Present: Sue Achtemeier, Victor Babson, Matt Blankenship, Melanie Bone, Sharon Burch, Michael Cheek, Mark Cherry, Bill Clayton, Sherry Clouser, Shefali Dhar, Debbie Ellerson, Shawn Ellis, Stan Gatewood, Marcus Henderson, Brad Hunt, Brett Jackson, Paul Keck, Rehan Khan, David Knox, Lynn Latimer, David Matthews-Morgan, Christine Miller, Jerry NeSmith, Teresa Payne, Tim Peacock, Timothy Phillips, Cheryl Prichard, Brian Rivers, Jeremy Sanderlin, Jeff Teasley, Sharon Thelen, Greg Topp, Carol Watson, Barbara White, Brad Wolfe, and Mingguang Xu


Approval of Minutes: April 3, 2008 minutes were approved with changes

Welcome of Visitors:

Featured Speakers/Discussion:

Budgeting Process & Funding Priorities – Dr. Barbara White

Lynn and I plan to talk about the budgeting process for the Office of the CIO and the Core Information Technology Systems and Programs as well as the outcomes of the compact planning process in helping direct the institutional budget requests in the area of information technology.

It is very important that this group understands the processes that we go through from the perspective of a service entity on campus in identifying our priorities and submitting the budget on behalf of the core central IT and also in the role of CIO in being able to take forward the priorities and insights from the campus in terms of information technology. I worked with the Provost to implement the compact planning process with which you are all well familiar.

It is important that we all recognize that every single thing that we heard about in the compact planning process can’t be funded or can’t always be included. The issue is what are the priorities from the campus agenda in support of the strategic priorities of this University and then was has to be funded at the core.
I want to walk through the implications or impacts to that process so all of us will have an understanding.

Lynn will talk about what we heard and how it fits in with the compact planning process and then wind up with where we are headed and what we are going to be asking for as we start to plan for the next round of the compact planning process.

Here are the major pieces that I want to touch on. This will be available electronically.

- National IT funding perspective-Peer/Aspirant
- UGA Financial Profile
- UGA IT Financial Profile
- FY09/FY10 Fiscal Projections and Impact
- OCIO/EITS Financial Profile
  - Sources of Funding
  - Planning Process
- UGA FY09 Budget Hearing Process
- OCIO/EITS Budget Hearing Presentation

To view this presentation: [http://www.uga.edu/itmf/minutes/5-1-08attachI.pdf](http://www.uga.edu/itmf/minutes/5-1-08attachI.pdf)

**Compact Planning Review – Lynn Latimer**

What we do is take the input from the compact planning process in the fall and weave it into the planning process. This input factors into the alignment with both our budget resources, that means external funding that we get and then also alignment with our human resources. Many of the special initiatives or projects that come out of the compact planning process may not necessarily have a capital outlay but they have a significant human resource component that have to be balanced into what we are already providing in our services and whether or not we can take on a new initiative from a human resource perspective.

**2008 Compact Planning by the Numbers**

- **Phase I**: Collect input
  - 19 Meetings; 160 individuals participated
  - Over 500 comments received

- **Phase II**: Analyze input
  - Over 150 topics identified

- **Phase III**: Develop Proposed Project Lists
  - Grouped input by key themes
  - List of ~130 Proposed Projects developed

- **Phase IV**: Prioritize Proposed Projects
Key Themes: Compact Planning Process

1. Central IT Services- Improved Access and Awareness
2. Centralized Backup
3. Collaboration Tools: Web Based Meetings, Wikis, Blogs
4. Disaster Recovery
5. Document Imaging/Management
6. Enterprise Data Management Solution
7. Groupware
8. ID Management
9. Learning Management
10. Network Support Wired and Wireless
11. OASIS
12. Research Computing-Sustainable Funding Model
13. Security Awareness, Training and Education
14. SSN Out of Business Processes
15. Video Conferencing

