Approval of Minutes:  http://www.uga.edu/itmf/minutes/2-7-08.pdf

Introductions:

Featured Speakers/Discussion:
♦ Update on ITAC and the overall governance/advisory structure– Barbara White
♦ Information Systems Leadership Program – Dr. Rick Watson
♦ Security organization – Mike Dennis & Brian Rivers
♦ Q & A re: Priorities for Removing SSNs from Campus Apps – Rehan Khan
♦ Security Accountability Model - Stan Gatewood / Sandi Glass

Reports from Committees:
• Bylaws – Christine Miller
• Security – Matt Blankenship
• CESS Process Review – Corey Doster
• Email/Calendar – Matt Payne
• Wireless - James Gilstrap
• ITMF Conference – Brad Hunt

Unfinished Business:
• Update on Compact Planning Efforts
• Student Computing Support Committee Proposal - Jerry Nesmith
• Assets
• Network support to the jack
• ID management

New Business:
• Common Training Interests committee – Chris Adcock
• Central Backup committee

Summary of Action Items:
April Agenda Items:
♦ Budgeting Process & Priorities – Dr. White
♦ Compact Planning Review
♦ Document Management
The Information Systems Leadership Program

Preamble

UGA has a serious and growing shortage of skilled IS professionals and struggles to recruit and retain staff with the requisite skills. This problem will be exacerbated by retirements in the next few years. As a result, UGA will not be able to effectively design, implement, and maintain the systems necessary to support the teaching, research, and service missions of a large public university. UGA will also lack the efficiencies derived from a comprehensive enterprise IS, and senior administrators will be frustrated by a lack of necessary decision-making information.

To combat these issues, EITS has partnered with the Terry College's MIS Department to develop the following initiatives:

1. Design an Information Systems Leadership Program to motivate MIS and CS students to work on campus in first level support positions.
2. Market to existing UGA employees without a degree the opportunity to gain an MIS or CS undergraduate degree to increase the skills base of UGA and raise retention.
3. Use the Masters of Internet Technology (MIT) as a mechanism for recruiting, educating, and retaining key senior IS personnel. This program will take advantage of IBM’s Academic initiative to gain access to computing and educational resources to support a program co-aligned with UGA’s and the market’s IS skills needs. A proposal is currently before the Board of Regents for funding.

This document discusses the Information Systems Leadership Program.

Problem

The IS leadership program addresses two important issues

1. IS units within UGA need motivated and skilled student employees (full-time students employed by UGA departments) to meet a variety of needs
2. The MIS major needs to attract more students if it is to meet market demand

Outcomes
The IS leadership program, if it is to address the identified issues, must

1. Contribute to the skills needs of the various campus IS units
2. Provide students with an enriching experience that increases their market appeal and skills in working with information systems
3. Attract more students to the MIS major
4. Result in some IS leadership program participants pursuing careers after graduation in IS at UGA

**Implementation**

1. The IS leadership program will be marketed to MIS and CS majors (e.g., using Dawglink and departmental communication channels)
2. To receive recognition, participants will
   - spend four semesters (this calls for early intervention) in the program with a minimum of two semesters in a specific UGA IS unit
   - complete MIST 5670 (IS Leadership) and as part of this course undertake an assignment directed at using IS to improve the efficiency and effectiveness of UGA
3. Participants will spend time working for EITS and one of the other campus IS units (e.g., OIT in the Terry College)
4. Students will have two to four different work assignments, and these assignments will enable a student to develop multiple skills
5. There will be an IS Leadership program committee responsible for the management of the program and comprised of representatives from
   - HR
   - Career Services
   - MIS
   - EITS
   - SMIS (student organization)
   - a representative of the campus IS units
6. The IS Leadership program committee mediates any program issues or disputes not otherwise covered in the program guidelines and both the student and the host department agree to abide by the mediator's decision.
7. Students will apply to the program and the IS Leadership program committee, or its designee(s), will decide whom to accept.
8. The campus IS units participating in the program will formally assess each student's performance every six months and report to the IS Leadership program committee. Students can receive either a program "exit", "continue", or "completion" rating.
9. Students participating in the program will report their experience every six months to the IS Leadership program committee.
10. Students are expected to work 15-20 hours a week throughout the semester except during fall or spring break where the student can negotiate with the host department for an adjusted schedule.
11. Students who work, at the discretion of the host department, for at least 10 weeks during summer will be able to count this period as one of the four semesters, irrespective of whether they work part-time or full-time during summer.

