Information Technology Planning Board (ITPB)  
www.itpb.ucla.edu

November 25, 2003  
Meeting Summary

Minutes (available on web and already distributed by listserv)

ITPB Attendees: Chair Chris Foote, Alfonso Cardenas, Jim Davis, Adam Harmetz, David Kaplan, Kathleen Komar, Lisa Spangenberg, Gary Strong

Guests: Joseph Chiu (PDP participant), Greg Kitch (for Tom Phelan), Ruth Sabean (OIT), Mike Schilling (CTS), Kent Wada (OIT), Steve Wesson (OIT), Esther Woo-Benjamin (OIT)

1. Reports

a. Phase I Wireless Implementation Rollout Update

Mike Schilling previewed for the Board the Phase I Wireless coverage map, roll-out marketing campaign, and network registration web site. The completed coverage areas include Murphy Sculpture Garden, North Campus Student Center, University Research Library (1st and 3rd floors), Northern Lights common eating areas, Ackerman Union 1st floor Terrace Food Court and adjacent patios, Schoenberg Music Library, and wireless ticketing points across campus and the Rose Bowl. The marketing campaign includes interior wall signs, exterior signs, sign and bookmark holders, table tents and poster frames. The network registration web site allows the user to register a network, search network attributes, and navigate around coverage areas through an interactive map.

A Board member expressed an interest in knowing the usage patterns in different areas. That data is not currently being collected but Mike Schilling will investigate further.

A campus announcement of production Phase I Wireless service is planned after vetting of the business model at the 12/2/03 Committee on IT Infrastructure (CITI) meeting and voting on endorsement of standards at the 12/5/03 Common Systems Group (CSG) meeting. The topic will be returning to the ITPB for policy considerations.

b. BOL Update

Mike Schilling previewed for the Board a letter to the campus updating them on BOL service improvements. The letter reports system improvements such
as a redesigned infrastructure with new hardware, a new backup solution, and a comprehensive environmental monitoring and notification system. There are increased security provisions such as a new server-side virus management system and spam detection and mitigation systems. BOL Help Desk support has expanded its operating hours. Enhancements to mail services include implementation of webmail, addition of stored address books, IMAP services, and server-side mail filtering. The mailing list software has been upgraded to a web-based system called Mailman. This letter is planned for distribution within the next week.

c. **SB1386 Policy**

Kent Wada reviewed for the Board the latest SB1386 policy draft. It includes definitions of the responsibilities and duties of Vice Chancellors and Deans; the AVC, IT; and the Director, IT Policy. It also describes the security breach incident response process and notification requirements. The campus has already begun implementing some of the new requirements. So far, only half of the Vice Chancellors and Deans have responded to Jim Davis’ 7/3/03 memo requesting information that will become part of the implementation plan for notification of a Security Breach.

A vote on the recommendation to adopt this policy is planned for the next ITPB meeting.

A Board member recommended working through the Senate to advise faculty to remove student Social Security numbers from their computers. Many faculty letters of recommendation require inclusion of Social Security numbers. For example, the Law School requires this.

d. **Information Technology and Telecommunications Policy (ITTP) Committee**

At the 10/24/03 ITPB meeting, Alfonso Cardenas asked for recommendations on issues to take to the ITTP Committee for consideration. Following were the Board’s suggestions: 1) file sharing policies, 2) personal information privacy policies, 3) computer and data security, 4) Hardware and Software vendor agreements, and 5) some specific large IT projects – new Academic Personnel database system and electronic grant submission system.

The ITTP Committee met two weeks ago and agreed on the following action areas: 1) UC-wide wireless vision and issues; 2) spam; 3) file sharing policies; 4) instructional technology and experiences; 5) digital library journal access and publishing; 6) UC-wide vendor agreements; 7) sharing common IS across campuses; 8) IT budgets comparison among campuses; and 9) communication and collaboration with UCOP, ITLC and campus-wide IT leadership. In some of these areas, sub groups have already been formed and are working on the issues.
2. **Response to Chancellor’s May 16, 2003 Cost Reduction Measures Memo**

   Jim Davis reviewed again for the Board the rationale for the recommendations. Two of the proposed recommendations:

   - Aggregate IT staff training and certification as on-campus activities; encourage in-sourcing projects to internal IT staff; and encourage awareness and use of campus contract for out-sourcing programmers
   - Accelerate implementation of an aggressive and coherent IT security strategy that leverages consolidation of management and procurement services

   were discussed in great detail because further analyses revealed lower actual cost savings than originally suggested. Some of the savings is in cost avoidance rather than real cost savings. It was agreed that the final letter to the Chancellor should not mix cost avoidance with real savings. Another draft will be circulated within the next two weeks. The final letter is planned for the end of the quarter.

3. **Future Meetings:**

   - Friday, December 19, 2-4 p.m. @ 2121 Murphy

4. **Action Items**

   - Poll the membership for December 19th attendance (Gwen Kingi)

5. **Adjourn**