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

March 31, 2005  
Meeting Summary

Minutes (available on web and already distributed by listserv)

**ITPB Attendees:** Chair Chris Foote, Kathryn Atchison, Alfonso Cardenas, Jim Davis, David Kaplan, Adrienne Lavine, Sean Pine (for Bill Jepson), Lisa Spangenberg, Gary Strong

**Guests:** Mike Lee (PDP participant), Larry Loehler (OID), Nick Reddingius (OIT), Stacey Rosborough (PDP participant), Ruth Sabeau (OIT), Mike Schilling (CTS), Marsha Smith (OIT), Kent Wada (OIT), Esther Woo-Benjamin (OIT), Don Worth (AIS)

**Agenda:**

1) **Reports**

   a. **A summary of the Regents IT cost reduction Initiative**

      Regent Blum, Chair of the Finance Committee of the UC Board of Regents, has asked President Dynes to initiate efforts to achieve administrative cost savings, in particular in procurement and IT. The stated objective is to enable the University to redirect resources to improve the competitiveness of faculty salaries and to reduce average class size.

      There is strong support for expanding and enhancing the current IT Strategic Sourcing program to leverage System-wide IT expenditures and target opportunities such as voice/data telecommunications services and desktop/personal productivity technologies. Additional opportunities with a high potential for savings will also be evaluated. Examples include: 1) consolidation of data centers, mainframes, servers and standardization of technology platforms; 2) IT disaster recovery model based on inter-campus collaboration; 3) non-PC/Microsoft alternatives for desktop computing; 4) more efficient IT departmental support services model; 5) plan for viable, cost effective UC administrative systems (Payroll/Personnel, HR, Financial).

   b. **Proposal to create a UC IT guidance committee as a standing committee of the President’s Long Range Guidance Team**

      This is a proposed policy and planning committee at the UC level that will be a standing committee of the President’s Long Range Guidance Team. It
is being modeled after a merge of Berkeley’s planning committee and UCLA’s ITPB. This will be an important committee for managing initiatives from the Regents.

c. Outcomes of the UC VCR-CIO summit

There was a proposal for action to develop distributed researcher collaboration and contribution tools; orient scholarly interaction externally to form authoritative sites that expose the value of UC research and makes intellectual property (IP) more accessible – the analog of the MIT open courseware for research; align with Bob Dynes’ UC strategic initiative to open IP.

d. Web advertising guidelines update

The UCLA Guidelines for Advertising and other Forms of Acknowledgement on the Web are intended to provide Web administrators, designers and other Web content decision-makers with basic principles of acceptable and unacceptable advertising and acknowledgement on UCLA web sites. These guidelines can be found at: [http://www.icompass.ucla.edu/policies/ad_guidelines.htm](http://www.icompass.ucla.edu/policies/ad_guidelines.htm). It should be noted that these are guidelines and not policies.

2) **UCLA Policy 401 – Minimum Security Standards**

The Minimum Security Standards for Networked Devices applies to devices that connect to the network rather than the network itself. The Standards help to raise the overall bar for IT security on campus. The CSG has already approved a draft policy and the ITPB is being asked to review the draft and determine additional information needed to evaluate the policy.

The Board approved this policy in principle and supports communicating the policy campus wide. It recommended forming a task force to develop an implementation strategy and details, to be brought back to the ITPB for approval.

3) **Initial Report and Discussion on the Network Review**

A written report from the External Review Team is expected within a week. In summary, they observed that because of its distributed nature, UCLA operates like multiple campuses. There is concern that there is not an end-to-end networking infrastructure that is needed for supporting future external requirements (e.g. federal grant agencies) or taking advantage of future opportunities. However, there is excellent and skilled support at the local level and that strength should be preserved and leveraged. With strong coordination, collaboration and inducements, they believe that UCLA will be able to make the necessary changes.
This review was just the first of many ongoing steps in the process. A next step will be to charge the CSG to do a preliminary assessment of the recommendations. Their analyses will be brought back to ITPB for further action recommendations. Since the Review was scheduled during Spring break, there was no undergraduate student representation. Another next step will be to get student input.

4) DACCS/ASAP group recommendations regarding non-UCLA email accounts

At the December 2004 meeting, the ITPB agreed that all employees will have a UCLA email address. They then requested that the DACCS work group fully understand and report back on the risks of allowing individuals to have email that is sent to their UCLA email address automatically forwarded to a non-University email account.

The DACCS workgroup has determined that there appears to be no reason to prohibit this practice. They recommended a draft policy statement that indicates if an individual does this, it is done has his/her own initiative and risk and that the campus will not be responsible for handling of email by non-UCLA providers and redirecting does not absolve the employees from the responsibilities associated with official communication sent to their UCLA account.

5) Future Meetings

- Thursday, April 28, 10-12 @ 2121 Murphy
- Monday, May 23, 3-5 @ 5628 Math Sciences (Visualization Portal)
- Monday, June 27, 1-3 @ 2121 Murphy