INFORMATION TECHNOLOGY MANAGEMENT FORUM (ITMF)

THURSDAY, DECEMBER 1, 2005

1:30 -3:00 P.M.

ROOM 142, TATE CENTER

Present: Matt Blankenship, Bill Clayton, Bert DeSimone, Debbie Ellerson, Sandi Glass, Brad Hunt, Paul Keck, Will Laney, Christine Miller, Wayne Peacock, Cletus Stripling, Jeff Teasley and Greg Topp.

Absent: Sue Achtemeier, Chris Adcock, Greg Ashley, John Anderson, Sharon Burch, Mike Campbell, Mark Cherry, Joellen Childers, Mike Dennis, Corey Doster, Mark Ellenberg, Alan Ferrenberg, Sarah Fraker, Stan Gatewood, Judy James, David Knox, David Matthews-Morgan, Tammy McGarity, Eric McRae, Dan Murphy, Jerry NeSmith, Teresa Payne, Jeff Pentz, Cheryl Prichard, Barry Robinson, Sharon Thelen. Carol Watson, Dale Wetzelberger, Barbara White, Chris Wilkins and Chris Workman.

Approval of minutes: Minutes for the November ITMF meeting were approved.

Membership update: Matt updated the group on Dan Murphy’s work on membership consolidation. Dan has been working on addressing both membership gaps for positions and units that already exist, and attempting to identify units that are not represented. He has identified Shefali Dhar in the Office of the VP for Instruction as one potential new member. Matt suggested that Dan take control of the ITMF Web site (after consultation with current Web master Joellen Childers. He also recommended sending Dan a note about potential members. Dan will be at the January meeting with an update on the membership initiative.

Securing Sensitive Data Initiative update: Will Laney gave an update on the survey results and the next steps in the Provost’s securing sensitive data initiative. Points discussed include:
• He has received 375 survey forms from units across campus; and 163 from county extension offices

• Infosec has received 4-500 IT inventory forms

• Auditing and Infosec identified 19 common areas that they determined were “high risk”

• Internal Auditing has began discussion with these units’ business managers about records retention/destruction policies

• Universal problems are becoming apparent such as ID Management issues surrounding the use of the Social Security number; “murky” guidelines from the Board of Regents; miscommunication about who destroys records

• It is hoped that, after the first of the year, education and awareness efforts will begin

**ITAC Update:** Matt updated the group on the recent ITAC meeting. Points discussed include:

• The Web address for ITAC is [www.uga.edu/itac](http://www.uga.edu/itac)

• Recent meetings have centered on speakers referring to the Foundation and Archway to Excellence Campaign, with Dr. White’s hope that private funds could be raised as “seed” money for IT initiatives.
• Duane Ritter discussed ID Management and noted that SunGard Collegis’ work has been posted for the ITAC members to begin reading

• Greg Ashley updated ITAC on the Disaster Recovery efforts and reminded the group that three sites – Agusta, Rome and Columbus – are being looked at as potential offsite recovery stores

• Sandi Glass noted that the resumes have been screened for the Assistant CIO position and with the goal being to get the top 3 to Dr. White in the near future; the 5-year plan is still being developed; Tom Maier reported from the BOR on the chancellor search and purchasing standards.

• IT Jobs has been broken into two groups with Brad Hunt on one end looking at allocation of market adjustment money and long-term performance management; and Judy James at the other end looking at forming language on the initiative for the incoming Associate VP for Human Resources and professional development opportunities

• Compact Plan initiatives from the ITAC need to be to Dr. White by January 1st.

Skills Database Update: Bert DeSimone reiterated his desire to see this initiative framed more as a project database and assured the group he would send out a brief proposal to the list serv before the next meeting.

Other Business:

• Matt suggested the group think about initiatives that can be accomplished; Sandi noted that identifying ones that could be accomplished with limited approval may be advantageous.
- Greg Topp noted that standards and Best Practices are a place to start for future initiatives.
- Brad Hunt suggested that a brainstorming session be included in January to identify some of these potential initiatives.

- Sandi Glass noted that training is one area where ITMF could prove useful; she also suggested a Technology and Data Management Liaison to put things into “laymen’s terms”

- Matt would like to see priorities established by the February meeting.

- Brad and Matt will begin to plan an “ITMF Spring Social” to take place sometime around Valentine’s Day.

With no other business to discuss, the group adjourned at 2:40 p.m.