

**Information Technology Advisory Council (ITAC)**  
**Meeting Minutes**  
**October 14, 2005 (EPC 304C)**

The meeting was held on Friday, October 14, 2005, in El Pomar Center Room 304C at 9:00 a.m.

Members Present: Jackie Crouch, Jerry Wilson, Leslie Manning, Craig Decker, Polly Cegielski, Barbara Gaddis, Peggy Beranek, Harriet Napierkowski, Karen Greis, Ed Chow, Brad Baker and Clint Fisher

**AGENDA**

**ANNOUNCEMENT: The first agenda item for the November 11 ITAC meeting will be devoted to a demonstration of assistive technologies and issues with the UCCS campus web site by student Jennifer Maxell. The demonstration will take place in EPC 304C.**

**OLD Business**

**1. Student Portal Update**

- a. Kirk Moore was recently re-hired in the IT department and is heading up the Web Services Department. Kent from UMS spent the day with Rob Garvie, Kirk Moore and Scott Carter regarding authentication issues in the portal as well as the integration of UCCS Webmail.
- b. The newly revised projection date for the launch of the student portal is mid to late November for a small targeted student population and then a larger rollout in the spring 2006 semester.
- c. Ed Chow asked about the possibility of integrating the CS Portal (in the College of EAS) with the UCCS Student Portal. Ed will work with IT. A concern is security around e-mail. Jerry Wilson reports that if a single sign-on is achieved that this will not be an issue.

**2. Web Content Management System Update**

- a. No change to report at this time.

**3. Pay-Per-Page Printing System Update**

- a. Education pop-up messages will begin soon with links to FAQs regarding Pay-Per-Page and evaluate how many pages may be given free of charge. The UCCS Strategy Team will re-evaluate the Pay-Per-Page issue in the spring.
- b. This is a data gathering phase.
- c. Jerry Wilson states that the pop-ups will begin in approximately 1 week.

**4. CU-System Wide Security Policies**

- a. There was discussion that included the following concerns
  - i. The measures may be cost prohibitive for our campus
  - ii. Have more cost efficient solutions been considered?
  - iii. Who will fund the Security Liaison position on each campus?
- b. Jerry Wilson reports that the CU System currently has an advertisement out for an Internal Security Officer
- c. The CU System has established a web site where all revised documents can be found. Go to <http://its-security.colorado.edu/cu-itsec-policy> for more information

5. **Web Policy Committee**

- a. This committee will be reactivated and should hold a meeting prior to the next ITAC meeting on November 11<sup>th</sup>. Jerry Wilson will schedule the meeting and contact committee members by e-mail.

6. **Wireless Network Policy**

- a. The UCCS Wireless Network Policy was distributed to all ITAC members prior to today's meeting via e-mail with a request to review and solicit feedback.
- b. Terry Boulton and Sean Staples of the College of EAS had the following comments (copied directly from the forwarded e-mail sent to ITAC member Ed Chow) :

-----Original Message-----

From: tboulton [mailto:tboulton@vast.uccs.edu]  
Sent: Thursday, October 13, 2005 1:30 PM  
To: Chow, Edward  
Subject: Re: FW: Wireless Policy attached for Review

Still factually wrong 802.11b/g has 11 channels, not 3. The issues of overlap between the channels is quite complex. Formally they all overlap as there is not a sharp enough filter to ensure 0 power, just very low lower far off the core frequency. Some papers suggest that 4 effective simultaneous channels can effectively work in the same region see

[http://www.techonline.com/community/tech\\_group/comm/tech\\_paper/21668](http://www.techonline.com/community/tech_group/comm/tech_paper/21668)

More importantly, the policy says nothing about their "support" of these networks. They offer no support for linux which leave those using that OS unable to use their networks. Campus's decision that everything must go through their microsoft specific VPN makes it unusable from Linux and unsuitable for many tasks. I have deployed 3 802.11B and 1 802.11g routers to support the various Linux stuff I have ongoing. Any my robot uses 802.11a (may upgrade to 802.11g in the next year). This is all part of my research infrastructure.

