



Middle Tier Committee

University of Wisconsin - Whitewater

Wednesday, July 7th, 2020

10:00 a.m. to 11:00 a.m. | Andersen Library - 2005

Taryn Carothers	Lauree Miller X	Elizabeth Watson X
Tricia Clasen X	Elena Pokot X	Lynsey Schwabrow X
Matt Aschenbrener X	Jackie Briggs X	Kristin Plessel
Elizabeth Hachten X	Janelle Crowley X	Heather Chermak X
Dane Seckar-Anderson X	Louann Gilbertson X	Bill Trippett X
Aaron Chowanec X	George Vu X	

Minutes

1. Review and approve April 22nd, 2020 meeting minutes ([handout](#))

Minutes were reviewed and approved. Elena Pokot introduced ICIT's new AIS Director, George Vu. The committee introduced themselves to George.

2. Projects for next quarter (Apr '20 - June '20) ([handouts](#))

a. WINS:

- i. Fluid Post-go-live phase: Completed. Over 100 projects delivered.

Elena went over the completed project list with the committee. She explained that since the Fluid go-live phase, the team has been working to try to get ahead on other existing projects and catching up on the backlog.

- ii. Next: PeopleTools upgrade – Aug 8: Fluid for functional offices

Elena thanked the committee and their offices for their work regarding testing on PeopleTools upgrade. At this time, the date of the upgrade is scheduled for August 8th-10th. Once the upgrade is complete, the legacy system can remain available for offices that still wish to use it (for now).

Elena addressed Liz Hachten's concerns from the previous meeting. Liz thanked Elena and recommended that the Registrar consult with academic administrators as they are working through the new system. Heather Chermak added that the Registrar's office is planning to engage with other areas.

iii. Operational Efficiencies + Student Success

Self-service to enable students to enter contact information when they opt to allow release of their financial info. Est efficiencies gained: 5-10 mns/per student → 170 – 340 hrs/per year

Elena shared a quick example of operational efficiency as it relates to the recent budget cuts. She pointed out that by adding the self-service option with Fluid for students to enter their contact information would save about 5-10 minutes per student, which equates to about 170-340 hours saved per year. The fluid environment provides a more seamless experience.

b. Enhancement project intake/prioritization ([handout](#))

Elena went over the new project intake/submission form which was previously requested by this committee. George Vu talked about the intake form and explained how it will be outlined. He pointed out some new areas on the form including divisions and departments as well as expected benefits regarding the strategic goals of UW-W. George also mentioned that some projects with lower priorities have continued to get pushed back. He will be following up on these projects to see if they need to remain on the list or not. Once the form is live, George will be sending out a communication.

3. Information Security Posture

a. UWSA Authentication Policy (old): Shared accounts ([handout](#))

Elena gave a quick update to the shared accounts project. As of June 15th, we are down to 160 accounts. Elena mentioned that she is concerned with 6 specific accounts within Financial Services due to their access to high-risk data. ICIT will continue to reduce this number and Elena thanked the committee for their help with this project.

b. Stroz assessment: Removal of Admin Rights – Progress Report ([handout](#))

Elena gave a brief update on the Admin Rights Access Removal Project. She thanked the group for working with Mary Acuna and was happy to report that many high-risk areas have been addressed. Mary will continue to work with non-instructors this summer and will move on to instructional devices in the fall.

c. New Authentication policy

i. Off-boarding process ([Handout](#))

Elena gave a summary of the updated off-boarding process. This update came to be because of the inconsistent process of removing and reassigning access for employees once they leave or switch roles at the university. The goal is to make this an easy and uniform process for supervisors. This new process will help address all access areas that may not have been known and will also help to notify other areas like HR and Registrar when an employee leaves.

Once feedback is collected from other areas on campus, a practice directive will be created and sent for cabinet approval. Liz Hachten asked which category retirees fall under? Elena outlined their location in the document, and added that retirees will need to take security training and

affirm affiliation with the University to retain access to their account.

ii. Password change cycle → 1 year

Elena let the committee know that Net-ID passwords will now need to be changed yearly instead of every 6 months.

- d. NEW Data Protection procedure -
 - i. Confidentiality Statement ([Handout](#))

Elena went over the Confidentiality Statement with the committee as part of the new Data Protection Procedure. This statement will need to be signed by anyone who has access to high-risk data. Elena asked the committee to review the draft and provide feedback. Matt Aschenbrener asked for a list that defines high-risk data. Lynsey Schwabrow suggested to provide more detail in the areas in which the data is reference. Matt also suggested referencing IRB in the statement for external use of the data. Elena agreed and asked for some help putting that in place. Lynsey and Heather volunteered to help. Elena also suggested that the Data Governance Committee meet again to work through this document as it will relate to the Data Governance Policy that is still in progress.

- e. UW Cisco Tools deployment Status Update ([Handout](#))

Elena went over the Cisco Tools deployment handout with the committee. She explained that many of these tools were deployed by UW-W before UW System was requiring them. She gave a brief description of each tool:

- Umbrella- protects the UW-W network from malicious websites.
- Cloudlock- enables UW-W to identify any high-risk data that is stored in the cloud outside of UW-W storage systems.
- AIT- antivirus for each computer.
- Stealthwatch- monitors the UW-W network.

- i. Google Data Storage ([Handout](#))

Elena explained that Cloudlock was recently deployed for Google Drive. Once deployed, we found a small number of high-risk data being stored on Google. When the system finds this data, ICIT will send an email to the user alerting them and letting them know where this type of data needs to be stored.

4. Shared Services Update ([handout](#))

Elena gave a quick summary of IT Shared Services. Going forward, IT SS will no longer exist and will be transferred to the UW system and extended UW campuses. As a result, 40% of the SS IT workforce will be laid off. Fortunately, UW-W did not build or use and SS in our service delivery.

Matt Aschenbrener asked what other campuses are doing that did use IT SS? Elena explained that some campuses used SS to host their SIS (this will continue). Others used SS for VoIP.

The last SS that is going away is called WiscLine. There are only two areas on the UW-W campus that this affects. These areas have already been contacted and the impact is very minimal. SS will also be taking over yearly security training.

Taryn Carothers asked if there will be an assessment regarding the effect of chargebacks and SS. She explained that she is getting large bills from SS without any breakdown of services or charges. Elena asked Taryn to send a copy of those charges to her to review.

5. Other?

Elena explained that the UW system is extending the use of Tableau to other UW campuses. Some areas on campus have already been using this tool. Thanks to Lynsey and her department, UW-W will be getting greater access to Tableau. Lynsey explained that anyone can use the tool, but we need a plan for rolling it out and will need data governance to be in place first.