Next Steps in Compact Planning

- **Phase IV Completion**
  - **May/June**: Receive feedback & recommendations
  - **July/August**: Prioritize Projects
  - **August/September**: Publish list of projects and status
- **Compact Planning Listserv**


Contact Lynn Latimer, 706-542-7620, llatimer@uga.edu

*Institutional Faculty Activity Repository (FAR) – Christine Miller*

This is a system that will include both faculty activities and assessment information. The Provost made the decision to go with a product called Digital Measure Activities Insights. The driver for this is our SACS reaffirmation and Sue has been here on many occasions to tell us about the reaffirmation process. In this iteration, the process will be electronic so we need to have a consolidated source of data on faculty activities so that’s where we are right now. For more information on the FAR system please visit: [http://far.uga.edu](http://far.uga.edu)

*Security Accountability – Stan Gatewood*

We are working to get the [http://secure.uga.edu](http://secure.uga.edu) website ADA compliant. We will have a text only version; we will also have audio as well as reader capability. Those individuals completing the 4 modules will have the option of going to the Disability Resource Center for verification.

Mass Training Requirements: We are getting requests from several units around campus for people who do not use or have MyIDs or who are not in front of computers on a
frequent basis. We will be providing mass training for those units. But we must keep in mind that this training was set up initially for individuals to go in at their leisure to complete this training before the November deadline of each year. Because you call for mass training does not mean that we will conduct a mass training. It is for individuals to take on an individual basis.

We had a very successful presentation at the President’s Cabinet with the President and Provost both very vocal as to supporting the Role Base Security Training and Accountability Model.

Brian: One thing that we are working on is developing a communication plan to let you know who has or has not taken the training. We want to leverage what we have already collected in ASSETs so what we get there is the security liaisons identified and connected to the units so we can map an end-user back-end security liaison. We don’t necessarily have that security liaison mapping for you. So in the near future we may ask you to tell us who your security liaisons are. This is the best solution we have right now but we may need your help on this in the near future.

Discuss the possibility of combining our June/July meeting – Brad Hunt
Motion Carried: ITMF will meet on June 26th instead of June 5th

Reports from Committees:

Email/Calendar – Brad Hunt
Handout: http://www.uga.edu/itmf/minutes/5-1-08attachII.pdf
We have a handout with the report from the committee. You are encouraged to read through it and we will have a final discuss on it at the next meeting and then we will close that committee. Assuming that there is agreement with the group and we will put it forward as the input from ITMF.

ITMF Annual Conference – Brad Hunt
Planning is moving along quick well and I want to thank all of the moderators who volunteered last time. We are trying to finalize a few of the guest speakers and the exact timeline for each presentation. We did secure sponsorship from CDWG and Apple to help fund the event.

Security – Matt Blankenship
The committee has been trying to polish up a guide document on things that unit level management might want to look at to specifically identifying where you have legacy SSNs present.

The document is not intended to cure systems that still have imbedded in them the need to use SSNs whether it is an absolute thing or not. It is more intended to be a guide about places you should look and the types of questions you should be asking about whether that information should be there or not. One of the things that we were perplexed by was coming to some common understanding of what the data retention standards are because
we did not want to send people out looking and finding all of these things and then not knowing what to do with it. There was a discussion about the BOR guidelines on this versus state guidelines versus certain federal oversights that might kick in under certain circumstances.

So rather than trying to address that in this document, the committee is going to point people to the BOR guidelines and let them know there might be mitigating factors that might need to be considered and be aware to ask questions if you have any absolute concern about should you eliminate or destroy any particular stock pile of information that has SSN. This document should be polished up enough to post along with all the agendas and minutes that we have generated in the meetings very soon.

We talked briefly about the phishing incidents. A concern that got raised is if the fact that you know people responded to this constitutes a security incident. Brian’s response was “yes” this is considered a security incident. So if you know of individuals who sent their information what should they do? Call the EITS Helpdesk and let them know. They will be able to help you. EITS is actively working with people who have fallen victim to this incident.

