMPONENTS OF “BEST USE”

CENTRAL DEVICE MANAGEMENT

Why
- Improved user experience through automated software delivery and patching
- Improved security and reaction to security/compliance issues
- Improved ability to implement time-saving standards
- Allows IT employees to focus on critical initiatives
- Improved planning: replacement cycles, common challenges

Process
- For new devices, it will be part of the centralized purchasing
- For existing devices, each device will have software installed to facilitate patching, monitoring and security

Implementation
- By August 2019, finish process development and rollout
COMPONENTS OF “BEST USE”

IT PERSONNEL AND RISK STUDY

**Why**
- Better understanding of employee roles and existing tech
- Better understanding of institutional risks
- Focus employee time on strategic priorities and minimize risks by better coordinating resources

**Process**
- Document current positions with technology roles and current technology in use at UI
- Analyze data to understand risks and develop recommendations

**Implementation**
- By August 2019, complete the process and start an institutional discussion of next steps
The University of Idaho is moving forward with the “IT Best Use” initiative with the support of the President and the Cabinet. Success will come as we work together to make this initiative successful. It will, at times, be difficult but we must stay the course to realize the benefits. We will change and adapt as we learn and learning will come through collaboration and communication.

**Continuous Support**
Consistent, active support through words and actions
Do not circumvent the processes – suggest improvements
Encourage constructive feedback

**Continuous Improvement**
Solicit and positively accept feedback
Utilize data and surveys to improve
Adjust processes as necessary
Explain why some changes do not happen

**Communication**
Discuss widely and openly
Promote the “why”
Actively solicit feedback on “Best Use” implementation
Be open with metrics, successes and areas for improvement

Please share and discuss the information in this presentation and refer questions, comments and suggestions to Dan Ewart, VP for IT and CIO.