PolyComm Update

Received formal RFP responses from following vendors: Oracle, Mirapoint, Lotus Notes and two from integrators proposing the Microsoft Exchange product. They are all of good quality. The evaluation team is now starting to review the bids. Still expecting to complete the entire review and select a vendor by early June. Next step will be to determine a short list of vendors and schedule formal presentations by those vendors the last half of May.
AACC Sweeps Process

Last year the AACC sweep input was conducted at a special AACC meeting where each representative brought their input. This year it was felt that there has been enough turnover within Administrative department management that it would be worthwhile to schedule formal sessions with each department making sure to put these into a high level context so we don’t lose sight of the importance of infrastructure in the face of departmental priorities. Dave Ross and George Yelland are therefore working on a detailed interview schedule with the following constituencies:

- Student Affairs
- Administration and Finance
- Continuing Education
- Academic Affairs (including ESS and IP&A)
- Foundation
- ASI
- University Advancement
- ITS (something new but how better to find out about internal ITS needs that should be part of the prioritization).

We will bring the output of these interviews to the committee as whole for further discussion and final preparation of our AACC priorities list. More details on this at the next meeting.

Review updated Software Acquisition document

The document has been updated to include an Introduction which basically outlines the conclusions reached in various computing committee discussion on this topic. For example any piece of software purchase with an expected Total Cost of Ownership exceeding $20,000 should follow this framework. It also states that “This framework is not intended to further burden the existing administrative procurement process, but to serve as current best practices business tool….”. Jerry Hanley pointed out that we are really trying for a hybrid model that involves providing a set of standards that allow us to decentralize the software procurement process where appropriate.

The key to use of this tool is early identification of candidate software procurements by computing committee members who can inform their own constituency of the benefit of using the tool and alert the appropriate computing committees so that they can provide informed input to the process.

TCO was discussed. It is very complex to accurately calculate particularly if done at a low level of detail. At this stage it was felt best to this at a relatively high level for consistency purposes. More definition will be needed.

Recent System Security Review

George Yelland discussed the recent security review undertaken as a result of concerns raised by the CMS Audit. Specifically Chancellor Reed required all CSU campuses to immediately review and reauthorize access to confidential information in all CSU systems. Confidential information was defined to be social security number and date of birth (data that could be used for identity theft). As directed by President Baker Cal Poly staff did an indepth review of confidential access across our four major applications; Financials, Human Resources, Student Information and University Advancement. Due to our recent application upgrades we have far less exposure than we used to with regard to Social Security Number as it is no longer used as a key in Advancement or Human Resources. It still is a key in SIS.
We re-verified security access authorization processes across all systems and also verified that every employee is required to sign a confidentiality agreement as a term of employment. Lists of individual employees with access to social security number and date of birth in each system were signed by the “custodial manager(s)” for each system: Rick Ramirez for Financials, Barbara Melvin for Human Resources, John Anderson and Jim Maraviglia for Student Administration and Rick Ellison for University Advancement.

The overall effort was felt to be very worthwhile and most staff involved felt it would be worthwhile to repeat on at least a yearly basis. Yelland will follow up with Vicki Stover regarding this request plus the need to look at other auxiliary systems which carry SSN such as Housing RMS system, FAMIS, Polycard etc.

**SB 1386 Discussion**

There was only time to distribute a hand out for further discussion.

**Wireless Strategy**

Johanna introduced several documents outlining a wireless strategy for Cal Poly. There was little time for discussion. All members were asked to review; this item will be discussed further at a future AACC meeting.