

**University Information Technology Committee**  
**9:30 a.m. Wednesday, November 13th, 2002**  
**Faculty Senate Room, D.H. Hill Library**

**Sam Averitt and Steve Keto**, co-chairs

**Voting members present:**

Kristin Antelman, Scott Callicutt, Leslie Dare, Pete Evans, Andy Raynor, Dan McWhorter, Tom Miller, Harry Nicholas, Alan Schueler for Barbara Kirby; Bill Scott, Dan Steen, John Tector

**Technical advisors present:**

Donna Barrett, Mardecia Bell, Jack Bridges, Jack Colby, Rhonda Conlan, Alan Galloway, Gwen Hazlehurst, Jim Holland, Charles Hunt, Tyler Kendall, Joe McCoy, Bill Padgett, Scott Payne, Ed Rogers, Henry Schaffer, Jennifer Van Horn, Greg Sparks, Jeff Webster

**Guest present:**

Jude Davis, Dennis Norris

**Call to Order:** Steve Keto

**Review of Minutes:** The Committee unanimously approved the September 11th, 2002 minutes. The minutes can be reviewed online at <http://www.ncsu.edu/it/uitc/11-13-02/minutes09-11-02.doc>

**Updates:**

- **High Performance Computing: Sam Averitt**  
Sam said the state legislature had taken substantial cuts against the budget line of high-performance-type computing to the point that the North Carolina Supercomputing facility is in jeopardy of closing. The Office of the President, MCNC, and the three primary Universities have reached an agreement in concept that will keep the facility operational under a slightly different format for the next three years. Sam said everyone at the table will kick in some money and that there is still some appropriated money. Sam said the SP3 System will be deinstalled and the origin will be kept. A modest upgrade will be provided. Sam said MCNC would move toward a cluster-based high-performance computing strategy. Sam said it is unfair to call the facility a supercomputing facility, because current state-of-the-art supercomputers cost from tens of millions of dollars to hundreds of millions of dollars and there's simply no way we can afford that type of a facility. He said the facility will be an intermediate facility that will meet most of our needs and users who need to get to bigger machines will have access to some of the national centers. Sam said support services, heavily used services, would be retained. He said state-of-the-art infrastructure would be maintained through cluster-based architecture. Sam said for those individuals who have users in this

space, the new arrangement would be somewhat more restrictive. Users can expect to include in future grant proposals funding for some of the cycles that they use. Key nonrefundable areas, which are teaching and learning and new faculty start-ups, will be supported. Established researchers will be expected to include in their grants some type of inclusion that will offset costs. As part of this initiative, ITD would be taking on research computing as one of its areas of support. The Office of Research and the Provost Office (Office of Academic Affairs) are the chief sponsors and supporters of this mission. Sam said he would be glad to talk offline further about this issue with members.

- **SACS Compliance Report- "Information Technology and Development":  
Sam Averitt**

Sam reported that ITD has been tasked to respond to the SACS Compliance review in areas that related to information technology development. Sam will send via email the questionnaire to everyone on the Committee for their feedback and to help ITD identify IT activities or initiatives inside their colleges. Sam said SACS has asked ITD to identify the ways in which the institution's use of technology enhances student learning, is appropriate for meeting the objectives of its programs, and ensure that the students have access to and training in the use of technology. The other criteria that ITD has to respond to is to identify the ways in which the institution provides facilities, services and other learning and/or information resources that are appropriate supporters of teaching, research and serves its mission. Sam asked members to respond to him by December 15th. He said he hopes to have the materials submitted to SACS by January 10th.

**NDS Root Access: Donna Barrett**

Donna said in July, the Committee asked that the DST Tech Group come up with a procedure whereby ITD and NCS would be responsible for security of root access within the NDS tree. Since that time, the Group has come up with a procedure. Root access is currently held by ITD and NCS. Currently, the individuals in those groups who hold root access to the NDS tree are Debbie Carraway and Vic Lynn. The other members will have access to root as needed on an emergency or some other type of basis. For the long term, the subcommittee wants to have a procedure in place with Operations where its staff will have a secure holding of the NDS root accounts and passwords and be able hand them out to empowered individuals when they are presented with photo identification first. Donna said all the details are not completely worked out. In the short term, as chair of the NDS Tech Group, Donna said she's holding two sealed envelopes, one with each of the password. That will be the case until the procedures are in place with Operations. Donna said she believed that Debbie Carraway was working on the details with Operations. Donna said most of the physical requirements were in place and it's simply now a matter of flushing out the details of exactly how the procedure will work. She said hopefully the procedures would be completely in place by the end of the year.

The NDS Tech Group is also working on emergency response procedures. There

were some recent computing problems with procedures within the NDS tree. There has been a request made of the group to have a more detailed, definable working procedure. Donna said the group is also working on a revision to its service level agreement and bylaws to clarify and strengthened some parts that have led to some confusion or questions. The group will present those changes to the Committee when the details are worked out.

