INFORMATION TECHNOLOGY MANAGEMENT FORUM (ITMF)
THURSDAY, December 4
GA. CENTER ROOM F/G
1:30-3:00 p.m.

Present: Matt Blankenship, Michael Cheek, Mark Cherry, Bill Clayton, Maria Cleghorne, Sherry Clouser, David Crouch, Mark Ellenberg, Debbie Ellerson, Shawn Ellis, Sandi Glass, Ilir Hasko, Tonya Hayes, Paul Keck, Rehan Khan, David Matthews-Morgan, Anthony McLeod, Tammy McGarity, Christine Miller, Jerry NeSmith, Teresa Payne, Tim Peacock, Wayne Peacock, Cletus Stripling, Greg Topp, Carol Watson, and Brad Wolfe


Approval of Minutes: November minutes were approved.

Welcome of Visitors:

Featured Speakers/Discussion:

Degree Works presentation- UGA Registrar’s Office/Rebecca Macon/Handout
See Attachment I - http://www.uga.edu/itmf/minutes/12-4-08attachI.pdf
Degree Works is a web-based system that will assist undergraduate students and advisors in monitoring the students’ progress toward degree completion and provide real time information for academic advising and degree audits. This system will replace DARS.

Key Points of Interest:
- Multiple catalog years
- Degree Audit is not a tool to replace advisors, but to assist them
- GPA calculation
- Franklin College of Arts & Science will be the first school to use Degree Works beginning in mid-March for freshmen and sophomore students. Fall semester remaining undergraduate population on campus (freshmen and sophomore students) will be implemented.
- Georgia College has the system up and going.
Comments re: the recent press release IT Consolidation Contracts Awarded to AT&T, IBM – Brad Hunt
http://gov.georgia.gov/00/press/detail/0,2668,78006749_126636204_127665148,00.html

Quoting from the query that Dr. White sent to Dr. Tom Meier, the IT Consolidation contracts awarded to AT&T and IBM should not have a lot an impact on UGA. One important aspect of these contracts is that AT&T and IBM are making an investment to the infrastructure (private funding).

Overview of upcoming events:
ITMF is hearing from more and more vendors, we will need to plan accordingly for more Lunch and Learn sessions in the future. Below is an overview of upcoming events:

- Green IT – CDW-G – February Lunch and Learn
- New Horizons Training Center (Brad will set up a meeting with Judy James, and Chris Adcock to see what Horizons has to offer us)
- IBM
- Lenovo – Standardization of some PCs and Laptops

A proposal was brought forward and accepted that a sub-committee be formed to do research related to standardization of personal computers here on campus. Brad and Carol will develop the draft for this committee.

Reminder: Sign up for departmental presentation at future ITMF meetings.
In February, Rehan Khan will present on the Student Portal which will be coming out soon. Others are encouraged to volunteer.

Any Reports from Committees?

Security – Matt Blankenship
The Security Committee brought the Privacy Policy Document to the attention of the CIOAC group. Also, Brian is still taking comments from UGANET this week. Based on internal commentary the committee will decide whether they are in good enough shape to move on to the EMT group.

Common Training Interests committee – Greg Topp
Chris has scheduled a meeting for January 09. Refocus: The committee will try to develop some collaboration around training through T&D. Two subject areas that were mentioned in the survey which went out several months ago are basic Java training and basic Oracle training. One non-technical basic class would be Project Management. We have pockets of expertise all over the University so that we can collaborate on some basic training ideas.

Central Backup Committee – David Matthews-Morgan
Central Backup Committee is on hold pending a more focused set of objectives for this committee.
Overview: The changes to ITMF by-laws reflected below will increase the flexibility of the officers’ role and to encourage more participation and increase attendance of ITMF membership. Summary of the changes are highlighted.

Summary of Proposed Changes to ITMF Bylaws:

- Change ITA to CIOAC (CIO Advisory Council)

II. OFFICERS AND MEMBERSHIP

8. Recording Secretary

The recording Secretary shall be appointed by EITS. EITS will determine the term of service. The Recording Secretary will record and transcribe meeting minutes and provide other support services determined to be appropriate. A substitute may fill in for the Recording Secretary as necessary.

9. Logistic and Operations (New Section)

- ITMF officers in consultation with the Recording Secretary shall determine their preferred division responsibilities. The officers shall ensure that the following duties are performed:
  - Prepare and distribute meeting agendas and other actionable items to the forum one week prior to the scheduled meeting
  - Copy and circulate agendas and other handouts at regular and special meetings
  - Distribute meeting minutes to the forum within two weeks of a regular meeting
  - Make facilities arrangements
  - Help recruit standing or ad hoc committees members
  - Help facilitate the success of standing and ad hoc committees

III. MEETING OF ITMF

3. Notice

The officers shall ensure that notice of regular and special meetings is sent to the listserv one week prior to the meeting. Notice will include final agenda and any pre-reading materials as well as the time, date, and location of the meeting. Proposals may be sent to ITMF at any time; if the sender would like ITMF to act on a proposal at a regular or special meeting, ITMF requires a one-week review period. If unavoidable circumstances eliminate the possibility of a one-week review period, the officers will consider such request on a case by case basis.

8. Agenda
ITMF officers will determine how to collect and prioritize agenda items. When light agendas are anticipated, one of the officers or a designate will request agenda items via the listserv two weeks prior to the next scheduled meeting. Finalized agendas will be posted to the listserv one week prior to the next scheduled meeting.

IV. DUTIES OF THE FORUM AND ITS COMMITTEES

ITMF may form standing and ad hoc committees. The success of ITMF depends on active participation from all members; all members are strongly encouraged to participate in one or more ITMF committees on an annual basis. Committees must be recognized by the Chair prior to assembling and objectives, scope and deliverables of the committee must be approved by the Chair or a majority of ITMF members. Committees will meet on an as needed basis, and committee chairs will facilitate committee meetings. Active committees will report to the group at large on a monthly basis; ad hoc committees should generally complete their charges within three to four months. Charges that cannot be completed within three to four months should be subdivided such that specific objectives may be accomplished within a three to four month timeframe.

The proposed changes to ITMF by-laws were approved by the group.

Business in Progress:

IMS Database Conversion and SSN Removal from Business Processes' Initiative—Ilir Hasko

Per Georgia's DOAS recommendation, project team has submitted a combined RFP for IMS Conversion and SSN Removal. The timeline for vendor selection is now planned for 'end of February - beginning of March' time-period.

New Business:

Chemical Tracking System – Jerry NeSmith
Implementation of the chemical tracking system will be next week. Jerry will provide more information at the January meeting. But, from now on the users buying chemicals will have to designate a lab that those chemicals are going into. Labs are set up by the Environmental Health and Safety Agency.

Meeting Adjourned.