**IT Committee Minutes**

November 19, 2021

Minutes from the Oct. meeting were approved.

**Old Business**

User Support Update (Amy)

* Additional update in Mac over the break – replacing the document camera in 119
* Howard Tech is willing to pull equipment from other jobs in order to get our classrooms updated over the break.

Network Operations and Telecom (Jason)

* Update on IPTV rollout – rolled out with a few exceptions – 10 community boxes we need added to our contract. Service will not be discontinued until we are fully switched over.
* Infrastructure Update
	+ Equipment has been ordered and some is scheduled to ship! Expect the servers and SAN to be here within next few weeks.
* Backups Discussion
	+ One Drive, Shared Drive, Veeam Backup for O365 (software used to backup our virtual servers but can also backup all Microsoft environment) - has started backups for VPs, deans, assistants, directors. We have 300 licenses to get started with. Who should we add to this? Are there Teams sites we should include? Need to emphasize using One Drive with all users.
	+ Communication plan about value of using One Drive instead of hard drive. Can set a synch between local drive and One Drive so if the user is offline, you can still access the files. OIT will put together some material for faculty and staff.

Cybersecurity Update (Dan)

* Phishing incident – cleaned out around 10K phishing emails last week/this week. OIT will never send an email that says your account is expiring or you will lose access. Our notifications start 14 days out. Phishing is more sophisticated.
* MFA – had a few issues with some people not in MFA who should have been. EVERYONE has now been added. Need to see if Microsoft will display location and type of device trying to login (similar to Google)?
* Training – will be required for all faculty/staff and some student workers. If once a year, it will be longer, 45 – 60 minutes; if once a quarter, only ~10 mins. Would like to have feedback from faculty about number of times for training. School reps should ask faculty to respond to survey from Dan (annual, quarterly, bi-annual, monthly). Training is now required for cybersecurity insurance and some compliance regulations.

 Kaltura Update (Penny)

* Cleanup tool deleted/archived 4TB of data, but we are still 30 TB over our limit. Four members of the IT Committee are in the top 15 highest users.
* Faculty will email me list of improvements/recommendations for Kaltura
* Get MISO survey data on Kaltura satisfaction and consider forming a committee to review options and possibly make a recommendation on a replacement
	+ Send separate survey to top users (survey or focus group?)
	+ Send notifications to faculty about usage (can Kaltura automate that)