Recognition

- Students completing the program will receive a certificate stating that they have completed the University of Georgia IS Leadership Program
- Students who demonstrate a high level of performance will have "with merit" added to the certificate
- Students will not receive any annotation on their transcript related to this program

Authors

Dennis Calbos, MIS Department
Brad Hunt, OIT Terry College
Greg Topp, EITS
Richard Watson, MIS Department
Common Training Interests Committee – Chris Adcock (chair)

Purpose:

Conduct an assessment of UGA IT Professionals to determine:
  ▪ Professional development and training needs
  ▪ Preferred delivery methods
  ▪ Barriers to professional development and training
  ▪ Opportunities for collaboration and flexible financing
Centralized Backup Committee

Purpose:

Building upon the ITMF Centralized Backup study of 2004, develop a rough draft of a technology architecture and self-funding financial model for the implementation of a centralized backup system. Consideration should be given for all of the UGA campuses needs.
I. NAME AND CHARTER

1. Name

The name of the organization is "Information Technology Management Forum."

2. Charter

Members of the Information Technology Management Forum (ITMF) serve as recognized advisors to the Chief Information Officer (CIO), the Chief Information Security Officer (CISO) and Enterprise Information Technology Services (EITS).

ITMF participates in the campus-wide Information Technology advisory model, and the Information Technology Advisory Council (ITAC) recognizes ITMF as a representative source of expertise on IT management and leadership issues.

ITMF members will serve as IT leaders and advocates throughout the university community. ITMF will facilitate collaboration and communication among IT units and at all levels of the university. ITMF will promote and adopt efficient IT implementations and integrate local and centralized IT services when appropriate. ITMF will provide input on standards and policy development and other information technology matters involving the campus as a whole.

ITMF is a self-governing body.

II. OFFICERS AND MEMBERSHIP

1. Officers

Only voting members of ITMF may serve as officers.

The officers of ITMF shall be the Chair, the Vice-Chair and when necessary, a separate elected Representative to the Information Technology Advisory Council (ITAC).

Generally, the Chair shall serve as the Representative to ITAC. If the elected chair is already on ITAC, the Vice-Chair shall serve as the Representative to ITAC. If both the Chair and Vice-Chair serve on ITAC, the Representative to ITAC shall be elected in September via ITMF election procedures.

ITAC membership includes one ITMF representative; ITMF desires a dedicated representative who will represent the interests of ITMF.

2. Election and Term of Office
 Officers shall be elected in September, and terms of service shall begin in October. Nominations and seconds from voting members will determine the candidates for each office. The candidate who receives the most votes wins the election. Officers shall serve nonconsecutive 2-year terms. If the call for nominations yields one nominee for any officer position, the forum may forego an election based on a motion and second from two voting members and the consensus of at least half of the voting members present. Consensus may be determined by a show of hands at any meeting or other means that will reflect the will of the majority.

3. Removal of Officers

Officers may be removed at any time by the affirmative vote of a majority of the Forum.

4. Vacancies

Vacancies shall be filled by ITMF as soon as feasible.

5. Chair

The Chair shall preside over meetings of ITMF, shall appoint or approve the formation of committees, and shall designate subcommittee Chairs when necessary. The Chair shall serve as the Representative to ITAC unless he/she is already a member of ITAC.

6. Vice-chair

The Vice-chair shall serve as Chair in the absence of the Chair, and shall assist the Chair with his/her duties. The Vice-Chair will also have a marketing role. He or she will identify resources to maintain the ITMF web site, and he or she will promote ITMF to IT leaders and decision-makers at UGA. The Vice-Chair will informally address membership gaps and encourage attendance.

7. Representative to the Information Technology Advisory Council

The Representative will facilitate communication and cooperation between ITAC and ITMF. The Representative to ITAC must represent ITMF even when the consensus of ITMF is at odds with his or her own position or the position of his or her unit. The Representative will serve as an advocate for ITMF within ITAC and throughout campus.

8. Recording Secretary

The Recording Secretary shall be appointed by EITS. EITS 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.

9. Delegation of Duties

In the event of illness or emergency, officers may delegate their authority to a substitute on a short-term basis. A substitute Chair, Vice-chair, or Representative to ITAC must be a voting member of ITMF. Note: Generally, the Vice-chair will fill in for the Chair when the Chair must be absent.

10. Membership

The membership of ITMF will consist of regular members and voting members. All ITMF members, regular and voting, must subscribe to the ITMF-L listserv. To subscribe to the list, a potential member must be recommended by a current member. Current members should Email their subscription requests to the Chair or Vice-Chair. All members shall be employed by the University of Georgia in a role that includes Information Technology (IT) leadership and management.

Voting members shall be recommended by ITMF in August on odd numbered years; terms of service will begin in October. Voting members shall serve 2-year renewable terms. ITMF may decide to retain all current voting members and address vacancies only. In an effort to keep ITMF representative, membership gaps may be addressed at any time at the behest of the Chair.

A voting member may send a designate if he/she will be absent and the designate may serve as the member's proxy.

In an effort to keep the vote of ITMF consistent, meaningful and informed, ITMF members will recommend voting members from each Vice Presidential area, College and School listed in the table below. A few Vice Presidential areas shall receive multiple voting members due to the diversity of their organizations. In these cases, the number of appointees is listed in parentheses. The Bylaws Committee determined initial voting membership based on participation and the administrative listings and organizational charts presented in the University Fact Book.

