**Staff Assembly Meeting**(Approved minutes)

**February 2, 2016**

**Justin Boardroom**

**3:30 pm**

**Welcome and Remarks**

* **Jay Iorizzo, Chair,** welcomed all and called the meeting to order
* December minutes approved. Murielle Wright made motion to approve and was seconded by Shawn Wagner.
* Jay introduced Bryan Lucas, Chief Technology Officer, TCU Information Technology. Bryan presented updates on Information Technology on campus, storage and security.

**Guest: Bryan Lucas**

* Due to the flood in Sid Rich, data storage and recovery became an area of concern. Disaster Recovery Plan has been initiated.
* IT Business Continuity improves efficiency and has more storage capacity.
* Disaster Recovery Exercise will take systems off-line to test recovery procedures. Tentative date is June 12, 2016. System will be down several days.
* Data Storage-upgrades have been made to wireless network. Computer fleet has experienced tremendous growth. University spending 1 Million per year in replacement/upgrading.
* Wireless Access Point has experienced 80% growth as well as the wired ports.
* ‘Internet of Things’ – all things being served by internet.
* Connectivity for guests, employees and students increasing due to the many personal devices being added to the network.
* IT is evaluating Cloud opportunities: Box.com is a cloud based storage option with unlimited capabilities. Access is free and is compliant with FERPA & HIPAA. IT is still gathering information for file retention of terminated employees and retirees. Call help desk or download Box.com.
* Office 365 gives students TCU email for life
* Other cloud based programs being accessed by: HR, Athletic Ticket Office, Career Services and Athletics uses instant uploads, etc.
* Cloud Risk Management-contract review policies and procedures.
* Leverage of the Cloud: Innovation, speed, graphics and scalability.
* IT samples the new technology for possible TCU applications: Live Scribe Pen, Virtual Keyboard, GoPro and Apple Watch.
* **Q & A**: Some of the questions/concerns posed to Bryan…Servers crashing, unable to share files, sporadic service are major concerns. Is personal M drive going to continue to be available, is training on new technology available? Will Office systems be available in Spanish? Phishing emails still getting thru system, slow upgrade to software. Generic login for prime areas such as BLUU? Security/privacy becomes an issue if someone has to logon to system. Bryan will be addressing these questions/concerns and encouraged employees to email him directly **b.lucas@tcu.edu.**

**Old and New Business**

* Staff Assembly initiated Employee Tuition benefit decision will be announced at the next meeting.
* Jay reminded everyone that elections will be coming soon and asked everyone to consider nominating themselves or someone else for Chair, Secretary and Asst. Secretary Officer positions.

**Committee Reports**

* College Resources- Jay stated that this committee is in their assessment phase and planning their spring program
* Elections- Wendy Bell-No changes
* Committee on Committees- Zoranna Jones- 2 new members added to University committees
* Community Service-Not present
* Policy and Advocacy-Terence Kennedy stated that the decision regarding Employee Tuition benefit will be announced shortly.
* Professional Development-Mary Jane stated their committee is discussing the spring event.
* Marketing and Communications-Liz Parks announced that the Staff Assembly website is up and working, please go to staffassembly.tcu.edu. Every committee should have a liaison from M & C.

**Announcements and Open Forum**

* Staff Assembly awards due in April. This is a scholarship award for employees taking classes.

**Adjourn: 4:40 Motioned by Mary Jane Allred and seconded by Murielle Wright.**