Information Technology Planning Board  
Meeting Summary  
Friday, October 28, 2011  
Faculty Center – Redwood Room  

ITPB Attendees: Julie Austin (for Tom Phelan), Jim Davis, Jonathan Furner, Jerry Kang, Sara Kim, Christopher Lee, Chon Noriega, Susan Parker (for Gary Strong), Jack Powazek, Linda Sarna, Vincent Riggs, John Riley, Guy Rodgers, Joseph Rudnick

Michelle Chen, recorder

Absent: Dana Cuff, Deborah Estrin, Franklin D. Gilliam, Jr., Jonathan Kuo, John Mamer, Warren Mori, Neil Netanel, Janice Reiff

Invited Guests: Julie Austin, Arash Naeim, Kristina Sidrak

Resources: Ross Bollens, Larry Loeher, Jackie Reynolds, Libbie Stephenson, Kent Wada, Andrew Wissmiller

Chair Jerry Kang called the meeting to order at 9:07 AM.

Agenda Item #1: Introduction of New Members and Approval of June 20, 2011

The summary from the June 20, 2011 meeting was approved.

Agenda Item #2: ITPB Orientation (Jerry Kang)

Jerry gave a brief introduction of the role that ITPB plays in IT Governance at UCLA. The ITPB is a committee appointed by both Administration and the Academic Senate. It is the primary governance and oversight body for information technology, and was created in part to be the one-stop shop for high level faculty and administrative vetting for strategic-based decisions in IT policy.

There are two other major groups in IT Governance: CITI and CSG. CITI members are appointed by the EVC alone, and the group makes recommendations on how money is used for infrastructure and investments. Gary Strong and Steve Olsen are co-chairs of that committee. CSG is a systematically selected group that is made up of the directors of IT in every box on the university org chart. They provide ITPB with expert technical advice that helps ITPB make better decisions.

ITPB members will be provided via email with a PDF containing meeting materials prior to all meetings and the Board will try to do voting online if the issue is not too complex. However, the option of bringing the item to an actual meeting is always available.
Agenda Item #3: Payroll Personnel System (Jack Powazek)


The UC Payroll Personnel System Initiative is a UC-wide project, and affects all staff and faculty, the medical center, and ASUCLA. This project is part of the UC “Working Smarter” initiative. The project began October 2011, with the intent to go live in January 2013. However, if the system is not ready to go live at this date, the project would rather delay the deadline than have a non fully-functioning system.

In this initiative, there will be a single payroll system for the campuses. PeopleSoft/Oracle has been selected as the vendor for the system. UCLA has volunteered to be a part of first implementation wave, which means we will have more of a say in the process. The new paradigm for providing individual support only deals with issues regarding pay and personnel (transaction processing), and does not deal with higher level HR issues such as employee relations and benefits counseling. This support will still be handled at the local level.

One implication for faculty that was discussed is that someone within each department, whether it is the faculty or an administrator, will need to indicate that a faculty member needs to be paid every month in order for the faculty member to receive a check.*

*Update from Allison Baird-James: “Subsequent to the meeting, we are working on providing more appropriate options for faculty time and attendance. We should have a firm answer within a month or so.”

Faculty who have questions or concerns can bring them to their CSG representative (http://www.csg.ucla.edu/people/) who will work with the implementation team to figure out a suitable solution.

This topic will be brought to ITPB again for future updates.

Agenda Item #4: Outsourcing Email/Collaboration Tools (Julie Austin)

This is a topic that has continued from the previous meeting. The materials associated with this item can be found at: http://www.itpb.ucla.edu/documents/2010/ITPBEEmailOutsourcing10.28.11.pdf.

Julie Austin has been in charge of the Email Outsourcing Task Force since 2009. The task force produced a report in April 2011 with the recommendation to outsource student and alumni email to Google. Julie presented the report and recommendations to ITPB in June 2011, and the ITPB requested more information before it could make a decision.
Over the summer, three groups were created to analyze the risk with respect to legal/security/privacy, student risk, and implications for implementation:

The result from the Student Assessment is that the students still want us to go to Google Apps for Education.

The Institutional Assessment was concerned that Google has their facilities in different countries, so there might not be the same data protection policies as the United States. Also, outsourcing to Google violates the ECP, because for alumni, Google will scan through emails and display targeted ads. However, Legal stated that this is not a relevant issue for students in their capacity as students. It was recommended that UCLA develop a policy for faculty and staff stating that they cannot use Gmail for research and educational purposes because no one has assessed the risk for these uses, and that students cannot use Gmail in their capacity as staff.

For the Implementation Assessment, the biggest issue is that UCLA would need to give students a new domain name. It was suggested that the domain name be: @bruins.ucla.edu. The plan for outsourcing would include all Google Apps, but the university would only provide help desk support for email and calendaring. All other questions will be directed to Google or local departments.

An additional consideration that was discussed among the groups was the implications for faculty and staff if UCLA were to outsource student email. The groups believe that faculty and staff will also want to go to the cloud, and recommend developing a policy on what is acceptable for faculty and staff use. In conjunction, the groups should also begin the process of investigating and evaluating options for faculty and staff use of the cloud in a way that is secure and meets university requirements. There is a UC-level RFP that is looking into private and public cloud solutions for faculty, staff, and health system email.

**Action Item: Motion passed to endorse outsourcing email and collaboration tools to Google for undergraduate students, alumni, and retirees.**

The Implementation team now needs to put together an implementation plan and timeline. This topic will be brought to ITPB again for future updates.

**Agenda Item #5: Research Informatics Planning Initiative (Jim Davis)**


UCLA is proposing to start a process focused on strategic planning for research informatics. There will be a multi-phased approach, and Deans of each school and the Academic Senate will recommend faculty to participate in the planning process.

This topic will be brought to ITPB again for future updates.
Agenda Item #6: Next meeting and adjournment (Jerry Kang)

The meeting was adjourned at 11:03 AM.