There is a committee forming within ITMF to reinvigorate a look at a central storage. Through my search within my unit and talking with others, there is a lot of money being spent to increase the amount of storage capacity within the different units. The units are spending with different vendors and buying different solutions. I think this is a really good time to get this committee going and looking at this issue.

Note: The Central Backup Committee is still dormant. Please see Brad after the meeting if you would like to volunteer to chair this committee.

Common Training Interests Committee – Tim Peacock
The committee had a meeting at University Health Services and that was followed up with a conference call. The group is actively working.

CESS Process Review
No Report

By-laws Committee – Christine Miller
The last membership gap has been filled and all voting members have been identified. We have Xu Mingguang joining us from Institutional Research.

Unfinished Business:

Student Computing Support Committee Proposal
No Report

ID Management – Rehan Khan
We have evaluated all of the vendor responses that we’ve received and everyone has scored the vendors. We believe we have a winner, but we need to get with Annette Evans to finalize that process.

**Document Management – Jerry Nesmith, Rehan Khan**
The Document Management/Workflow Project with Contracts & Grants and OVPR is progressing very well. There is a parallel Document Imaging project on campus with Enrollment Services and I believe they are in an RFP state at this time.

**Leadership Certificate Program – Brad Hunt**
No official report from the Leadership Certificate Program but I believe we had seven positive responses to the survey that was sent out. So we know at least seven units have expressed interest in participating. They gave a count of how many students they would be interested in which is roughly around 15 students. MIS has received eight applications for the program at this point.

**Pending Business:**

**Network support to the Jack – David Matthews Morgan**
We are in the process of planning a meeting with Brian Rivers, Mike Dennis and myself to review the previous committee’s efforts on network support to the jack. Then we will talk about how we want to move forward. We will keep this group apprised of our efforts going forward. We will probably meet next week to get the dialogue started.

**SSN replacement plan – Rehan Khan**
We have an RFP out there. Vendors have started reviewing the RFP and coming back to us with questions. We are in the process of answering those questions and once that is completed, we will go to the scoring and selection stage.

**New Business:**

Greg Topp: I would just like to mention as sort of a partnering process to the Leadership Certificate Program. I believe there was an email that went out to ITMF from the colleagues in MIS reminding everybody to facilitate with any of their staff who may have a two year degree who would be interested in extending that to a four year degree. That also applies to persons who have a non-computer related degree. If you would like to work toward having a MIS degree, they will work with you.

Matt Blankenship: We previously talked about subscription service software. It seems that campus itself is actually engaging these services now. I wonder if there is process that they are using. What kind of data can be permitted to leave the campus in that way?

Brad Hunt: I think there is a legal ruling on what can/ and can’t but there is a security questionnaire that must be filled out for all purchases and then there is a negotiation and a then a decision on that request.
Stan Gatewood: No state business can be conducted on an outside server or service without prior approval and/or contract in place which includes legal, HR, the BOR, and the BOR HR. I’m asking the head attorney for the University System of Georgia to put it in writing, then this will filter down to UGA and UGA will eventually include their own wording.

Matt Blankenship: It would be very helpful if HR could step up and provide us with some sensitized data specific to the people we manage, our population of IT professional that tells us by pay rate, pay grade, and job classification and level how many of each of those types of people there are on campus and what the low, average, and high is across these ranges. We need to have some idea of where our people stand and what our strategy is within the unit for compensating and attracting talent. I think this will be useful.

Dr. White: I think there are several questions that we would like to ask Tom Gausvik to address. We can ask Alan to work with him to see if we can get this information. Maybe we can add this to the agenda for the June 26th meeting.

**Finished Business:**

**Assets**

**Summary of Action Items:**

**June Agenda Items:**

**Notes:**

Contemplating moving Central Backups to new business.

No report from the Wireless Committee at this meeting.

**Meeting Adjourned.**