



# Information Technology Committee

April 11, 2024 - 11:00 a.m.  
 Virtual Microsoft Teams Meeting  
 Minutes

## Opening

The meeting was called to order on April 11, 2024, at 11:00 a.m. by Mr. Matt Smith.

## Attendees

Voting Members Present	Non-Voting Members Present
Dr. Curtis Armstrong	Mr. Cody Bryant
Dr. Julie Baker	Mr. Tyler Farsoun
Dr. Jason Beach	Mr. David Hales
MS. Sharon Holderman	Mr. Will Hoffert
Dr. Jeannette Luna	Mr. Jason Luna
Dr. Mohan Rao	Mr. Triston Martin
Mr. Matt Smith (Chair Proxy)	Dr. Mike Renfro proxy for Mr. Brandon Walls
Dr. Sandra Smith-Andrews	Mr. Matt Silva
Mr. Ben Stubbs	MS. Angie Vick
Mr. Dan Warren	Mr. John Woodard
Dr. Lenly Weathers	
Dr. Susan Wells	
MS. Elizabeth Williams	
Dr. Kumar Yelamarthi	
Dr. Lisa Zagumny	
Voting Members Absent	Non-Voting Members Absent
Mr. Elijah Tidwell	Mr. Greg Holt
Mr. Braxton Westbrook	Mr. Brian Seiler, CIO

---

## **Approval of Agenda**

---

A motion to approve the agenda was made by Dr. Lisa Zagumny and seconded by Dr. Julie Baker. Motion passed.

---

## **Approval of Minutes**

---

A motion to approve the minutes of the previous meeting was made by Dr. Lisa Zagumny and seconded by Dr. Julie Baker. Motion passed.

---

## **TAF Project Proposal Submission**

---

Will Hoffert reported that a meeting took place with the Provost Office, led by Dr. Lori Bruce, to discuss upcoming projects. In attendance were Brian Seiler, CIO, Angie Vick, Hunter Kaller, and Dr. Julie Baker. Dr. Bruce has requested a compilation of project proposals. Following Dr. Bruce's amendments, the project submission form is anticipated to be ready later this spring, aligning with the subcommittees' schedules to evaluate projects before the Fall semester. The review process includes assessing the technical feasibility of the proposals and obtaining prioritization from the respective departments.

Mr. Will Hoffert announced that the Information Technology Services (ITS) is proposing a Mobile Credentials project for the current fiscal year to the TAF Spending Subcommittee. This initiative would enable students to utilize their mobile devices for various services, including printing and potentially dormitory access. Mr. Will Hoffert noted that the funding for this project could be sourced from the savings accrued from the firewall and VDI projects, which were sanctioned by the ITC Spending Plan Subcommittee and completed under budget. The team plans to request the ITC Spending Plan Subcommittee's authorization to allocate these savings towards the Mobile Credentials expenses. Additionally, Mr. Will Hoffert is exploring the use of TEAMS and polls outside standard meetings to expedite the approval process for proposals presented to ITC members and Subcommittees. Mr. Will Hoffert also highlighted the advantages of EZProxy, a service that facilitates student access to library resources, confirming its affordability with an annual cost of around \$800, which ITS intends to incorporate into the UNIV software project budget.

Dr. Julie Baker stated that she had a question about the list the Provost sent to ITS, which provided a list of projects the Deans had discussed.

Mr. Will Hoffert confirmed that he had received the list but did not know if he had approval to share the list with the committee at this time.

Dr. Julie Baker stated that she wanted to ensure those items were being considered.

Mr. Will Hoffert confirmed that every proposal listed will be reviewed. Mr. Will Hoffert is awaiting the submission of specific proposals Dr. Bruce highlighted during the meeting. Furthermore, Mr. Will Hoffert has verified that the projects he referenced are in line with ITS's expectations and to be integrated into the sanctioned budget for UNIV software initiatives. Mr. Will Hoffert also mentioned that two of these projects are ready to be presented to the sub-committee for consideration while the submission of additional projects are anticipated.

