INFORMATION TECHNOLOGY MANAGEMENT FORUM (ITMF)
MONDAY, MARCH 1, 2007
GA. CENTER ROOM F/G
1:30-3:00

Present: Chris Adcock, Matt Blankenship, Bill Clayton, Shefali Dhar, Corey Doster, Stan Gatewood, James Gilstrap, Sandi Glass, Steve Kane, Will Laney, Juan Machado, David Matthews-Morgan, Tammy McGarity, Christine Miller, Jerry NeSmith, Tim Peacock, Barry Robinson, Cletus Stripling, Rayid Tartir, Jeff Teasley, Sharon Thelen, Gregory Topp, Carol Watson, and Chris Wilkins.

Absent: Sue Achtemeier, John Anderson, Greg Ashley, Sharon Burch, Mark Cherry, Lee Cornell, David Crouch, Mike Dennis, Bert Desimone, Mark Ellenberg, Debbie Ellerson, Brad Hunt, Judy James, Paul Keck, David Knox, Teresa Payne, Wayne Peacock, Jeff Pentz, and Nathan Pettigrew.

Temporary recording secretary: Cletus Stripling

No Guests in Attendance

Approval of Minutes:
The minutes from the 2/19/2007 meeting have been amended as recommended on the ITMF Listserv and were approved.

Matt mentioned that the meeting notices had been re-added to the Oracle calendar. If you are use the Calendar and don’t see the notices, please email cletus@uga.edu and he will see that you are included as an attendee.

Recording Secretary:
Brenda Elliott will no longer be able to serve as Recording Secretary of ITMF. In the interim, Cletus Stripling will take the minutes. According to the group bylaws, the recording secretary will be appointed by EITS and they will determine the term of service. Note: EITS agreed to provide this service to ITMF. The Recording Secretary shall record and post meeting minutes, gather and post agenda items and pre-reading materials and make facilities arrangements.

Steve Kane agreed that EITS will select a new recording secretary.

IT Security Committee:
Matt Blankenship provided a handout (Attachment I) of the ITMF Security Advisory Committee. The handout states the purpose of the committee, the recommended areas for membership and some ideas for the first focus areas. He asked the group if they felt it should be a standing committee rather than an ad hoc committee. The general consensus of those in attendance was that it should be a standing committee.
A question was raised from the floor as to whether the committee was actually going to be an ITMF committee or would ITMF only provide representation?

Matt Blankenship commented that this had been back and forth but he thinks it will mainly be a committee of ITMF with some other representation such as from the Faculty and Student body as well as a corporate representative. Stan agreed and also stated that there would be representation from the Board of Regents, specifically OIT.

Another question raised from the floor regarded the question of whether the committee would be explicitly involved in recommending or creating policy?

Stan felt that the committee would be working with a framework of policy but the group could potentially identify a void in an area and recommend a policy that might need to be considered. Discussion followed.

Matt and Stan have identified areas of recommended representation. The next step is for Matt to contact the recommended individuals and determine if they are willing to serve in this capacity. He mentioned that they would like to keep the group to a reasonable number such as 13 or so. Once a group has been identified he will notify the group at a meeting or via the listserv.

Membership:
Currently, we still have two vacancies that need to be filled. One is for the School of Public and International Affairs and the other is from the VP for Student Affairs area. Cletus Stripling indicated that he has identified two individuals from the School of Public and International Affairs, Anoush Ebrahimi and Anthony McLeod. It was recommended that perhaps we should contact Anthony since they felt Anoush had been on the list before and possibly had requested to be removed. It was also recommended that Melanie Bone might be a candidate for the other vacant position.

There was also some discussion about the division of the School of Environmental Design and Ecology and whether we needed to add a representative from Ecology. Cletus Stripling recommended that this can be something discussed during the bylaws review.

A question was raised as to whether the Bylaws called for a specific number of voting members? Cletus Stripling mentioned that he didn’t think there was a specified number. The voting membership was decided upon based on participation and the University’s Administrative structure.

Review of Bylaws:
The bylaws were last updated in February 2005. Sandi Glass and Christine Miller agreed to review the bylaws. They will also send a note to the listserv and welcome participation from others.

IT Jobs update/Human Resources update:
Judy James was unable to attend the meeting due to a last minute issue in her office. Matt Blankenship mentioned that he will contact HR and see about getting someone from there provide an update on the IT Jobs project and review of the data. There is an interest in the number of re-classifications, update salary figures, etc..

**Unfinished Business:**

**DOAS Media Sanitization Policy:**
Matt mentioned that there was an inquiry on the listserv regarding the DOAS Media Sanitization Policy. Stan Gatewood mentioned that a meeting was held in Atlanta last week to discuss the policy and that he expected an update before the end of the month. In the meantime, the previously announced policy is still in effect. He also mentioned that an Interim Policy was being created by Business Affairs (Holley Schramski). He will let us know when he has an update on both.

**Exception Accounts:**
Cletus Stripling mentioned that at the Feb 19th meeting Matt indicated he wished to discuss exception accounts. A discussion followed regarding the exception process for accounts. For example, exemptions for departmental MyID accounts since more than one person may use the accounts and share the passwords. It was mentioned that the FAQs regarding the password policy were on the web site, [https://www.myweb.uga.edu/myid/](https://www.myweb.uga.edu/myid/) and that a procedure was in place. Some concerns were raised that as IT Professionals we are not aware of all the accounts that exists since the creation process does not require individuals to go through a specific person or a department’s IT group. Another issue was raised regarding Administrator passwords shared for servers and workstations. For example, at Grady College all workstations have the same Administrator password and are shared by the IT group so we always have a way into a system if needed. Others in the group indicated a similar procedure.

Recommended procedure and standards will evolve in time regarding the best practices for handling these types of situations. In the interim, we should try and adhere to the policy and follow the procedure for systems we know that are not in compliance.

**New Business:**
Steve Kane and Sharon Thelen announced that they are exploring the possibility of arranging onsite java training courses, and we’re interested in learning if other areas of campus could benefit from this type of training. There are many possible topics that could be covered, but the training courses can be classified into three basic levels:

Java Programming (Beginner) – designed for programmers with little or no java programming experience

Java Programming (Intermediate) – develop web applications using java servlets, jsp technology, and the Struts framework

Java Frameworks – develop complex, scalable applications using Spring and Hibernate frameworks
Rayid pointed out there are many java courses offered through Element K that cover topics associated with the beginner and intermediate levels. Onsite training can be useful for learning advanced topics and for the opportunity to ask questions, work hands on, and hear about experiences from seasoned professionals in the field.

We do not yet have pricing information, and this would depend in part on the expected number of participants. If you are interested in this type of training for your staff, please respond with the level(s) of training and the estimated number of staff that would attend for each level. From that we will work to identify the course content, trainer, costs, and timeframe for the training.

If you have any questions, please feel free to contact Steve Kane (skane@uga.edu) or Sharon Thelen (slthelen@uga.edu).

Meeting Adjourned.