Chief Technology Officers Meeting Minutes
January 19, 2005, 10 - 11:40 am
Video sites in Reno, Las Vegas, Elko and Carson City

Present: Brian Chongtai, Bart Patterson, Sally Phares, Lyle Pritchett, Roberta Roth, Becky Seibert, Lori Temple, Al Valbuena, Steven Zideck, Steven Zink,

1. HIPAA Coordination with IT

Bart Patterson gave a brief summary of current UCCSN HIPAA activity. He has given presentations on the HIPAA Security Rule in Las Vegas and Reno. HIPAA rules apply to organizations that provide patient treatment services and electronically transfer patient data, primarily for billing. That includes UNR, UNLV and CCSN because of their medical school, dental school, dental education and hygiene programs, student health centers, wellness center, athletic training, supercomputer center, counseling and psychiatric programs.

Patterson said that HIPAA security compliance will be just a part of the security compliance required for other federal mandates such as FERPA. Each of the three affected campuses and the UCCSN needs to have a security officer. The UCCSN approach is to rely on each campus and its programs to comply with HIPAA rules with assistance and guidance from the System. While the compliance mandate falls on the campus programs, coordination, education and training is necessary for the IT personnel as well. Patterson is relying on the IT leadership to assist when expertise is needed to interpret how technical implications affect the rules and compliance procedures. There is considerable room for interpretation of the rules, and the policies adopted may be influenced by program size.

Patterson plans to provide the following assistance prior to the late April deadline for Security Rule compliance:
- A list of critical HIPAA compliance items.
- A self assessment checklist.
- Links to some model sites that already have policies and procedures in place.
- Training.

Lori Temple said UNLV's security officer, Johnnie Sullivan, is forming a team of UNLV program representatives to put together policies, and asked who at UNR or CCSN might already have some policies in place. Steve Zink said that Jack Curtis, Dean of the School of Medicine Library, might be a good contact.

Zink and Al Valbuena commented that HIPAA is primarily concerned with records management and human behavior, rather than with computing or networking technology.

Patterson's goals for the April deadline are to have basic policies, coordination and training plans in place. He asked for email addresses of the interested CTO's. Lyle Pritchett asked to be included in that group. Becky Seibert will provide them.

2. Scope of Work for Consulting Services Authorized by Technology Task Force

Temple asked the CTO's how the consultant might tailor the information system vendor presentations and what questions the campuses would like answered in comparing vendors. Seibert said she interpreted the Task Force mandate to include comparing how vendors handle major business processes, and asked whether UCCSN should provide the list of major business processes or ask the consultant to do so. Zink said both should contribute to the selection of processes to be compared. He suggested that known choke points should be among the processes to be compared. Zink said the consultant should assist in writing scenarios to evaluate processes and should bring information about vendor weaknesses as well.

Seibert referred to a conversation with Assistant Chancellor Trudy Larson and said Larson expects the CTO's, Business Officers, Student Affairs Council and Human Resources Advisory Council to provide information about major business processes to be examined in vendor evaluations. The CTO group expressed interest in including the following in the major business processes to be examined: 1) portal services provided by vendors and 2) their ability to interface with other applications such as WebCT.

After discussion, the CTO's suggested the consultant's scope of work should include:

1) With campus assistance identify major business processes to be examined in comparing vendors' processes and costs. Provide tools, possibly representative scenarios, for comparing vendor treatment of selected business processes.

2) Become familiar with the UCCSN environment and provide configuration options for a multi-campus system, including central and decentralized solutions and costs.

3) Provide education and facilitate awareness among campus leaders about the extent and nature of business process change that UCCSN will experience. Suggest methods employed successfully in other states for change management. Provide information on staffing implications.

Seibert said that she would forward the above recommendations to the CTO's, Regent Seastrand, Assistant Chancellor Larson, and Vice President Gerry Bomotti (who made the Task Force motion to hire a consultant) for input.

3. Preparations for WebCT Vista

Temple asked whether there were preparations campuses and SCS could make in advance of learning whether the Vista project will receive legislative funding. UNLV is undertaking a Vista pilot project using non-academic credit applications—education

outreach, environment and health training and human resources training. They have obtained a limited license and hardware to familiarize themselves with Vista and to solve a problem they were facing about using WebCT for applications that don't fit with the traditional academic calendar. They hope to learn more about how Vista handles instances and sub-instances, and expect this will be useful in determining how a system-wide Vista application might operate. Lori asked if there might be some value to obtaining Oracle training system-wide. Roberta Roth said SCS is working with Oracle to discover what exactly is available to campuses under the system Oracle license. She will report on her findings at the February CTO meeting. Lori asked who is planning to upgrade to WebCT version 6. Zink said UNR probably will. Valbuena said CCSN is waiting to see what is funded by the legislature. He asked about whether a system-wide Vista implementation would require additional campus funds. The response was that it probably would, for training at least.

4. Technology Task Force Progress

Seibert, Zink and Temple summarized some of the actions taken at the January 7 Task Force Meeting—an Open Meeting Law briefing, approval of the goals set in the December meeting, a review of the position announcement for Vice Chancellor for Technology with suggested changes for the Chancellor, a configuration presentation by Valbuena, a vendor field presentation by Zink, a presentation of possible consultant contributions by Seibert, a charge to the Business Officers to look into ERP funding (Bomotti to be primary contact), and a decision to hire a consultant to assist with vendor selection and other tasks. Seibert suggested the CTO's read the minutes when available.

5. Status of Vice Chancellor for Technology Search

Seibert said she had sent the CTO's the latest, and possibly final, draft of the position announcement and said she expects the Chancellor to make search committee appointments and an ad to be drafted soon.

6. Survey of Campus Supplemental Systems

Temple said she is encountering some difficulty in filling out the survey for complicated campus systems and asked if others were encountering the same problems. It was discussed that, since the survey is primarily for the benefit of the campuses themselves and for determining whether there are applications which might be shared among campuses, campuses can enter whatever data they find most useful.