Present: Chris Adcock, Greg Ashley, Victor Babson, Matt Blankenship, Melanie Bone, Sharon Burch, Michael Campbell, Mark Cherry, Bill Clayton, Maria Cleghorne, Sherry Clouser, Lee Cornell, David Crouch, Michael Dennis, Shawn Ellis, Ilir Hasko, Brad Hunt, Alan Katz, David Matthews-Morgan, Tammy McGarity, Christine Miller (proxy-Michael Brewer), Jerry NeSmith, Teresa Payne, Wayne Peacock, Brian Rivers, Jamie Saucier, David Stewart, Jeff Teasley, Greg Topp, Mark Walters, Dr. Barbara White, Chris Wilkins, Beth Woods, Chris Workman


Approval of Minutes: Minutes from the February 4th, 2010 meeting were approved.

Welcome of Visitors:

Featured Speakers/Discussion:

**CDW-G/Cisco Lunch and Learn – David Crouch**
CDW and Cisco will be hosting a lunch and learn for the ITMF membership on Thursday, April 1st, in the Magnolia Ballroom at the Georgia Center. David will be sending out an email with RSVP instructions.

**Email/Calendar Update – Shawn Ellis**
The project will start in the next several business days. First consultant will be on site next week. The first efforts in this planning phase starts March 9th and ends March 29th and after that everything should become a lot more certain.

For this planning effort we’ve had the first meeting of the Email Steering Committee. This committee will review email migration related issues. One issue is what to name the solution. If you have any input please send to Shawn Ellis.

The next stage after that will be the implementation of the email migration effort and the actual migration effort will be between April – July. About three month spent on migration. After that between July – October there will be a three month migration effort for calendar.
Microsoft is going to do a lot of training and marketing for us. Several training seminars are planned for the campus and individuals units training session if requested. We are planning for a joint ITMF and UGANET training session in mid-April.

**Gold Network Support – Mike Dennis, David Stewart/Handout**

The new Network Support Model is a three-tiered approach based a lot on how vendors support their maintenance and equipment.

A network Support Partnership Committee developed the following support models, which EITS and the Central Administration endorses. The new model will start July 1, 2010 or FY11.

**Models:**

<table>
<thead>
<tr>
<th>Cost Recovery Models</th>
<th>Bronze (Basic/Required)</th>
<th>Silver Optional/w SLA</th>
<th>Gold Optional/ w SLA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Departmental Cost</td>
<td>$0.64 per IP</td>
<td>$2.09 per IP</td>
<td>$5.13 per IP</td>
</tr>
<tr>
<td>Service included</td>
<td>CORE network service and support to the MDF (CORE network to buildings)</td>
<td>Bronze plus support to the wall jack (network inside buildings)</td>
<td>Silver plus lifecycle equipment replacement inside buildings</td>
</tr>
<tr>
<td>Extra support &amp; troubleshooting charges of $60 per hour remote and $85 per hour on-site support</td>
<td>For support and troubleshooting pas the MDF</td>
<td>For support and troubleshooting past the jack</td>
<td>For support and troubleshooting past the jack</td>
</tr>
</tbody>
</table>

Each department will be billed separately. David Stewart will be supporting this effort and presently, the group is working with Housing on the silver model and is in discussion with Terry College on the gold model.

**Security Update – Brian Rivers**

Virus Update: We had a virus out broke last Thursday (conficker worm), mostly impacting student labs in the MLC. The MLC had to be taken offline. Thursday night we implemented some procedures in our Active Directory that would prevent re-infection of the systems and the MLC was back up around noon on Friday.

Update on Legal’s position around Facebook and other external third party sources: A list of red flags have been put together that Legal wants to take to the BOR. When they hear back from the BOR, Brian will get come back to the group with and update.
**IT Master Plan Committees – David Crouch**

The Office of the CIO is working on a five year IT Master Plan and one component of that is going to be project plans for strategic projects that’s going to involve new services and infrastructure improvements that we would like to see.

ITMF has been invited as a group to take some of the research and planning that has been done over the past several years in committees and discussions and to submit those details as projects plans to go into the Master Plan. There are four areas that we’ve talked about as a group and we are going to be launching four committees to work on plans for those projects. The four areas are: Document Imaging, Central Backups, Disaster Recovery/Business Continuity, and Videoconferencing/Web.

What we are going to be doing with each of these in the next two months is look at what kind of services we should look at providing, what the scope of those services would be, what the impact would be of providing those services, what it would cost, and how it should be funded. David will send out an email with the committees charge. Below are the committees and that were created from the four areas:

**Committees:**

**Document Imaging:** Mike Cheek, Ilir Hasko, Greg Topp, Jerry Nesmith, David Crouch
Sharon Burch, Melanie Bone

**Central Backups:** Jeff Teasley, Jerry Nesmith, Brad Hunt, David Matthews-Morgan, Mark Walters (or COE designate)

**Disaster Recovery/Business Continuity:** Chris Workman, David Crouch, Brad Hunt, Jeff Teasley, Mike Dennis, David Matthews-Morgan, Wayne Crotts, Vassi Delcheva, Corey Doster

**Videoconferencing/Web:** Chris Adcock, Beth Woods, Mike Campbell, Mark Walters (or COE designate), Mike Dennis, David Stewart, Sherry Clouser

**UGAMart Demonstration – Chad Cox, Procurement**

Chad Cox presented a live demo of the University of Georgia’s new procure-to-pay system, UGAMart. UGAMart is replacing the mainframe Procurement System. The new system will provide a shopping cart environment that assists the individual in determining if a product or service is available on a statewide contract or UGA contract or if the item can be purchased on the open market.

Anyone with a valid UGA Myid and password can access UGAmart and will automatically be assigned the shopper role. Workflow is adjusted based on the total cart amount. Contracted items in the cart totaling less than $5,000 do not come back to the procurement office.
Currently internal sales are not flowing through the current procurement system. UGAmart incorporates many of the University’s business practices including the CESS approval process.

**SRS Overview – Jack Delinksy, OIIT**
Software Resources and Services, formerly Managed Software Distribution (MSD), offers three main categories of software and services available through OIIT:
- Enterprise – System Office Managed (i.e. Oracle and Banner)
- Instructional – SRS Managed (i.e. Microsoft and Adobe)
- Enabling – Any USG Member (i.e. Wimba and Blackboard ConnectEd)

See Attachment I:

Sohayl Moshtael passed out a handout that summarizes the products and services that UGA is responsible for that SRS does not handle.

**Meeting Adjourned.**