



Middle Tier Committee

Thursday, January 21st, 2020, 1 p.m. to 2:00 p.m.

Trisha Barber	Lauree Miller X	Elizabeth Watson X
Tricia Clasen X	Elena Pokot X	Lynsey Schwabrow X
Matt Aschenbrener	Jackie Briggs X	Kristin Plessel
Elizabeth Hachten X	Janelle Crowley	Heather Chermak X
George Vu X	Louann Gilbertson X	Bill Trippett

Minutes

1. Review and approve November 12, 2020 meeting minutes (Handout)

Minutes were reviewed and approved.

2. Review Active and Completed Projects (Handout) 10 Minutes

a. Project Approval Process (Handout)

George VU went over the project list with the committee. Noted projects included:

Replacing Hyperion Software - This is leftover from a bigger UW system project, moving data retrieval to a new OBIEE tool. There are only a few offices that use Hyperion, but it is very important. Currently looking for an additional tool to meet all required needs.

Academic Affairs- Working with the Admissions Office to automate the scholarship process, making good progress.

Student Affairs – Transitioning Point and Click to a web-based portal. This is nearly complete.

3. MFA transition to DUO (Handouts) 10 Minutes

a. Re-credentialing. Fobs vs phone app.

Elena Pokot gave a brief summary of the MFA transition to DUO project. This was approved by the Executive Tier in December so we are moving forward to DUO. The next step is to re-credential everyone who currently has MFA. There will be two ways to use MFA, through the phone app (similar to all other UW campuses) or a token FOB. Staff will be asked to use the phone app, however this will not be an option for XIDs so they will receive tokens.

Lauree Miller asked that once MFA is switched over to the phone app, will the process be the same? Elena said yes, and ICIT will also provide additional training and documentation.

Jackie Briggs asked about student workers and MFA. Elena explained that ICIT will purchase tokens for all XID students. If an employee is not able to or comfortable with the phone app, then the department will pay for their token (\$15 one-time purchase).

Heather Chermak asked if each student worker will need their own FOB or if they can be shared? Elena said yes, each will need their own token for MFA.

New UWSA IT Security Policies (Handouts) 5 Minutes

- b. Risk Management Policy 1039**
- c. IT Asset Management Policy 1035**
- d. Privacy Policy 1040**

Elena went over the upcoming UWSA policies with the committee. She asked them to read over when they have time. The first policy that is coming due is the Risk Management Policy.

4. UWW approach to implementation for Risk Management (Handout) 10 Minutes

Elena went over the UW-W approach to the implementation of the Risk Management Policy. She gave an example of a phishing scam or requiring an antivirus program on all campus-owned devices. The idea is that there are several variations of risk, it is up to the campus to determine what is acceptable and then make a decision.

To make these decisions, the campus will designate risk executives. These will be division heads that will make the determination to accept the risk or not. ICIT can help identify potential risks, however, risk can be identified by anyone.

5. LAB Audit Recommendations 5 Minutes

- a. Ensure that University of Wisconsin institutions, including [UWSA], consistently comply with Board of Regents policies by including all required information in planning documents before implementing large, high-risk information technology projects.***
- b. Implement policies that require University of Wisconsin institutions to take into consideration the results of information technology security assessments before contracting with firms that provide cloud computing services, and to annually assess the information technology security at such firms.***

Elena thanked the committee for their help in responding to the survey regarding future IT projects. Traditionally, the breakoff point was over \$100,000 or a “large” project. However, it was found that campuses did not comply with the policy so we needed to put together the list quickly. The system is working with the joint committee to change the policy, but reporting will still need to continue. Going forward, we will need to figure out a process to identify projects ahead of time.

An additional area of the LAB Audit addressed the Cloud environment. This will require assessing the cost of a cloud-hosting environment when it comes to systems that contain high-risk data. TouchNet was the largest one identified. The process used for this will be similar to the VPAT process. Louann Gilbertson will be reaching out to each office to help create this list.

6. Administrative Rights removal – status update 5 Minutes

Elena gave a brief update for the Administrative Rights Removal Project. At this time, ICIT is working with campus units to identify who needs admin rights access on their devices and creating an exemption list. Elizabeth Watson asked if there are any informal checklists or examples as to why someone would need admin rights? Elena thought this was a good idea to look for similarities among each department. Elizabeth also suggested including the use for admin rights in official position descriptions.

ICIT is currently in phase one of the project and has almost completed the survey of campus departments, no rights have been removed. Phase two will proceed with the actual removal.

7. ITSP (<https://www.uww.edu/icit/about/strategic-plan>)

Elena shared the updated IT Strategic Plan with the committee and asked them to read it when they have time. She asked to let her know if anyone has any important projects that will need to be added.

8. IT Continuity of Operations Plan – Discussion (Handout) 10 Minutes

There was not enough time to discuss this agenda item, this will be tabled for the next Middle Tier Meeting.

9. Office 365 Migration (Handout) 5 Minutes

Elena gave a small update regarding the O365 migration. ICIT is still in the testing phase, but the general approach moving forward would be to start with students, potentially over the summer, and then move on to staff mailboxes in the fall.

Anything else?

Heather Chermak suggested created a shared drive as a place to access committee agenda items going forward. Dane Seckar-Anderson will create a Webex Teams space, as well as a Google Drive.

Next Meeting: 3/25/21