**Planning and Finance Committee Minutes**

**October 21, 2015**

***Attendance:***

**Absent:** Kenny Lin, Barbara Schatter, Connor Joyce

***Miscellaneous Business:***

 Dr. Winger summarized the matters discussed at a meeting with Dr. Kalter and Provost

Krejci regarding the formatting and purpose of the Institutional Priorities Report.

Committee members were instructed to begin considering matters the committee would

deem to be high-level concerns. These priorities would then be placed in a bulleted list at

the beginning of the document to direct the content of the rest of the report.

***Office of Academic Technologies Presentation:***

**Administrative Technology:** Some of the big functions that Administrative Technologies

handles were briefly explained.

 **Information Security:** Administrative Technology works with security to prevent a

multitude of attempted breaches each year.

 **Training for Enterprise Applications:** This involves training individuals on how to use

enterprise applications, or applications that are used campus-wide.

 **Enterprise Data Warehouses:** Data Warehouses are used to store information from

Enterprise Applications. Also, data warehouses house information during the transitions

from one system to another.

***General Office of Academic Technologies Questions:***

 Lois Soeldner asked what applications Administrative Technologies gives training for.

They are training for Leap Forward and the IT Service Management System. It is a

developing division.

 Dr. Marx inquired whether Information Security was able to keep up with attempted

breaches, and what challenges they faced. Information Security recently purchased the

program Splunk for log analysis, which moves records of attempted breaches to one

location and allows them to be interpreted. Attempted breaches include Trojan Viruses

and Denial of Service attacks. There has never been a serious attempt to steal Illinois

State University’s information.

 Dr. Winger said he suspected our pay to our technology professionals lagged behind the

private sector, and asked by how much. Our compensation tends to be approximately

15% to 20% behind that of private companies.

 Dr. Kalter asked if we could explore the OAT budget.

***Budget:***

 Nearly 70% of funding goes to Tech Zone as they make all of the sizable purchase at the

beginning of the year.

 The most significant expense of Administrative Technologies is personnel.

 Tech Tuition is funding from tuition dollars that allows colleges to support technology

however they see fit.

 Senator Goldstein asked what percentage of tuition goes to technology.

o Vice-President Alt said those figures would have to be collected, but that a

reasonable estimate was 8-10% of tuition.

 Nearly 95% of the Administrative Technologies budget is spent at the beginning of the

year.

 Over the past four years expenditure has been reduced by 12%, allowing for an increase

in capital expenditure.

 Senator Soeldner asked what constitutes the miscellaneous categories of expenses.

o Miscellaneous is made up of special applications for the Office of Administrative

Technologies, memberships to give us access to data sets, and other similar costs

to facilitate OAT operations.

 Senator Alcorn asked why training expenses are down when faculty and student

experiences seem to suggest a need for it.

o This expense refers to training sessions for OAT personnel, which are separate

from the training of student employees. The costs of sending personnel to

training sessions are high and are increasing. This has resulted in our scaling

back the number of sessions we send employees to.

o We have also learned to better negotiate contracts when we purchase products, so

that training sessions for the people using them are integrated into the purchase

price. This has also reduced our expenditure on training.

o In response to incidents of poor support for Reggienet and other Enterprise

Applications, the appropriate channels for assistance are first the Help Desk, then

the application administrators, then the vendor support. Some of the incident

recollections sound like one channel failing to refer a complex problem to a

higher channel. Efforts will be made to inform employees of these channels in

order to provide better support.

 Senator Kalter asked: five to ten years out, where should we be investing to ensure that

our technology stays current?

o Currently, all network infrastructure is being updated.

o Next, business continuity is going to be examined to ensure our ability to

operate normally during emergency situations that threaten our

technology.

 Representative Brauer asked about the wellness of OAT staff during this transitional

period.

o It has been a stressful time, but such transitions always are. The first time

employees go through it is the worst.

 Senator Kalter relayed a question from Senator Daddario about whether external audits of

departments would be useful to learn what technology would benefit each department the

greatest amount and stay technologically ahead of the curve.

o It was answered that the purpose of our internal audits is to stay ahead of the

curve, and, while it may be useful to be audited externally, it may be cost

prohibitive to do so.

***Adjournment***