



Attendees:

Area	Name	Attended/Absent	Area	Name	Attended/Absent
Advancement	Jamie Orsini	Absent	Provost Office Representatives	David Slavsky	Attended
Enrollment Management & Student Success	Paul Roberts	Attended	HR	Winifred Williams Danielle Hanson	Attended Attended
Facilities	Kana Henning	Attended	ITS/Facilitator	Susan Malisch	Attended
Finance	Wayne Magdziarz Teresa Krafcsin	Absent Attended	ITS	Jim Sibenaller Bruce Montes	Attended Attended
President's Office	Tom Kelly	Attended	Student Development	Jane Neufeld	Attended
Provost	Margaret Callahan	Attended			

Welcome, Meeting Purpose & Agenda

The minutes from the October 25, 2018 meeting were approved as written. The agenda for December 10, 2018 is focused on the FY 19 Q3-Q4 Project Portfolio Prioritization.

Project Portfolio Prioritization

Jim Sibenaller reported the portfolio started with 177 projects and 58 new project requests. At present, there are 40 completed projects plus an additional 18 projects that are forecasted to complete by December 31, 2018. The completed total for FY19 Q1 Q2 should be 58 projects. The new FY19 Q3 Q4 portfolio includes 203 projects, of which 171 projects that have rolled over from the prior period. Susan explained the capacity estimator exercise is a helpful way to identify gaps or increase in resources for the upcoming project cycle and is prepared during the POR process. ITS had a 2% reduction of project capacity due to VTIP. Transformative projects under the Loyola Digital Experience "LDE" technology strategy have been added to the portfolio.

Susan recapped the priority list as recommended by the Project Review Board; following are some notable highlights of the FY19 Q3-Q4 portfolio:

- Within the last six months, there have been 11 service requests for specific projects from Student Academic Services in regards to LOCUS enhancements. Conversations on requirements have begun and some of the advising tools available in LOCUS have been activated for testing.
- The BI Steering Committee completed their first Project Prioritization for this subgroup of projects which was reflected on the list as well.
- Bursar's Office tuition payment plan - iPlan. Phase 1 complete, Phase 2 underway, Phase 3 scheduled for April/May pending user scope approval.
- Advancement replacement software for annual giving and call campaigns; moving from SmartCall to new cloud-based service from Ruffalo Noel Levitz.
- LDE foundational projects – Microsoft E5 licensing bundle; multiple infrastructure and information security efforts.
- Facilities Space and Asset Management. Two vendors selected from RFP, completed budget and reference checks. Next steps; select vendor, contract negotiations followed by planning for an 18-month implementation.
- LOCUS Fluid pages rollout. End user will experience a new look and feel. Possible demo of Fluid pages for next ITESC.
- Campus Reservations system, 25Live is moving customers to a cloud-based service model. Dawn Collins is the sponsor for this transition. There had been a delayed schedule initiated by the vendor.
- Interface review between LOCUS and 25Live in regards to academic spaces. There are inconsistencies on what is available and what is reserved.
- Sakai will undergo a major upgrade to the look and feel for the end users. Pilot testing targeted during the summer sessions in May.
- Collective Bargaining Agreement changes for the FIS system. Anne Reuland is working with ITS on changes to existing code and final requirements. Bruce will verify with Provost's Office on the timing of the changes and report back to David Slavsky.
- The Discovery Process was approved to analyze Preferred Names/Pronoun use across systems.
- Wellness Center – Implement Proto-call for after-hours mental health services; request to have in place by Fall 2019.



- School of Social Work and SONIA. Field management software in final stages. Will be live soon. SOE may also find this to be useful.
- Office of International Programs study abroad application moving to SLATE to support recruiting efforts. The priority for this project has elevated in recent weeks.
- Course Evaluation replacement driven by Office of Institutional Effectiveness. RFP in process, site visits in early January, decision by mid-February. The goal is to have faculty and students acclimated to the new process by the end of the spring term. Faculty are eager for a new solution.
- Student concerns tracking system, including Title IX. Vendor change from Simplicity to Maxient.
- RamblerLink software replacement. RFP in-process.
- JFRC ID badge access and dining funds; assessment in-process for extending use of Lakeside solutions to JFRC.
- JAMF solution to manage LUC image for on-campus Mac computers. SCOMM and Fine Arts use Mac computers.
- Web Checkout upgrade – reservation system used by the Digital Media Lab for equipment check out. SCOMM, Damen Center and QSB all use this solution as well.
- JIT (Just in Time) faculty training. Going from physical to online teaching in a pinch. One hour self-paced training for faculty to quickly get their class moved to an online session. Start of spring. This also serves as part of Business Continuity planning for the Provost's Office.
- Follett Integration with Sakai. Faculty will provide textbook information that will feed directly to bookstore.

The ITESC confirmed the recommended prioritization for the POR for FY19 Q3-Q4.

Additional 'B' Project Discussions

Council of Regents Website

- Possible mirror of the BOT website
- Requirements are in discussions
- Tom suggested to engage Michael Halverson – Advancement driven project
- Possible use of OneDrive or Sakai as location
- Interested Council of Regents members can find and can seek engagement with on/off campus events.

Guest Management system

- Replacement for Easy Lobby
- Used at information desks
- Dan working with Campus Safety and Student Development
- Currently pending but moving to active status

Future Needs of UMC

Jeremy Langford has found there is not a central repository for current or historical UMC projects. There are over 600 projects scattered among different drives, folders, etc. The clients of UMC are in need of better reporting. Jeremy inquired about using Sharepoint and OneDrive. Bruce advised Panapto is an available solution for video and static images. SCOMM and Fine Arts also have a solution in place that might be beneficial and give a better perspective of what is accessible. Jim explained there is a long term solution to migrate from network drives to a OneDrive model. Jeremy will remain engaged with ITS on these efforts.

HSC Campus Safety

Tom Kelly inquired about the next steps to mirror the Lakeside campus safety and security model at the HSC campus. This has become a priority in the President's office. It was reported that Tom Murray will be meeting with Shawn from the LUMC in the first part of January to begin building a capital plan. An immediate timeline has not been established. The infrastructure is a large component of the work that will need be done including a camera assessment and physical space should they need a dispatch center.

Next meeting – February 27, 2019 – 1:30-3:30 – GC West | LT 1704 | and via Zoom tele/video conference

Respectively submitted by;
Sondra Heine