---

## **Other ITC Items**

---

Mr. Matt Smith as proxy for Mr. Eric Brown, Chair of ITS asked Angie Vick for assistance in leading this topic.

MS. Angie Vick advised that this section is open to the members for any other ITC items they want to discuss.

### **SOFTWARE**

Dr. Jason Beach stated that data science is one of the components of their new higher education PhD program. One of the proposals we submitted for accreditation was the utilization of PowerBI, which is a part of our Microsoft Suites of programs. Dr. Jason Beach stated that there had been some license changes that he was not aware of with the new version of Microsoft that did not include PowerBI. Dr. Jason Beach advised that several classes and projects had been built around PowerBI. Dr. Jason Beach wanted to thank Mr. Brandon Walls for finding a workaround but believes this should be a broader conversation regarding any changes to licenses. Dr. Jason Beach stated that a small change can cause significant ripple effects, especially related to programs and academics. Dr. Jason Beach wanted the committee to be mindful of any changes because even just a change in Microsoft terms could have a significant impact on academic programs, and it caused some issues regarding assignments and even courses being offered. Dr. Jason Beach stated that PowerBI is a data visualization program that works well and is user-friendly for data visualization. Dr. Jason Beach noted that you can connect a spreadsheet to PowerBI, which gives you live interactive data similar to SAS. Dr. Jason Beach stated that it is very similar to going to our Institutional Research page, where you can click and interact with it. Dr. Jason Beach noted that a free version of PowerBI can be used; however, it is only accessible through the Windows Store, and our Windows Store has been shut down. Dr. Jason Beach clarified that he was not implying that the changes were known to all. Nevertheless, he urged the committee to reflect on academic matters and any alterations, irrespective of the necessity for a vote to initiate discussion.

MS. Angie Vick stated that she is a member of the Microsoft licensing team and reported that during the recent renewal process, inquiries were made regarding any modifications to the expiring licenses. MS. Angie Vick stated that the team was assured that no changes had occurred. MS. Angie Vick also affirmed that the Information Technology Services (ITS) consistently reviews software renewals, proactively identifies any alterations, informs the end-users, and provides support with alternative options when necessary.

Mr. Matt Smith suggested that we make a note for Brian Seiler, CIO, and bring these things to his attention as we find out to help disseminate the information throughout the university to find out the ripple effect and who it may impact.

Dr. Lisa Zagumny commented that there is a free version of PowerBI in the Windows Store but asked if someone could talk her through how to get the software.

Mr. Will Hoffert stated, as previously mentioned, Microsoft is changing how they manage store applications, such as in-store apps that are provided instead of Windows 11, which is coming out within the next year and Windows 10 is at the end of support late next year. Mr. Will Hoffert stated that we will be pivoting as a university over to Windows 11. Mr. Will Hoffert stated that ITS is working directly with a vendor to try to reimplement the Windows Store on Windows 11 to provide applications, licensing, and other items not to campus devices and assign them to individuals. Mr. Will Hoffert stated that this has caused a lot of back-end work, but it is something that we are working through to try to get for individuals who have issues, like Dr. Beach. Mr. Will Hoffert confirmed that as we look to pivot to Windows 11 for most campus devices with renewals or updates and to upgrade machines if there are store applications that we become aware of, we will try to assist those users. Mr. Will Hoffert stated that our primary distribution method for software is still application deployment through the Software Center.

Dr. Susan Wells stated that, as somebody who teaches PowerBI every fall, she would like to be on that list to know if she needs to change that course before she starts planning for fall.

Dr. Mike Renfro stated that from a general data science side of things, we have Python that can be used for data science if people are interested. Dr. Mike Renfro stated that we have some new capabilities in the High-Performance Computing environment that are much friendlier, especially for Python. Dr. Mike Renfro noted that you could run Jupyter Notebooks and potentially massively scale that kind of workout for the people who need it, whether that's education or research.

