Present: Chris Adcock, Sharon Burch (Lynn Smith), Michael Cheek (Kim Woods), Sherry Clouser, Lee Cornell, David Crouch, Mark Ellenberg, Ilir Hasko (Adam Lyle), Marcus Henderson, Brad Hunt, Alan Katz (Sandra Brooks), Paul Keck, Christine Miller, Teresa Payne, Tim Peacock, Sriman Ravi, Brian Rivers, Ian Simmons, Jeff Teasley (Steve Hilliard), Carol Watson, Beth Woods, Rob Zachow

Absent: John Anderson, Greg Ashley, Victor Babson, Matt Blankenship, Melanie, Michael Brewer, Michael Campbell, Mark Cherry, Bill Clayton, Maria Cleghorne, Jeff Daniel, Michael Dennis, Bert DeSimone, Shefali Dhar, Debbie Ellerson, Shawn Ellis, Sarah Fraker, James Gilstrap, Leslie Grove, Tonya Hayes, Stuart Ivy, Brett Jackson, David Knox, Will Laney, Lynn Latimer, Juan Machado, David Matthews-Morgan, Tammy McGarity, Anthony McLeod, Chasity McWilliams-Moody, Jerry NeSmith, Matt Payne, Wayne Peacock, Jeff Pentz, Brian Perkins, Timothy Phillips, Denver Porterfield, Tammy Pounds, Cheryl Prichard, David Stewart, Cletus Stripling, Sharon Thelen, Greg Topp, Mark Walters, Dale Wetzelberger, Dr. Barbara White, Chris Wilkins, Brad Wolfe, Chris Workman, Mingguang Xu

Approval of Minutes: Minutes from the January 14th, 2010 ITMF meeting were approved.

Welcome of Visitors:

Featured Speakers/Discussion:

Mobile App Development Group – David Crouch
The Undergraduate Admissions IT department has created a group that would help other departments create mobile applications, mobile browsing-enabled sites, and web services through a group effort. The group will meet for the first time on Wednesday, February 10th at 3:00 p.m. in Terrell Hall. The group’s listserv is at mobiledev@listserv.uga.edu.

IT Solutions Roundtable
Below is a list of some of the IT Solutions that have been implemented or plan to be implemented in the near future.

- Consolidated File Sharing - EITS
- Remote Desktop Service - EITS
- Sharepoint – Terry College
- Altris/Desktop Management – Terry College
- Course evaluation application – Terry College
- Knowledge base system – Franklin College
• Helpdesk ticketing system – Franklin College
• New website (Drupal-based) – CTL/ Law School
• Student Portal has been completed - EITS

Any Reports from Committees?

*Faculty and Staff Email – Sherry Clouser*
Shawn asked Sherry to inform the group that he would give an update to ITMF when there were issues that needed input or feedback from the group. One issue that was brought forth is the group’s non-person calendar needs.

Here are the responses:
• Conference rooms
• Committee schedules, UGANet and ITMF, for instance
• Departmental vehicle reservation
• Departmental events
• Leave scheduling
• Student worker schedules
• Equipment checkout
• Classrooms
• Distribution list
• Integration with the Academic Calendar
• Videoconferencing/multisite

*Security Committee Update – Brian Rivers*
The Data Access Policy is being reviewed by the Office of Legal Affairs. Once that has been completed it will be brought back to ITMF.

*ID Management – Adam Lyle*
The ID Management system is in place. Team is working on migrating Big Card. The biggest issues right now is how to assign CAN to student during the application phase.

*Leadership Certificate Program – Brad Hunt*
Non-activate at this point.

*CESS Process Review – Sandra Brooks*
The Office of the CIO in conjunction with Procurement will be providing training to all the unit coordinators on March 30 and April 13 at T&D on the new procedures for the CESS approval process in the new UGAMart system.

A listserv has been created to communicate this and other information to the unit coordinators and they will be receiving information about this soon.
SSN Replacement Plan – Brian Rivers
As of the last progress report, over 1.39 million SSN have been removed out of the targeted 12.6 million.

Email/Calendar Replacement – Brian Rivers
Incremental progress is happening.

Procurement Concerns:

- Not being able to purchase items with non state contract vendors at a lower cost. (Save money for the institution)
- Special Orders/ Sole Source that require bids. Lag time is too great (3 months to get approval).
- POs are not being processed in a timely manner. A quote ends up expiring and then the process has to be repeated.
- Vendor wanted purchase to be processed with the P-Card instead of a PO. Unit not really sure if it should use the departmental p-card or the p-card that procurement uses. Purchase fall through and the whole process with need to be redone.

Note:
Brian Rivers with get with Dr. White and Mike Dennis on ITMF’s request for an update on Email and Network Support to the Jack for next month’s meeting.

HR will implement a mandatory ethics training module for all faculty and staff which was designed by the Board of Regents. An announcement to the UGA community is forth coming.

A planning committee was created to assist Dr. White in the development of a UGA IT Master Plan. Committee members are: Brad Hunt, Chris Adcock, Christine Miller, Mark Ellenberg, and Lee Cornell.

Meeting Adjourned.