



**Attendees:**

Area	Name	Attended/Absent	Area	Name	Attended/Absent
Academic Affairs	David Prasse	Attended	HSD	Steve Bergfeld	Attended
	Patrick Boyle	Attended	President's Office	Tom Kelly	Attended
			HR	Winifred Williams	Absent
Advancement	Jamie Orsini	Attended	ITS/Facilitator	Susan Malisch	Attended
Facilities	Kana Henning	Attended	ITS	Jim Sibenaller	Attended
Finance	Rob Munson	Attended	Student Development	Jane Neufeld	Attended
Finance	Andrea Sabitsana	Absent	UMC	Kelly Shannon	Absent
Guests: Dan Vonder Heide, Bruce Montes					

**Welcome, Meeting Purpose & Agenda**

The minutes from the March 29, 2016 meeting were approved as written. The agenda for May 18, 2016 includes an update on the recommendation for replacing the current Phone System, the new direction of Video Conferencing, and Disaster Recovery.

**Telephone System Replacement**

Dan recapped the discussion around the risks and need for replacing the current telephone system. Dan presented four options; 1) complete upgrade with new equipment; 2) Extend current maintenance with 3<sup>rd</sup> party support; 3) Complete 3<sup>rd</sup> party support; and 4) upgrade to latest release with refurbished equipment. It was recommended to proceed with refurbished Avaya solution due to the reduced cost for equipment, maintenance and warranties. Maintenance cost savings will be about \$90K beginning in FY18 (implementation will occur over FY17). Dan would like to begin the contract discussion with Avaya within the next few weeks to ensure the LSC upgrade will be completed over the 2016 Winter Break and the WTC campus will be upgraded over 2017 Spring Break. Kana asked about the Health Sciences Campus; it was shared that this was discussed at the last ISCRT meeting where Dr. Joshua Lee at LUHS suggested a task force would be assembled to address this.

**Video Conferencing Direction**

Bruce and Dan presented on our current video conferencing environment. The current solution for larger meeting spaces is LifeSize which has some serious limitations around locations, logistics and support. Based on those limitations, ITS researched several video conferencing options, of which the web-based product, Zoom, was selected. Zoom offers easy access from any computer or mobile device and had proven to be easy to navigate. It was the recommendation to implement Zoom as our moderate to large video conference solution, while retaining Skype for Business, integrated with our unified messaging platform, as our solution for smaller venues. For the present time, a third solution, Adobe Connect, will be the video solution for classrooms due to some of features supporting online classes. Attached to these minutes is a grid outlining each product and its anticipated use case. Funding for Zoom (~\$48K) would come from maintenance savings beginning in FY18 from maintenance savings from the new phone system. The ITESC approved the recommendation.

**Disaster Recovery**

Jim and Dan provided an update on the status of the Disaster Recovery (DR) program. Several Tier 1 DR projects slated for FY16 have been placed on hold pending a decision regarding operating funds. Jim explained that those Tier1 systems already completed will continue to have an annual review to ensure they stay current. ITS has begun discussing a best approach for supporting those systems classified as Tier 2 & 3. Further information regarding these systems will be brought to the next BCDR committee meeting. Jane Neufeld raised the concern of moving some residence life systems from Tier 2 and 3 to Tier 1. It was decided to include that discussion at the next BCDR meeting as well. Jane will be invited to the next BCDR meeting.

Jim reported that Ann Simmons who has been serving as a key resource in developing our DR program would be ending her DR engagement with Loyola. The oversight responsibility for the program will transition to an FTE resource moved to Jim's area; approval to fill that role is pending. Dan will keep an active role in business continuity acting as ITS contact to Greg Pritchett.

**Agenda for June 23, 2016**

- Prioritization
- Tech Briefing (deferred)

Respectively submitted by;  
Sondra Heine