Dr. Jeannette Luna commented that she has been meaning to contact IT for a similar issue with GIS. Dr. Jeannette Luna stated that GIS is used across multiple departments, not just in Sciences and Civil Engineering, and is getting ready to use this software. Dr. Jeannette Luna stated that beginning this summer, they will no longer be supporting the ARC map, which was what we used for many years, and now the company only supports the Pro when Arizona State's IT division went through and updated some individual programming that had been written for the older software, it no longer works in the new ones which then reduces the software functionality. Dr. Jeannette Luna agreed with Dr. Jason Beach about keeping students and teaching in mind.

Mr. John Woodard noted that for anyone using PowerBI, the Microsoft licensing changes did not affect faculty and staff. Mr. John Woodard stated that it only affected student accounts. Mr. John Woodard stated he is also on the Microsoft team that works on the university licensing and that it was definitely a blind side to use. Mr. John Woodard stated that we know many people use PowerBI and that Microsoft sometimes does this, and we try to stay on top of all these changes. Mr. John Woodard wanted to apologize, in addition to Ms. Angie Vick, for this, which is not taken lightly.

Mr. Will Hoffert asked if there was a way or method to get some feedback from the areas, colleges etc., where there may be critical software, such as Dr. Jeannette Luna and Dr. Jason

Beach pointed out. Mr. Will Hoffert reiterated a list of some of those applications we know we need to look out for in the future.

Dr. Lisa Zagumny stated that we could survey the departments and schools. Dr. Lisa Zagumny commented on a quick Qualtrics survey asking for a list of the software crucial to your instruction and research.

Dr. Jeannette Luna agreed, stating that maybe the survey could be sent out once a year and asking us if we're aware of changes to the software. Dr. Jeannette Luna stated that she already gets an email to look at their budgets on an annual basis. Dr. Jeannette Luna stated that it seems like it would be easy enough to add to that email and let us know of any anticipated significant change. Dr. Jeannette Luna stated that she found out about GIS about a month ago and has already contacted their Tier 2 support to let them know.

Mr. Will Hoffert stated that ITS would try to get a survey to understand curriculum-dependent or college-needed software better.

Dr. Jason Beach asked Mr. Will Hoffert or Mr. John Woodard if there was a timeline for updating the Microsoft Store and the partner you are working with.

Mr. Will Hoffert confirmed that they are currently testing to see how it operates because it is a change in how we manage devices in totality on campus. Mr. Will Hoffert noted that we use Microsoft Cloud instead of on-premises resources. Mr. Will Hoffert stated that we had used Software Center for years, and Microsoft now has Intune, so we are doing what is referred to as co-management to make that softwares available. Mr. Will Hoffert noted that he is testing in his office to try and see how apps are being deployed from the Windows Store. Mr. Will Hoffert asked that if you have or are aware of others who have a need, please reach out to our Help Desk, and we can work with them individually to try to open portions or at least deploy, as mentioned, those software. Mr. Hoffert stated that he does not have an estimated availability time because it depends on how the testing goes and what issues arise. Mr. Will Hoffert has emphasized the ongoing weekly meetings with the vendor to refine the project timeline. Mr. Will Hoffert stated that a more accurate estimate will be provided as the project progresses, and the campus community will be informed of any updates regarding device registration process.

Dr. Jason Beach asked, in relation to what Dr. Susan Wells was saying, if that is like a six-month, three-month, or twelve-month cycle.

Mr. Will Hoffert has projected a six-month timeline for the anticipated developments. Mr. Will Hoffert noted that as we approach the end of the fiscal year and people engage in renewal cycles, there is an expectation to adapt to the evolving role of computers in our processes.

Dr. Julie Baker asked Dr. Susan Wells whether her inquiry regarding the utilization of PowerBI had been addressed for the Fall semester.