- **For Discussion and Vote**

ComTech's proposed rules for implementation of wireless networks on campus are online at <http://www.ncsu.edu/it/uic/forreview/comtechwireless.doc> - Jennifer Van Horn

Jennifer said ComTech is trying to come up with an acceptable use policy to employ wireless around campus. She presented a handout, "Implementation of Wireless Networks at NC State," to the Committee. She asked for the IT Committee's approval so that Steve and Sam can present the recommendation to the Provost and to Mr. Worsley.

Tom Miller asked why are person-to-person file sharing services prohibited under III E. Jennifer said they are prohibited because of bandwidth but it's area that can be looked at again. Tom commented that as the University moves toward allowing students bringing computers onto campus, he could see a legitimate use for person-to person file-sharing.

Tom asked if Nomad uses any type of encryption beyond the web and are we looking at encryption solutions. Jennifer said no, but ComTech is looking at encryption tools.

In response to a question about why users were required to report problems under III G, Jennifer said the wording can be changed, but the main point was to keep production networks up and running.

*The Committee unanimously approved the recommendation.*

- **Presentation**

**"Improving Campus Software Coordination": Bill Padgett**

Bill introduced Judy Beaver and Jack Bridges. Judy is assisting with software support and Jack Bridges is responsible for software licensings central for campus. Bill said the purpose of the presentation is to get some thinking going on about software coordination. During this presentation, Bill discussed the software purchase/install schedule for students, the different types of software, metering software, operating systems, different campus notifications of software packages, software requests (AutoDesk AutoCAD, Norton Anti-Virus, MathWorks), as well as a spending model and tasks of a software subcommittee. The complete report can be found online at

[http://www.fis.ncsu.edu/standards\\_minutes/IT\\_Software\\_Overview.pdf](http://www.fis.ncsu.edu/standards_minutes/IT_Software_Overview.pdf) .

Bill said the request for this Committee is to put together a subcommittee on software. He said he would like to start off with a certain number of folks to hammer out for this group how we should start this, what are the key issues, what are the things we would like to incorporate and how would we like to take those first steps and so forth.

Pete Evans asked if this Committee is going to get sufficient faculty input into this process. Bill Padgett said it is a key issue, but it's also one that no matter how well we do this, there will be parts that fall through the process. But when they do, we also need a mechanism that addresses what did happen in that process and how do we explain it. The faculty input is a challenge for us.

Pete also commented that there are issues with the administrative side. He said in principle, everyone has known that FAS was going away. We got notice about a week ago. A lot of our PI's had been depending on extracts from that to be able to track their grants. If FAS had gone away and no other way to get that information was available, they basically couldn't track their grants. Pete said there has been some discussion about ways to work around that. He asked if there was going to be a committee on the administrative side or if this subcommittee was going to address this issue as well.

Steve Keto commented that a committee already exists on the business side. He said FAS' elimination has been known to the University business officers for a good year and there has been communication throughout the year that FAS would go away at some point. He said part of the problem on the administrative side is that communication stops at the business officers level and it doesn't get to the people who use the application. He said FAS' elimination was published in the online monthly update on the technical side. Steve said there's also a Steering Committee Meeting that is held monthly on the fourth Wednesday at 2 p.m. in the Aventura Fireside. Steve said it is an open meeting.

Bill suggested that the IT Committee may want to appoint a representative that would participate on that Committee on the administrative side so that there is communication going on back and forth.

John Tector asked if the totality of the subcommittee's membership needs to be people that are from the IT Committee since it is controlled by the Committee. Bill said he thinks the IT Committee needs to decide how the subcommittee needs to function and work. You got to have representatives from every unit and every college.

Tom suggested that the purchase of software should be looked at in a hierarchical structural.

Steve said he would ask for volunteers via email. Bill asked for three or four

people to work with ITD on this issue. Volunteers include Andy Raynor, Scott Payne, Alan Schueler, Bill Scott, Bill Padgett and Pete Evans.

*The IT Committee unanimously approved the creation of the software subcommittee.*

- **Proposals for discussion**

- **Revisit requiring that regular update anti-virus software such as the NC State-managed Norton Antivirus) be installed on all computers connected to campus network using Windows or Macintosh operating systems**

Steve said at the last meeting, the Committee set aside a discussion requiring that antivirus software be installed on workstations. He asked Greg and Allen if this was a matter for the security subcommittee. Greg said that is part of the subcommittee's comprehensive plan. He said at the January meeting, the subcommittee plans to present two documents to the IT Committee. One is a summary of the current state document. The second document will be a recommendation document. Greg said the Committee has taken an approach that has put security in different categories of risks. Greg said the subcommittee wants to prioritize approximately 10 items and bring those items before the Committee. He said the subcommittee would ask the Committee to discuss and vote on these items and then send the subcommittee back for more work. Greg said he would give a presentation at the January IT Committee meeting.