If they are going to have this as a policy there needs to be faculty oversight committee that can resolve disputes, because if we leave it to IT, too often the answer will be based on how much effort it is for them to support it, not based on the actual need. If they can just say "no, we don't want that", it will impact research. Also the policy needs to clearly state the process for "coordinating" and set timeliness for decisions.

Terry

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From: Staples, Sean E.  
Sent: Thursday, October 13, 2005 1:13 PM  
To: Chow, Edward; it  
Cc: Haefner, Jeremy; Wickert, Mark; Ziemer, Rodger; 'tboulton@cs.uccs.edu'  
Subject: RE: Wireless Policy attached for Review

The EAS Technology Committee and EAS-IT have been working with the campus-IT on integrating our wireless network with theirs, expanding the footprint of wireless connectivity on campus. This would include the three 802.11b/g devices located in EAS and one on the Third floor of University Hall installed for MAE, completing the EAS wireless

network. Currently, our (EAS) wireless runs on a different VLAN and SSID than campus, requiring mobile users to switch over to another network. We would like the mobile transition from building to building transparent and friendly.

This does not address the CS wireless network utilizing channel 11. EAS is utilizing channels 6-1-6, west, central, east location respectively within the building.

Sean

- c. It was also recommended by Ed Chow that perhaps one channel could be set aside for “special use” such as a meeting held by a non-UCCS entity that would bring in its own equipment for a meeting. Ed suggest that if we can determine research usage, we may be able to assign a specific channel to this kind of use to eliminate conflicts.
7. **UCCS IT Strategic Plan Update**
    - a. The plan is still under revision and now down to about 80 pages. The amended plan will be distributed to ITAC upon completion and after presentation to the IT Leadership Team.
  8. **Campus e-mail issues**
    - a. This agenda item was added at the request of Barbara Gaddis but she was not present at the time that this item was discussed due to another meeting conflict.
    - b. It was the feeling of Jan Kemper and Jerry Wilson that the issue that Barb was having may have been related to a specific incident and not necessarily representative of a larger campus-wide problem.

## **NEW Business**

1. **Web Services Department Move**
  - a. Jerry Wilson reports that the Web Services Department is now centralized under the IT department and located on the main level of El Pomar Center. It was formerly located within the Oral Communications Center in Columbine Hall. The physical relocation of personnel brings together all staff who handle web design as well as web functionality (programming) and administer the web content management system.
  - b. No decisions have been made about who will conduct individual training for the Web Content Management system for campus faculty, staff and students. In the past, student employees of the campus web department informally assisted faculty and staff with web page design and web site set up.
  - c. Old web sites were discussed and it was reported that at this time, web sites are not purged on a routine basis and usually not until about a year after an employee leaves UCCS.
2. **SIS Replacement Meeting Committee Update**
  - a. Jan Kemper reported that the main focus of this meeting was the degree audit system and its particular needs.
  - b. The degree audit system will be in place before the actual replacement of the SIS system due to the replacement products having “weak” degree audit modules.

The meeting was adjourned at 10:00 a.m. The next ITAC meeting will be on Friday, November 11, 2005 at 9:00 a.m. in El Pomar Center 304C.

Please report any corrections or omissions to Jackie Crouch at [jcrouch@uccs.edu](mailto:jcrouch@uccs.edu) .

# UCCS Information Technology

## Wireless Deployment and Management Policy

Topic: Policy for Deployment and Management of 802.11 and Related Wireless Standards  
(Wireless Policy)

### Approved by:

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Director  
Information Technology Department

### Author:

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### Distribution:

Deans, Directors, Department Heads, Faculty, Staff, Students

### ***A. Rationale and Purpose of Policy:***

To ensure the technical coordination required to provide the best possible wireless network for the University of Colorado at Colorado Springs (CU-Colorado Springs), the campus' Information Technology (IT) will be solely responsible for the deployment and management of IEEE 802.11 (802.11) and related wireless equipment on the campus. No other department, faculty, staff or student may deploy wireless equipment that uses university resources without coordinating with IT.