Dr. Susan Wells stated that she would pivot if needed but would like to know if the students have a free version or something they can work with as soon as possible.

Mr. Will Hoffert commented that someone would follow up with Dr. Susan Wells directly and make sure those things are ironed out regarding what expectations are for the fall for classrooms and licensing needs.

Dr. Sandra Smith-Andrews asked if there was any accountability to Microsoft if their representative said specifically no changes. Dr. Sandra Smith-Andrews asked if we had someone who reviewed those contracts before we signed them and if anybody noticed the changes.

MS. Angie Vick stated that when we contact vendors regarding renewals, we provide them with updated information, such as the number of licenses needed for Faculty, Staff, Students, and Adjuncts. MS. Angie Vick confirmed that we reviewed the quote with the vendor/company and asked about any license changes. MS. Angie Vick confirmed that although we go through a reseller for the Microsoft license, we met with Microsoft several times about the renewal and specifically asked about it. MS. Angie Vick stated that software companies may give us a brief legacy or allow a brief continuance, but in the end, we have to move to their new platform. MS. Angie Vick reiterated that we have contacted Microsoft and relayed concerns about licensing changes that we were unaware of. MS. Angie Vick advised that Microsoft will try to rectify the situation by asking how many students need the full version of PowerBI and sending us a quote for additional coverage.

Dr. Jason Beach stated that their Higher Ed PhD program includes faculty and staff and would use their TTU login credentials to access Office 365. Dr. Jason Beach stated he planned to have them use the online version of PowerBI through the Office 365 platform.

Dr. Mike Renfro stated that he has not been deeply involved but has had some conversations in the beginning about account our new account life cycle process for students. Dr. Mike Renfro stated that we see a need to do the same for faculty and staff accounts that are no longer active. Dr. Mike Renfro noted that they are looking at how long we need to keep somebody's materials around or transfer them to others. Dr. Mike Renfro stated that there would need to be some discussion where we get educated on how the rest of the university works and how to lay out the structure. Dr. Mike Renfro stated that they would be looking for stakeholders to be identified to participate in those conversations. Dr. Mike Renfro stated that Mr. Brandon Walls had marked Dr. Jeanette Luna as a representative from ITC and that he would also be working with the Provost's Office and the President's Office to figure out who else should be involved from the faculty side of things.

MS. Angie Vick asked if this is outside the DIAC (Designated Individual Account Continuation) form.

Dr. Mike Renfro stated he was unfamiliar with the term DIAC but asked if I was talking about Emeritus or something similar.

MS. Angie Vick confirmed and stated that that process would still need to be in place for those who are still affiliated with the university and need to keep a university email account.

Dr. Mike Renfro stated that this would be a subset of what MS. Angie Vick was talking about with this whole life cycle process.

Dr. Jeannette Luna said she was happy to assist but thought this conversation had already been presented to the committee when Mr. Matt Smith was still chair. Dr. Jeannette Luna commented that it might be worth going back to those minutes because she thought we had identified a starting point of at least one or two years where the account was no longer active, as an Emeritus not renewing the DIAC and the account is just sitting there inactive. Dr. Jeannette Luna stated that she remembers the conversation as she argued for a period of time when she would have access to the account. Dr. Jeannette Luna used the example of Wayne Leimer, who was in charge of our XRD instrument, and there were occasions when we needed access to his emails. Dr. Jeannette Luna stated that it was a minimum of a year, but she believes she had asked for email access for two years.

Dr. Mike Renfro stated that he was filling in for Brandon Walls, who had a family emergency and was working off his words that another staff member had transcribed, so he was getting the information out to the ITC committee as requested by Mr. Brandon Walls.

Mr. Matt Smith agreed with Dr. Jeannette Luna that the committee had talked about this, and he thinks that going back and reviewing previous minutes would be a great first step.