- **Modifications of current procedures - privacy of server data and email expiration**

Greg handed out experts from the "Administrative Regulation on Computer Use" to the Committee. Greg said NCS has started charging for disk space and he has received requests from department heads wanting access to employees' home directory. He said those requests made him uneasy as he read the current Computer Use Policy, which stated individuals could have their own personal data and implied that there was privacy associated with that. To address the issue, he developed a departmental rule, which became a divisional rule. He was later told that the rule was in conflict with the computer use regulation. Greg said he was proposing that if you put data on the Finance and Business servers, it was considered University data. What that meant was it did not explicitly prevent people from putting personal data out there, but it did do away with expectation of privacy. Greg said the following sentence would allow individuals to create an additional rule specific to their scope of responsibility and it would prevent the computer use regulation from conflicting with the divisional rule.

*"Network administrators may adopt rules that exclude personal files from storage on network drives, in which case all files and data on the affected systems may be treated as information related to University business."*

John Tector asked does this mean that the network administrator, who can be an employee of a college or an employee of a unit, can adopt this rule without communicating with the folks in the department. Greg said Section VII addresses how additional rules are handled. Greg said employees' individual work plans should address things that folks are not allowed to do. Harry Nicholas said why don't you just say that information should have no expectation of privacy. Greg said we wanted to clearly define in terms of public records as well that we could treat this just like University data. That way as other rules or external regulations may apply to University data then they inherently apply to personal data.

*After a lengthy discussion, the Committee adopted the statement with the following words added to the end: "with no expectation of privacy". Tom Miller and Pete Evans objected.*

### **Email expiration**

Greg said NCS is moving forward with an email expiration policy for cost and legal reasons. He asked if there was a desire to discuss it as a rule or regulation at the campus level.

Tom Miller asked Greg what does he mean by email expiration. Greg said it varies depending on the email system a particular college uses. Greg said all NCS' users' email is on the server or tied onto a home drive area and NCS is only speaking of what's stored on the server.

Tom asked if there were any benefits from a public records or liability standpoint of having an expiration policy. Greg said you would know after x number of days that email has been purposefully saved.

*The Committee expressed no interest in pursuing this issue and Steve moved on to the next item for lack of time.*

- **New Business:**  
Open discussion

Steve reported that there would be an enterprise portal demonstration by PeopleSoft on Wednesday, November 22<sup>nd</sup>. A location has not been determined yet. A technical session will be held from 8 a.m. to 10 a.m. and a general session will be held for non-technical people from 10 a.m. to noon.

- **Topical Reports -Comments or questions**

**Electronic Mail, Directory Services, Calendaring, Firewalls**

Greg reported that the Email Committee will meet again and should have a report in January.

**Communications and Networking:** The full report can be accessed via the web at <http://www.ncsu.edu/it/ucsc/07-10-02/comtech.html> .

Ed Rogers reported that the Nomad Project will be discussed at the January meeting and will be voted on at the March meeting. The project focuses on installing wireless and wireless nomadic access across campus with a focus on student access first. The Infrastructure Subcommittee has approved the project.

**Major Administrative Systems/Financials and Human Resources** The full report can be accessed via the web at [http://www.fis.ncsu.edu/EIS/Univ\\_Stdfinhrupdate.doc](http://www.fis.ncsu.edu/EIS/Univ_Stdfinhrupdate.doc).

Gwen Hazlehurst reported that there were new reports that combined both NCTRANS and the NCBBA reports. She also reported that nVision report would be changed to get FTE information and that FAS will be eliminated at the end of November. The PI's will have access to the reports until a web version is available. She also reported that EIS is working on a conversion of HRS702 to HRMS702, which will happen in March. A parallel test would be performed in February.

**Security and Disaster Recovery:** The full report can be accessed via the web at <http://www.ncsu.edu/it/ucsc/11-13-02/security-drp-students.doc> .

Mardecia said deans and vice chancellors have received emails from her regarding reviewing profiles for Human Resources and Financials information and submit changes via the ASAP system. This review does not require certification. Certification is normally required in the spring.

Mardecia also reported that a disaster recovery interim solution has changed from Inflow to a site on Centennial Campus. That location is been up fitted and will be available in February.

She also reported that ACS would implement a new login screen for all of its web-supported applications on Monday, November 18<sup>th</sup>. The new authentication page features a logout link/button. The new logout method requires all users to have cookies and JavaScript enabled on their browsers in order to successfully authenticate their credentials

She also reported that the Mainframe password history was changed to 9. The system will remember the last 8 passwords instead of the current three. This change will bring the Mainframe system in line with the Human Resources and Financials systems. The state auditors required this change.

**Student Administration** The full report can be accessed via the web at <http://www.ncsu.edu/it/ucsc/11-13-02/security-drp-students.doc> .

**Next Meeting:**

Steve adjourned the meeting. The next IT Committee Meeting will be held Wednesday, January 15th, 2003.

**Presentations:**

Antivirus software: Greg Sparks