ITGC Governance Committee
Meeting Minutes
12.08.16

Members in Attendance:
John Charles, Vice President, Information Systems & Technology
Professor M. Frans Kaashoek, Charles Piper Professor, Electrical Engineering & Computer Science
John Letchford, Chief Information Officer, Sloan School of Management
Anthony P. Sharon, Deputy Executive Vice President (Chair)
Glen Shor, Vice President, Finance

Guests:
Christopher Bunn, Director, Business Operations, Information Systems & Technology
Eamon Kearns, Senior Director, Emerging Solutions, Information Systems & Technology
Alice Kimball, HR Specialist, Information Systems & Technology
Michael Moody, Institute Auditor
Mark Silis, Associate Vice President for Information Systems & Technology

I. Meeting Minutes 9.29.16 approved (Approval)

II. IT Policy Committee Report (Approval)
Professor Robert Redwine submitted the attached IT Policy Committee Report (dated 5 December 2016) in advance of the meeting. Mark Silis reviewed the recommendations, and ITGC members present approved the following recommendations:

1) That IS&T proceed with their plans to limit Tor exit node risks, by:
   a. Limiting Tor exit node use to cases that advance the Institute’s research and academic mission and/or are approved by an appropriate Senior Officer;
   b. Segregating sanctioned Tor exit nodes to “untrusted” network address space, separate from well-known MIT address space;
   c. Working with sanctioned Tor exit node owners to implement reasonable exit policies to reduce illicit traffic; and
   d. Notifying unsanctioned Tor node owners of the new policy, and disabling exit nodes if justification is not approved by a Senior Officer.
2) That IS&T explore the possibility of scanning public files (Dropbox links) shared by MIT Dropbox users; and that general scanning of Dropbox content remain prohibited.
3) That IS&T use Duo contact information for MIT emergency alerts; that the community be notified that this information will be used and be given the chance to “opt-out” if so desired; and that new members of the community be automatically enrolled unless they chose to “opt-out”.
4) That IS&T standardize on a 90-day retention period for retaining data/log sources, except for explicit and documented exceptions, such as those required by regulations or contracts.

Addendum: Approvals from ITGC members unable to attend the 12.08.16 meeting were subsequently obtained by email.
**Action:** John Charles will share the approved recommendations with the IT Leaders group.

III. **Software Portfolio Subcommittee Report** (Status)
John Letchford gave an update on the work of the newly formed Software Portfolio Subcommittee. The kickoff meeting went well with wide representation. The real work begins at the next scheduled meeting – a half-day workshop in January.

IV. **IPv4 Update** (Discussion)
John Charles gave an update.
1) An agreement with a broker has been reached.
   i. The broker will negotiate NDAs with potential buyers.
   ii. We are taking advantage of this renumbering opportunity to add support for IPv6.
   iii. We anticipate completing the transfer of our excess address space in 3 tranches over a 12- to 18-month period.
2) Professor Kaashoek reported that he and David Clark had met with Provost Schmidt and recommended that internal messaging be completed before proceeding with any real transaction.
   i. Tony Sharon confirmed that the draft of a proposed message had been sent to Provost Schmidt for his consideration.

V. **Roadmap Updates** (Discussion)
Eamon Kearns gave an update.
1) FY17 Project Status:
   i. Completed six projects – all six are now “live”.
   ii. Small risks have been identified for seven projects, but nothing that can’t be managed, so they are still on schedule.
   iii. There are two projects will major issues.
      1. One admin systems project: Compensation Management/ASR is on hold while waiting for APIs from SuccessFactors.
      2. One student systems project: Courseleaf will not be ready in time to meet the tight January deadline. Consequently, the implementation strategy and timeline will need to be adjusted.
2) FY18 Project Planning:
   i. Some FY17 projects will roll into FY18.
   ii. FY18 project requests from the advisory committees will need to be prioritized such that the top priorities can be mapped to available funding.
      1. Chris Bunn noted that a great number of projects undertaken by IS&T have had recurring operations costs. Whereas, project budgets have typically only been created for implementation, and not for the recurring (out-year) costs.
      2. Tony Sharon noted that the ITGC will need to determine costs associated with projects that will be rolling into FY18, as well as the costs associated with those that have multi-year contracts.

**Agreement:** There was agreement that when the ITGC reviews new project requests there needs to be an understanding of out-year costs.

VI. **Cloud Migration Update** (Status)
Mark Silis gave an update.

1) A major milestone has been reached – 50% of our VMware workloads have been moved to the cloud. The team is ahead of schedule; hitting the milestone in November ahead of the December deadline.

2) John Letchford noted previous conversations at meetings with IT Leaders – suggesting that we should begin encouraging DLCs to adopt these cloud migration strategies.

**Agreement:** There was agreement to proceed with the migration and to encourage others to adopt these strategies.

### VII. Capacity Planning for FY18 (Discussion)

Chris Bunn gave an update.

1) The Finance team is developing the FY18 budget plan.

2) There is heavy growth in software expenses. For example, the huge volume of data that has been stored in Dropbox caused a large increased in our Dropbox costs. We need to be better prepared for such consumption-based cost increases.

   i. Chris Bunn noted that consumption-based software cost increases are likely to be an ongoing challenge.

   ii. Tony Sharon commented that he will discuss this further with EVPT Ruiz and Provost Schmidt.

Attachment:

IT Policy Committee Report – 5 December 2016