INFORMATION TECHNOLOGY MANAGEMENT FORUM (ITMF)
THURSDAY, November 6, 2008
GA. CENTER ROOM K
1:30-3:00 p.m.

Present: Chris Adcock, Matt Blankenship, Melanie Bone, Sharon Burch, Mark Cherry, Bill Clayton, Maria Cleghorne, Lee Cornell, David Crouch, Bert DeSimone, Debbie Ellerson, James Gilstrap, Sandi Glass, Ilir Hasko, Brad Hunt, Alan Katz, Paul Keck, Will Laney, David Matthews-Morgan, Tammy McGarity, Christine Miller, Teresa Payne, Tim Peacock, Wayne Peacock, Timothy Phillips, Brian Rivers, Cletus Stripling, Sharon Thelen, Greg Topp, Carol Watson, and Dr. Barbara White

Absent: John Anderson, Greg Ashley, Victor Babson, Michael Brewer, Michael Cheek, JoEllen Childers, Sherry Clouser, Jeff Daniel, Michael Dennis, Shefali Dhar, Mark Ellenberg, Shawn Ellis, Sarah Fraker, Frankie Hammond, Tonya Hayes, Marcus Henderson, Judy Howell, Stuart Ivy, Brett Jackson, Rehan Khan, David Knox, Lynn Latimer, Linda Law, Juan Machado, Anthony McLeod, Jerry NeSmith, Matt Payne, Jeff Pentz, Nathan Pettigrew, Denver Porterfield, Tammy Pounds, Cheryl Prichard, Jeremy Sanderlin, David Stewart, Rayid Tartir, Jeff Teasley, Dale Wetzelberger, Chris Wilkins, Brad Wolfe, Chris Workman, and Xu Mingguang

Approval of Minutes:

Welcome of Visitors:

Featured Speakers/Discussion:

Announcement: December Lunch & Learn – Sprint
Brad and Carol will provide more information in the coming weeks.

Review results of brainstorming/prioritization. Share common themes and review progress to date.
See Attachment I:
http://www.uga.edu/itmf/minutes/11-6-08attachI.pdf

Brad and Carol grouped the brainstorming items into groups of like items and came with several brainstorming themes that are listed below:

Themes:
- ITMF Committee Mgmt
- Improve Comprehension of Policies and Standards
- Prove Additional Help Mechanisms
- Communication Strategies
- Collaboration
• Advisory Role to EITS
• Unsure

From the brainstorming session, lists of top 10 issues were also generated:

**Top 10 issues:**
- Develop minimum technology standards
- Guidelines for common procedures/change management
- Improve the policy communications process, such as Develop “cliff notes” for policies and regulations
- Develop and share central and local service inventories, including tools, services and expertise AND identify opportunities for integration
- Improve centralized applications/databases/systems
- Establish a framework for planning for UGA IT that integrates local and central strategic themes into a cohesive process/plan
- Partner with Training and Development to offer more classes such as making Business Cases, Six Sigma. Leverage group expertise
- Focused IT Training/Conference/Technical orientation
- Facilitate relationships for IT professionals, such as job shadow and mentor programs for Improve shared IT knowledge
- ITMF reps on internal EITS management committee

**Theme: ITMF Committee Mgmt**
ITMF needs to have a very clear definition of what a team is supposed to accomplish with no more than 3 months for any ad hoc committee to complete its goals. Where we have bigger issues to fix, we will divide them up in phases and approach it in this manner.

**Theme: Communication Strategies:**
Restructuring of the mechanism for reporting by committees. We need to have more regular reporting from teams.

**Terry Active Directory Migration – Jim Metcalf**
Terry College moved from Novell to Active Directory. EITS collaborated with Terry on this effort. Payoff: A single service directory for students, faculty, and staff.

**Reports from Committees:**

**Security – Matt Blankenship (Handout)**
Objective and Purpose of Privacy Policy - The purpose of this policy is to protect the privacy of individuals who have personal information stored (either in electronic or paper form) on assets owned by The University of Georgia, while at the same time providing the University the ability to share this information with authorized entities as required by policy of law.

A copy of the “Privacy Policy” was handed out for review.
A formal presentation of the Privacy Policy will be presented to UGANET and ITMF in the coming months.

*Common Training Interest Committee – Chris Adcock*
The committee has not met in 3 ½ months. This committee needs to be reconstituted with more leadership from Training & Development if it is to be effective.

Some things that the committee was able to accomplish:
The committee was able to get a survey out and get feedback on what IT professionals said they felt was the Top 10 training areas they would like to see us focus on.

Engaged with certain IT training and development vendors on what kind of programs they have in place in terms of purchasing plan.

Some long and short terms goals that the committee focused on involved workforce preparedness. (1) Investigate and report on the value of training and development investment as it relates to IT employee retention effectiveness (2) Access IT job classification and propose specific training and objectives. It should be clear what type of training is associated with each job classification (3) Investigate professional and technical self-certification models and proposed options for UGA IT staff.

*Central Backup Committee – David Matthews-Morgan*
The Central Backup Committee will be reconstituted. David and Paul along with Brad will get together soon to do a re-draft.

*Bylaws Committee – Christine Miller*
The committee meets semi-annually and they will try to meet in December.

*Wireless Committee – James Gilstrap*
The wireless committee met last when they started the initial change over to BlueSocket. The committee will meet next month to go over the changes.

**Business in Progress:**

*ID Management*
No Report

*Leadership Certificate Program – Brad Hunt*
This concept has been terminated for this year. ITMF should keep the concept alive.

*Extended UGA Sites IT Initiative – David Matthews-Morgan*
The initial meeting was held on October 24th. The group went over the membership and charge for the committee. The committee will map the IT needs of the extended UGA sites. There might be specialized needs that are not part of EITS core services.

**CESS Process Review – Alan Katz**
Annette Evans and the colleagues in Procurement are looking at a new purchasing system (Procure Pay). Rachel Venable in the purchasing department in EITS is on the reviewing committee. Rachel is the liaison. Alan will provide more details as they become available.

**Network Support to the Jack - Brian Rivers**

**SSN Replacement – Ilir Hasko**
Combining the SSN and IMS RFPs. There are lots of similarities in the two projects. Draft will be sent to procurement at the end of the week. By the end of November, hopefully a vendor will be picked.

**Pending Business:** (A reminder of ideas that have come up in the past but have not become active. The items below remain inactive.)

Document Management & Workflow
Student Computing Support Committee Proposal – Jerry NeSmith

**Meeting Adjourned.**