Present: Sue Achtemeier, Greg Ashley, Matt Blankenship, Michael Brewer (for Christine Miller), Sharon Burch, Joellen Childers, Bill Clayton, Bert DeSimone, Alan Ferrenberg, Stan Gatewood, Brad Hunt, Judy James, Dan Murphy, Jeff Pentz, Barry Robinson, Greg Topp, Carol Watson, and Chris Workman.

Absent: Chris Adcock, John Anderson, Mike Campbell, Mark Cherry, Lee Cornell, Mike Dennis, Corey Doster, Mark Ellenberg, Debbie Ellerson, Sarah Fraker, Sandi Glass, Don Hamilton, Stuart Ivy, Paul Keck, David Knox, Will Laney, David Matthews-Morgan, Tammy McGarity, Eric McRae, Jerry NeSmith, Teresa Payne, Cheryl Pritchard, Martha Stokes, Cletus Stripling, Jeff Teasley, Sharon Thelen, Dale Wetzelberger, Chris Wilkins, and Barbara White.

Approval of Minutes – The group approved the minutes for the December 9, 2004, ITMF meeting.

Committee Recap – Newly elected chair Matt Blankenship started the first meeting of the New Year by requesting that members of committees associated with ITMF give a brief update on where their committee stands and whether or not they have completed their work and/or the outcome of that completed work.

- Judy James addressed the group concerning the IT Jobs Reclassification Committee and reminded members that a note from Human Resources will be sent soon reminding colleges and departments to submit any last minute changes. She also reminded the group that the new names have not officially been adopted but should be approved sometime in mid-January when CIO Dr. Barbara White meets with the Provost.
- The group was reminded that the ITMF Bylaws Committee, charged in part with restructuring the existing bylaws, has not met partly due to the fact that they are awaiting the first IT Advisory Council Meeting. The ITMF will use the outcome of the first ITAC meeting to decide how membership might overlap in the two
groups, what role officers of each group will play, and what roles the two groups will play on campus. Brad Hunt informed the group that the first ITAC meeting would be held January 18 and the agenda would be loosely based around electing a chair, the role and scope of the Council, and ways to create four functional subgroups: an Academic Computing Committee, a Research Computing Committee, an Administrative Committee, and a Public Service and Outreach Committee. In addition, the CIO is scheduled to speak about January-May initiatives, and Chris Adcock of the ITMF-generated CENTBAC Committee will update the group on where the central backup initiative stands on campus. Matt charged ITMF members with the task of developing a “punchlist” of concerns the group has and what they hope to be working on in the 2005 season to aid in the defining of both ITMF and ITAC. There will be a call for ideas via the ITMF Listserv and those items submitted will be captured for discussion at the February meeting.

**Open Discussion on Budgeting** – Matt led a brainstorming session to address a question posed by Chris Adcock in an email; specifically, what are some factors that may affect budgeting in the coming year? This led to a discussion of projects and/or initiatives that ITMF members have concerning purchasing/budgeting. Items discussed include:

- Greg Ashley mentioned that EITS will again be exploring the concept of a campus-wide calendar system in the coming months. He advised that any department or college interested in a calendar system might want to wait to invest internally. The product being considered is the newest version of Oracle’s Corporate Time.
- Greg also mentioned plans to upgrade the physical security to the MDF hub on North campus; there are, however, no plans to renovate the IDF or MDF facilities on campus et al.
- Brad Hunt mentioned his desire to fuel discussion of potential price breaks for annual PC purchases. Jeff Pentz noted that the College of Education and the College of Business might be considered guides on how to purchase and then configure new machines; however, he also admitted that standards would be difficult to develop because of different and varied departmental needs. The idea of tracking PC purchases was mentioned. Brad noted that if we don’t have that information on campus that vendors should be aware of what they’ve sold to the university.
- Matt Blankenship asked for an update on Veritas site licensing and was informed by Alan Ferrenberg that, due to a last-minute merger by Veritas with Symantec, Sohail Moshtael will be attempting a meeting in February to determine what affects the merger has for the university’s potential deal with Veritas.
- It was noted that all campus units that process credit cards must be using the Yourpay processing system and must have a business continuity plan in place.
There was an extended discussion on the Budget Formation Committee. Brad Hunt noted that ITAC is considering the work of the committee and recognizes that the committee recommendations make sense but that there are no mandates in place to begin putting the recommendations into action. The led to a discussion whether or not ITMF wants to be held responsible for the creation of budgets, which would require prior planning and then execution of those plans. [He touched on a tentative university initiative that asks that colleges, schools and individuals be responsible for their spending to ensure accountability]. Brad said the main objective is to put in place better practices when budgeting and to plan for spending rather than spending left over money at the last minute at the end of the year. Brad then suggested that the next step is to decide on a benchmark for looking at the data. Matt Blankenship charged the available members of the Budget Formation Committee with coming up with key bullet points on this topic to submit to the ITAC.

It was suggested that a good model for presenting information at the administrative level is the work of the IT Job Reclassification Committee. Greg Topp suggested that, in light of the push toward negotiated processes in decision making, the IT Jobs Reclassification Committee is, indeed, a good example of how to “get things done.”

Barry Robinson noted that he recently adopted the Remedy software that EITS runs and he is pleased with the results. The business school will follow that lead. The Vet School is experimenting with a subscription-based solution called WebHelpDesk.

Jeff Pentz noted that, in the interest of identifying data silos on campus, the Health Center requires verification of local address and contact information for UGA students served by the Health Center (approximately 25,000 individuals) before service is rendered.

Greg Ashley mentioned that WebCT at UGA may eventually be hosted by the Board of Regents; EITS has not decided if Vista is the way to go and is negotiating with the BOR. Jeff Teasley is the expert on Vista and WebCT. Matt Blankenship noted that there is a heightened interest in his college for a grade management solution and he is hopeful that WebCT Vista may be the enterprise class answer that will render unnecessary the adoption of a locally managed solution.

Brad Hunt motioned to create a task force that will examine application standards. Greg Topp seconded.

Matt Blankenship was told, in response to his query on e-signatures as a way to validate documents, that housing has implemented an e-signature system successfully.

Matt also asked about software that will collect, survey, and poll populations. Brad Hunt mentioned “Zoomerang” and Jeff Pentz mentioned Perseus.

Jeff Pentz mentioned that HIPAA compliance goes into effect on April 20, 2005.

Greg Ashley noted that many of the group’s concerns would be helpful in EITS’ upcoming Compact Planning process.
With no other business to discuss, the group adjourned at 2:54 p.m.

Minutes by Sarah Lee