

MINUTES
Information Technology Advisory Committee
January 24, 2014

Attendees: Bill Abplanalp, Adrian Aron, Ian Barland (for Bob Phillips), Tim Channell, Charley Cosmato, Brian Cox, Gary Fetter, Carly Grubbs (student representative), Danny Kemp, Wendy Lowe, Lydia McCallister (for Bruce Buskill), Randa McDonald, Jackie McNabb, Ed Oakes, Santhosh Parameswaran, Chad Reed, Dennie Templeton, Jeff Willner

The Information Technology Advisory Committee was called to order by Santhosh Parameswaran at 3:06 pm on January 24th, 2014 and introductions of those present were made around the table. Santhosh asked for a motion to approve minutes from the previous meeting on December 6, 2013. Jeff Willner motioned, Jackie McNabb seconded, motion carried.

Randa McDonald spoke to the committee regarding Internal Audit's recommendations to change passwords more frequently for sensitive systems that impact all faculty and staff. Charlie Cosmato recommended finding fast and efficient solutions for people to access their password when it is forgotten and for a reminder to be sent for all devices that require passwords to be changed. Jeff Willner recommended the use of password manager, software that helps users store and organize passwords and PIN codes. Randa was not sure of the cost implications and requested committee members to send her feedback within the next two weeks.

Randa McDonald also went over the IT Security Standard requirement regarding the use of a 4 digit pin on all mobile devices used. The policy is in place but currently not enforced or adhered to at all times. A recommendation was made to put something in place to require users to put a pin in all mobile devices to connect to the RU Exchange server. Ed Oakes stated that testing needs to be done and requested approval from the committee to go forward with testing. After testing is complete, a vote will be called at next month's committee meeting. Feedback is to go to Randa McDonald.

Jackie McNabb discussed RU Mobile and stated that the app will need to be upgraded soon. The new app will have a new platform, new user interface, similar functionality and functionality for planning laundry machines on campus. Any ideas for additional functionality should be sent to Jackie McNabb and Jaime Hunt.

Jaime Hunt was scheduled to speak about kiosks but was held up at another meeting, Danny Kemp spoke for her. Six kiosks are to be placed on campus at the Bonnie, COBE, and Heth, Martin, Walker, and Young Halls. The kiosks will include an online directory, campus map, a directory of all campus buildings and possibly in the future, access to the university website and limited sites on the Internet. More kiosks may be added at a future date. Adrian Aron inquired if the Roanoke locations were included and Danny stated they were not, but thought it was a good idea to possibly add them.

Ed Oakes announced that there is a problem with internet performance and changes need to be made as soon as possible. The committee recommended that the change take place at 5:00 am on January 25, 2014.

Santhosh Parameswaran inquired about the current scheduled times for ITAC meetings and whether it was a convenient time for committee members. He suggested that members contact Linda Kipps if a time other than Fridays from 3-5pm would be more accommodating.

Bill Abplanalp motioned to adjourn, Jackie McNabb seconded. The meeting adjourned at 3:49 pm.

Respectfully submitted,

Mary Fowler-Hughes