Advisory Committee for Information Technology
Meeting Notes

MEETING DATE: 7/20/11   **TIME:** 1:30-3PM   **LOCATION:** 212 Kerr Hall

ATTENDEES	M. Doyle, V. Steel, M. Kerschen, B. Duisenberg, I. Gustafson, M. McCue, P. McMillan, E. Mitchell, J. Phillips, J. Roeth, D. Sonnenberg, L. Swan (staff)
GUESTS	Jean Marie Scott, Steve Kennedy

Safety and Security Workgroup [Jean Marie Scott]

A standing subcommittee of Advisory Committee on Campus Planning & Stewardship (ACCPS) and co-chaired by Kate McGirr and Jean Marie Scott, the Safety and Security Workgroup focuses specifically on physical security systems. Aligning with other campus security programs, the Workgroup has three objectives:

1) Develop standards (type of systems have been department-driven and dependent on building type – e.g. administrative vs. research)
2) Develop policies
3) Look at security gap analysis

The Workgroup has sent the following recommendations to ACCPS:

1) Develop standard infrastructure systems
2) Modify capital planning process to include security in the front-end design
3) Integrate into 10-year capital plan, mirroring Telecommunications Master Plan
4) Move campus to standard photo ID card, expected to implement in Nov. 2011

The Workgroup is spearheading a multitude of projects (see attachment). In addition, Peter McMillan reported on Terry Figel's work in developing a prototype to allow the lock shop to know in advance when Omni lock batteries need replacement. Digital signage is also a topic of discussion.

The recruitment of the new Chief of Police will initiate a fresh look at campus safety and security as a whole and how it integrates with physical security.

Google Apps for Education planning [Janine Roeth/Steve Kennedy]

User communications and training for email has begun and will continue through November, at which point migration will commence on into February 2012.

Communications and training for calendar to commence in February, at which point migration will begin. Four years history plus current year data will transfer from Oracle calendar to Google.

UCSC is contracting with 3rd party consultants and partnering with other campuses (LBL has 4,000 staff that have upgraded to Google) on the implementation.

Migration benefits include email simplification (no servers or storage), list management capabilities and unique email accounts, and access to other Google apps (Talk, Docs, Sites, Groups) on a self-service basis.

IT Review [Mary Doyle]

IT Review went to EVC in June. It focuses on central vs. local services, communications and governance. The report will be shared with ACIT after Mary's Aug. 2 meeting with the EVC.

Work plan for 2011-12 [Mary Doyle]

Mary's proposed goals for ACIT 2011-12 are as follows. Committee approves.

1) IT Strategic Plan (postponed until now due to self-study and other priorities). Now is the opportune time, as the EVC is revisiting campus goals.
2) Review IU model – assessment, structure, communication
3) Look at implications of the fast paced PPS replacement project – currently in contract negotiations and early adopters are still being decided.
4) Telecommunications Master Plan - one-time funds have been granted, and the plan is in progress.
5) Progression of new IT Ticket system Service Now rolled out on July 13.
6) Work on IT review recommendations.

Committee requested future updates on budget cut implications to application services that Mark reported to June 24 Assistant Deans meeting.

ACTION ITEMS	ASSIGNED TO	DELIVER BY
Distribute IT External Review report to ACIT after EVC has reviewed.	Mary or EVC office	

Next meeting: Wednesday, August 17, 2011, 1:30PM, 212 Kerr Hall

IT Advisory Committee
Briefing on Safety and Security Work Management Group (SSWMG)
Wednesday, July 20, 2011
1:30 PM
Kerr Hall, 212

Defined Chare for the Safety and Security Work Management Group:
- ✓ Organize and coordinate campus physical security activities as they relate to facilities, policies, funding, programs and related systems.

Defined Objectives:
- ✓ Develop a set of design standards for elements of physical security systems including access controls, IT infrastructure, and physical barriers.
- ✓ Develop policies to guide physical security planning for campus buildings.
- ✓ Review and update the comprehensive Safety and Security Gap Analysis from October, 2008. Identify new items, categorize and prioritize projects.

Membership:
- ✓ Risk & Safety Services, BAS - Jean Marie Scott, Co-Chair
- ✓ Library - Kate McGirr, Co-Chair
- ✓ Physical Security Systems Coordinator – Karalee Richter
- ✓ Risk Management – Saladin Sale
- ✓ Social Sciences Division – David Sonnenberg
- ✓ Arts Division – Geoff Girard
- ✓ Physical and Biological Sciences - Maria Kerschen
- ✓ Engineering - Bob Vitale
- ✓ ITS - Peter McMillan
- ✓ UCPD – Chief of Police (TBA)
- ✓ Student Affairs - Sue Matthews
- ✓ Capital Planning – Linda Flaherty
- ✓ Physical Plant Lock Shop - TBA

Recommendations Approved by Committee on Physical Planning and Stewardship:
(*pending EVC/CP approval)

Recommendation 1.
- ▪ **Develop design standards** for electronic security infrastructure systems and include as a part of required IT infrastructure for all new capital projects and all improvement projects.

Recommendation 2.
- ▪ **Modify the capital planning and design process to include a security assessment** and ensure security access systems are described in the detailed project program.

Recommendation 3.
- ▪ **Modify the 10-year Capital Financial Plan (CFP) Major Capital Improvement Program (MCIP)** to include a line item capital project to strategically address and make improvements to campus wide security goals.

Recommendation 4.
- ▪ **Develop one standard unified campus photo identity card (ID) with read formats** that allow for RFID, magnetic stripe and bar code identification.

Current Summary of Projects, Programs and Services:

- ✓ Emergency Response Center Physical Security Systems (September, 2011 completion)
- ✓ Dispatch Relocation (September, 2011 completion)
- ✓ McHenry Physical Security Systems (September, 2011 completion)
- ✓ Bio Med Physical Security Systems
- ✓ Development of Division 28 Standards
- ✓ Staff ID Card Implementation (tentative November, 2011 implementation)
- ✓ UCO Lick (Mt. Hamilton) Physical Security Improvements (September, 2011 completion)

Future Topics/Issues for Review:

- ✓ Protocol for Managing/Responding to Physical Security System Alarms after Hours
- ✓ Development of a master plan for Campus Police and Security Services and how these interface with Physical Security Systems
- ✓ Development of a Catalog of Physical Security Systems Services
- ✓ Development of a funding model to support campus wide enterprise
- ✓ How to develop and manage campus wide standards for equipment replacement, service contracts, etc.
- ✓ How to manage leased facilities with multi-tenant users (ie., 2300 Delaware)
- ✓ How to respond to requests for access to security related records (door, video, etc.)
- ✓ Development of a Physical Security Systems 10 Year Master Plan master plan
- ✓ Development of policies, services, protocols, and office of record for Physical Security Systems
- ✓ Development of request, approval and single point of access for equipment and systems requests
- ✓ Physical Security and Safety GAP Analysis Review and Prioritization
- ✓ How to structure safety and security planning for non-physical/non-systems related dimensions (general campus safety and security programs, services, etc.)