Present: Sue Achtemeier, Chris Adcock, Matt Blankenship, Michael Brewer (for Christine Miller), Sharon Burch, JoEllen Childers, Bill Clayton, Martha Dennis, Mike Dennis, Bert DeSimone, Debbie Ellerson, Stan Gatewood, Sandi Glass, Brad Hunt, Judy James, Paul Keck, Will Laney, David Matthews-Morgan, Dan Murphy, Teresa Payne, Cheryl Prichard, Barry Robinson, Sharon Thelen, Greg Topp, Carol Watson, Chris Wilkins, and Chris Workman.

Absent: John Anderson, Greg Ashley, Mike Campbell, Mark Cherry, Lee Cornell, Corey Doster, Mark Ellenberg, Alan Ferrenberg, Sarah Fraker, Don Hamilton, Stuart Ivy, David Knox, Tammy McGarity, Eric McRae, Jerry NeSmith, Jeff Pentz, Cletus Stripling, Jeff Teasley, Dale Wetzelberger, and Barbara White.

Approval of Minutes – The group approved the minutes for the January 6, 2005, ITMF meeting.

Update on January ITAC Meeting – Matt Blankenship told the group that he recently met with Christine Miller, who has been made interim chair of the newly formed Information Technology Advisory Council, to discuss what role each of the two groups (ITAC and ITMF) will play on campus. *Note: Christine will be unable to attend the ITMF meetings this semester due to a conflict with her class schedule.

Matt asked ITAC member Brad Hunt to update the group on decisions made at the January ITAC meeting. Brad noted that the group’s charter is under development and the committee will operate in an advisory capacity rather than a decision-making capacity. Brad said that, at the direction of the CIO, the group has been told they will analyze, advocate, and act. Other points included:
• There are 23 ITAC members appointed by the CIO on a rotational basis. They will operate on an academic calendar.

• The current positions serving a 2-year term are as follows:
  ~ 1 representative from the ITMF (*Note: Current ITMF Bylaws state this is to be a 1-year term)
  ~ 1 representative from UGANet
  ~ 1 representative from the Student Government Association
  ~ 1 representative from the Graduate Student Association
  ~ 1 representative from the staff council
  ~ 1 representative from senior administration

• The positions serving a 3-year term include:
  ~ 3 faculty members will serve three-year staggered appointments (with one rotating out each year)

• The following positions will automatically serve as ITAC members:
  ~ The Chair of the Academic Computing Committee
  ~ The Chair of the Administrative Computing Committee
  ~ The Director of Public Service and Outreach
  ~ The Chair of the Research and Computing Committee
  ~ Director of IT for Libraries
  ~ Director of IT for the College of Agriculture
  ~ Director of IT for Franklin College
~ Director of IT for the College of Education

~ Director of IT for EITS (ex officio)

~ CIO (ex officio)

~ CISO (ex officio)

~ 1 representative from the Board of Regents OIIT (ex officio)

~ 1 representative from the Provost’s Budget Review Office (ex officio)

Matt finished the update by saying that the broad themes he and Christine discussed include the agenda for ITAC meetings in coming months. Briefly those agenda items are as follows:

- March – finalizing how ITAC feeds into the Compact Planning Mission
- April – attention to administrative data management and business process analysis
- May – focus on security
- June – a look at the Administrative Computing Committee
- July – attention to Public Service and Outreach and Instruction
- August – fundraising related to grant writing for IT

**ITMF Bylaws** – Dan Murphy proposed that interim officer roles remain unchanged until the election. Because the current ITMF Chair is not an ITAC member, the issue of whether or not the ITMF chair could serve on the ITAC is less urgent. Brad proposed that the ITMF Chair should automatically assume the role of ITAC member. No decision was made on that issue. Interim Communications Officer JoEllen Childers stated that until the new bylaws are drafted the current bylaws will remain in effect. Therefore, ITMF will conduct an election for Vice Chair and Communications Officer. Matt will send out a call and time frame for nominations. As before, Franklin College agreed to conduct the online balloting. The Bylaws Committee was scheduled to meet Wednesday, February 9, 2005.
ITMF Website – Matt and JoEllen informed the group that they have recently met to brainstorm ways to embellish and improve the website (http://www.uga.edu/itmf). JoEllen mentioned that content is currently limited to the official bylaws for the group and a list of voting members. She expressed a desire to see more “substantive” information such as overviews of committee work that the group has been involved in. Matt charged the group to decide how they want to handle content, i.e. a committee or a communications group (who will be left to make the decisions about what gets posted on the site). Suggestions concerning this topic included:

- The idea that the Communications Officer should have latitude to decide what gets posted without committee approval
- Employing the Web Security Policy might be useful in deciding what gets posted
- How the group deal with the issue of sensitive information
- Brad moved to post the ITMF Minutes to the ITMF Website two weeks after the meeting following a review and a posting to the ITMF Listserv. The initial post to the Listserv will carry the subject line “Proposed Minutes,” while the final version will carry the subject line “Final Minutes.” The motion was approved.

IT Jobs Reclassification Committee – Judy James and Sandi Glass answered questions concerning whether or not new job titles have been distributed to departments and if departments can advertise the new titles. The consensus was that questions be directed to Duane Ritter. Sandi mentioned that Human Resources requested any information concerning the new titles should be disseminated through HR News. She also suggested that more work needs to be done to complete the original goals of the Career Development and Retention portion of the IT Jobs Reclassification initiative, and that the ITMF should consider an ongoing committee with links on the ITMF Website to both the IT Jobs website and the Human Resources News Website. She suggested that the next portion could focus on policy and professional development.

Matt suggested the group earmark this issue for the March meeting.

Current ITMF Committees – Brad gave an overview of the current ITMF committees and where the work for each committee stands. They are as follows:
• Budget Reporting Committee – The CIO is aware of the report from this committee and Brad suggested the ITMF distill action items from this report and present them to the CIO for review by the ITAC. Sandi noted that this particular information relates to IT training under the IT Jobs Reclassification initiative.
• CENTBAC – Greg Topp noted that he has examined the actual physical equipment relevant to the Central Backup Committee’s work and Paul Keck noted that Vertitas is the appropriate vendor to contact with questions on this issue.
• Email Policy Committee – Brad mentioned that this committee has morphed into the Security Committee and has been charged with presenting a plan to the CIO by June 30, 2005, to be used through July 1, 2006.
• Career Retention and Development and Job Reclassification – (see above)
• ID Management – Sharon Burch mentioned that the group has been discussing having another meeting in the near future. Matt and Brad posited that the ITMF channel ideas to that committee.
• Secure Applications – Sharon Thelen noted that this group has presented the Security Committee their suggestions and are awaiting word on how they will be folded into the coming plan.

Brad then suggested several future committee ideas such as one charged with determining common needs for central services.

With no other business to discuss, the group adjourned at 3 p.m.