Dr. Mike Renfro stated that this could be the second stage that builds off previous conversations.

### **COMPUTER SAVINGS ACCOUNT**

Mr. John Woodard wanted to review the Computer Savings Account, stating it was created to help university departments and divisions save funds to replace their existing technology. Mr. John Woodard stated that this is detailed in our self-service catalog to make it easier for people to see and understand. This allows us to create a couple of different accounts for departments to roll money year after year to save funds for general computer replacement. Mr. John Woodard stated it could be used to replace faculty and staff computers, computer labs, or conference rooms, but the critical thing to remember is that it must be an existing piece of technology. Mr. John Woodard stated that the account was generated shortly after COVID, when we started seeing large amounts of COVID funds coming in and realizing that the department might not have the funds to replace when needed. Mr. John Woodard stated that when those machines are at the end of life, this account allows them to take extra funds and save them year after year for replacement. Mr. John Woodard stated that all saving accounts we create or request that we receive to create go by the Dean or the VP, depending on whether its academic or administrative, before being created. Mr. John Woodard noted that we want the Deans and the VPs to be aware of where that might be going if there are other projects they would like to fund. Mr. John Woodard noted that the request is reviewed based on the R&R criteria; then, we work with you by creating a plan so we know what dollar amount is your end goal and then work alongside you to come up with what a saving plan might look like. Mr. John Woodard stated that we will review the plan to make sure everything is solid, quotes are good, no surprises, and no missed items need to be taken care of, then it will go in front of your Dean or VP for final approval and we can follow up with instructions to transfer the funds each year. Mr. John Woodard stated that we will start executing your plan when you reach your goal. Mr. John Woodard noted that the process is very defined and very transparent. Mr. John Woodard stated that the person who requested the project is continuously updated and engaged using

our ticketing system. Mr. John Woodard stated that you can see all of the activity in terms of money going in and out throughout the life of the account. Mr. John Woodard stated that ITS also monitors generated accounts, and you can review the project with your IT specialist to ensure the proposed or planned financials are still accurate. Mr. John Woodard provided an example stating that your project might be to start saving for a new computer lab that you need to replace in three years. Mr. John Woodard noted that IT will ensure those numbers are still accurate; if not, update them and give you your new target in totality.

Mr. John Woodard stated they had done some estimates over the last couple of months to figure out across the university where colleges and departments would sit in terms of potential financial spending. Mr. John Woodard stated they had started to notice a big problem coming, where COVID funds were previously injected and when the computers might need to be replaced. Mr. John Woodard said we began to notice a huge number outside of the norm in fiscal year 25-26 and are looking at about \$2.5 million across the university for potential computer replacements. Mr. John Woodard noted that not every department will do these replacements simultaneously, but this is a projected amount of funds we see rolling across. Mr. John Woodard confirmed that this information had been shared with the leadership and Dr. Stinson and believes that she has shared this with President Oldham. Mr. John Woodard stated that there is a meeting with Dr. Bruce to go over so that everyone has a better picture.

Mr. John Woodard stated that they will have more data that they are going to be providing to the departments and deans, which will be more specific. Mr. John Woodard advised that they intend to offer some workshops for administrative individuals and financial associates to access more detailed information to assist in planning and having strategic conversations around these replacements.

Mr. John Woodard stated that he wanted to thank Dr. Lisa Zagumny for asking for this information, as it was something that we needed to cover and share.

Dr. Julie Baker noted that Mr. John Woodard stated that he has talked with the business office and Dr. Claire Stinson about the savings account, and a few colleges or units across campus have started doing this, but how is that being reconciled? is it showing up in your carry-forward funds? Dr. Julie Baker asked if any units have moved forward and are using this account.