This policy provides the structure for a campus-wide solution for the implementation of wireless technologies, which includes centralized determination of identity and authentication to the end of the provision of the appropriate levels of security.

Wireless in the Local Area Network using the IEEE 802.11 standard are a fast emerging technologies. 802.11 wireless technologies are by nature easy to deploy, but highly sensitive to overlapping frequencies. Because of these characteristics, all wireless use must be planned, deployed, and managed in a very careful and centralized fashion to ensure basic functionality, maximum bandwidth, and a secure network.

Current 802.11 wireless technologies deploys a very low power signal in a frequency band divided into only 3 non-overlapping channels. The primary purpose of these channels is not so much to provide separate networks, but to ensure that adjacent access points with slightly overlapping areas of coverage do not interfere with each other. In the normal case, it is necessary to use all three channels in an integrated fashion as a single unified network in order to achieve an optimal design. It is therefore not feasible to allow individuals to install their own access

points without centralized coordination, due to the resulting signal interference and greatly degraded performance to the common wireless network.

## ***B. Scope:***

The Wireless Policy provides guidelines regarding the following:

- \* The central deployment by IT of 802.11 and wireless equipment.
- \* The provision of wireless service by IT for campus departments.
- \* The management by IT of 802.11 and related wireless equipment.

## ***C. Policy:***

### **1. IT deployment of 802.11 and related wireless equipment**

The University of Colorado at Colorado Spring's Information Technology Department (IT) will be solely responsible for the deployment and management of 802.11 and related wireless equipment on the campus. No other departments may deploy 802.11 or related wireless equipment without coordination with IT.

### **2. Provision of wireless service by IT**

IT will offer a standard wireless deployment plan that will meet the needs of most CU-Colorado Springs departments wishing to construct and operate departmental wireless services. Departments requiring a different wireless deployment plan may contract with IT to have IT construct and operate either a standard or, if the spectrum is available for it, premium wireless services. IT will work with departments to accommodate any special needs they may have within the technical constraints of the wireless technology, understanding that all requests may not be technically feasible.

### **3. Management by IT of 802.11 and related wireless equipment**

IT will ensure that all wireless services deployed on campus will adhere to campus-wide standards for access control. IT will manage the wireless equipment in a manner that ensures the greatest interoperability and roaming ability for all departments wishing to use wireless technology, and, will centralize the process of determining identity, authentication, and appropriate levels of security for access to and use of wireless technology. IT reserves the right to minimize interference to the common wireless network, and will work with departments to reconfigure or shut down any departmental wireless networks that interfere with the common wireless network.

## ***D. Procedures and Guidelines:***

IT will advise IT Council on wireless plans, deployment strategies, and management issues.

Any department wishing to work with IT to deploy wireless access must contact IT by web form ( <http://www.uccs.edu/~it/wireless/request/> ) to begin the process.

In the case of existing wireless technology deployments that use the same or interfering spectrums, IT will work with the departments in question to move wireless equipment to the common wireless network.

All sensitive data being transmitted across a wireless network should be encrypted (see Data Sensitivity Guidelines, link coming soon).

Additional guidelines and best practices relating to the deployment and use of wireless technologies can be found at [www. uccs.edu/~it/wireless](http://www.uccs.edu/~it/wireless).

### ***E. References:***

The Office of the Chancellor will be responsible for this policy and for any appeals of IT decisions relating to wireless deployments. This policy will be reviewed yearly by that office. Changes will be authorized by the approval of the Chancellor's Executive Committee. IT will review LAN wireless access standards on a yearly basis and recommend changes to this policy as needed.

### ***Appendix A—Policy Routing***

This policy was approved by the Information Technology Council on Month day, 2005.