Mr. John Woodard confirmed that the account had been set up as an R&R (Renew and Replace) account monitored by ITS, with funds carrying forward each year. Mr. John Woodard noted that all funds are transferred into the account and are marked for specific departments or divisions that allocated those funds. Mr. John Woodard used an example of the Volpe Library as they have been participating for a while now. They get an account number inside the account, and when they need to do their computer replacement projects, we pull the balance and discuss their plan with them. In this case, the Volpe Library has been putting money in this account every year for the last couple of years, so they will have the funds available when it is time to replace staff and faculty computers.

Mr. John Woodard noted that we have had several departments and divisions, whole divisions on campus, that have been leveraging the account and putting funds away each year toward their overall savings goal, and we have had some expenditures out already. Mr. John Woodard noted that the College of Fine Arts was able to do their Foundation 250 computer lab



renovation through the savings account initiative. Mr. John Woodard stated that everyone involved is engaged and knows when the money is going out, where it is going, and the amount before we ever spend any of it. Mr. John Woodard stated that he wants to make sure it is clear, so he is trying to be very transparent.

Dr. Julie Baker asked about the carry-forward funds and if they were getting approved without anyone questioning that money is sitting in the account and getting forwarded into the new fiscal year.

Mr. John Woodard confirmed that Dr. Claire Stinson has not asked any questions about this account. Mr. John Woodard stated that she (Dr. Claire Stinson) sees it just like anyone else as a university budget and has the same transparency with her account that we offer everyone else for her division to see what money has been put away. Mr. John Woodard noted that we treat everyone equally in this space and the level of transparency. Mr. John Woodard, as the current primary contact for the program, stated that he would be happy to demo the savings account for anyone who had questions.

MS. Sharon Holderman asked how broad the project could be, using the example of it being for employee computer replacement. Then, we added five employees whose computers were purchased outside the savings account. Can they be rolled into this account for replacement

Mr. John Woodard confirmed that each year, when we do the reevaluation, we will ask to see if you have added or subtracted staff and update our information. Mr. John Woodard stated that they are getting ready to launch a new PowerBI dashboard for every single division, and they can actively look at the live data.

MS. Sharon Holderman asked if it included labs.

Mr. John Woodard stated that computer labs are treated as separate accounts, but they do have the information, which will be available on the dashboard.

Dr. Jeannette Luna wanted to brag about her ITS Tier II, especially Isaac. Dr. Jeannette Luna stated that Isaac put together a fantastic dashboard for the College of Arts and Science, and she reviewed and found out exactly which computers needed to be replaced.

Mr. John Woodard stated that Isaac had done a lot of work and appreciated the acknowledgment of Isaac's efforts.

Dr. Lisa Zagumny inquired about potential omissions in the unit list, pointing out the absence of the Honors College, although she acknowledged it could fall under the jurisdiction of the Provost's office.

Mr. John Woodard confirmed that the Honors College was rolled up under Academic and Operations and that the Provost will be able to see the dashboard. Mr. John Woodard confirmed that the dashboard follows the university organization chart.

Mr. John Woodard has verified the integration of the Honors College into the Academic and Operations sector, ensuring visibility for the Provost via the dashboard. Mr. John Woodard affirmed that the dashboard aligns with the university's organizational structure. This

consolidation streamlines oversight and reflects the institution's hierarchy within the dashboard's design.

Dr. Lisa Zagumny asked if you had to participate to get access to the dashboard.

Mr. John Wodard confirmed that the dashboard would be available to everyone, whether they participated or not.

### **TAF MINUTES AND AGENDA**

Ms. Angie Vick announced that in the future, the ITC Chair will be responsible for preparing a provisional agenda, compiling the meeting minutes, and distributing them accordingly. MS. Angie Vick said she would contact MS. Sharon Holderman and provide the attendance format and agenda letterhead.

---

### **Adjournment**

With no other items to come before the committee, Mr. Matt Smith asked for a motion to adjourn at 11:59 a.m. A motion to adjourn was made by Dr. Lisa Zagumny and seconded by Dr. Julie Baker. Motion passed.