A member of the Bylaws Committee, generally the Chair, shall forward recommended voting members to the appropriate Vice-President, Dean or Director who will have an opportunity to appoint the representative recommended by ITMF or select an alternative.

An unrepresented unit may petition the ITMF Chair for representation at any time. A quorum will add the unit to the voting membership list, and the appropriate Vice-President, Dean or Director will be contacted by the Bylaws Committee and asked to identify or approve a voting representative.
ITMF recognizes UGANET (University of Georgia Network Managers Group) as a valued source of expertise on computing, networking and other IT implementations. Therefore, a designated UGANET member shall serve as a voting member of ITMF.

ITMF advises the CIO, CISO and EITS. Resultantly, the CIO, CISO and EITS directors or designees shall have non-voting ex officio status within ITMF.

The following table summarizes the voting membership of ITMF:

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<th>Athletic Association</th>
<th>College of Agriculture and Environmental Sciences</th>
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<td>College of Education</td>
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<td>College of Environment and Design</td>
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<td>College of Family and Consumer Sciences</td>
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<td>College of Pharmacy</td>
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<td>College of Veterinary Medicine</td>
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<td>Franklin College of Arts and Sciences</td>
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<td>Graduate School</td>
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<td>Grady College</td>
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<td>Internal Auditing</td>
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<td>Office of the President</td>
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<td>School of Ecology</td>
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<td>School of Forest Resources</td>
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<td>School of Law</td>
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<td>School of Public and International Affairs</td>
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<td>School of Social Work</td>
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<td>SVP External Affairs</td>
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<td>SVP Academic Affairs and Provost (3)</td>
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<tr>
<td>- University Librarian &amp; Associate Provost, University Libraries</td>
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<td>(Note: ITMF requests 3 representatives from OVPAA; one of the representatives will be from the Libraries.)</td>
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<tr>
<td>SVP Finance and Administration (3)</td>
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<td>Terry College of Business</td>
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<td>UGANET</td>
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<td>VP Instruction (3)</td>
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<td>- Center for Teaching and Learning</td>
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<td>(Note: ITMF requests 3 representatives from OVPI; one of the representatives will be from CTL.)</td>
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<tr>
<td>VP Public Service and Outreach (3)</td>
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<tr>
<td>- Georgia Center for Continuing Education</td>
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<td>(Note: ITMF requests 3 representatives from OVPSO; one of the representatives will be from the Georgia Center for Continuing Education.)</td>
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<tr>
<td>Office of the VP for Research</td>
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<td>VP Student Affairs (2)</td>
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III. MEETINGS OF ITMF

1. Regular Meetings

Regular meetings will be held on the first Thursday of every month at 1:30 p.m. If a UGA holiday creates a conflict, the meeting will be held on the second Thursday at 1:30 p.m. The Chair may cancel a regularly scheduled meeting if the agenda is light or if on or off campus events will substantially decrease meeting attendance. By default, meetings will be held at the Georgia Center for Continuing Education. Other locations may be used based on availability or special requirements.

2. Special Meetings

Special meetings may be called for any purpose by the Chair or upon written request, including via Email, from 3 or more voting members of ITMF.

3. Notice

The Recording Secretary will send notice of regular and special meetings to the listserv one week prior to the meeting. Notice will include the final agenda and any pre-reading materials as well as the time, date and location of the meeting.

4. Quorum

At all meetings of ITMF, a majority of the voting members present shall constitute a quorum for the transaction of business. The action of a majority of the voting members present at any meeting shall be the action of ITMF at large, except as may be otherwise provided by these Bylaws.

If there is a strong dissenting view, a minority report may be submitted along with the motion of the majority.

5. Order of Business

a. Invited guests or featured speakers
b. Reports from committees
c. Unfinished business
d. New business
e. Summary of action items for the group, individual members or committees

6. Visitors

Visitors are welcome to attend regular or special meetings.

7. Minutes
Minutes shall be prepared by the Recording Secretary. Minutes will capture short summaries of discussion items. Action items and decisions merit short sentences or paragraphs. Minutes will be posted to the listserv not more than one week after the meeting whenever possible. Minutes will be posted to the web site not more than one week after the minutes are posted to the listserv.

8. Agenda

Agenda items for upcoming meetings may be determined during current meetings. The Recording Secretary will request agenda items via the listserv two weeks prior to the next scheduled meeting. Finalized agendas will be posted to the listserv one week prior to the next scheduled meeting.

9. Appearances Before ITMF

Individual or group representatives who desire to appear before ITMF to discuss or initiate a subject within the Forum's jurisdiction shall submit their request to the Chair to be received at least fifteen days prior to the next scheduled meeting of the Forum.

The Chair shall notify the membership of a request via the group listserv to allow the group to collectively provide input on whether the appearance should be placed on the agenda.

The Chair or a majority of the voting members may waive these rules and hear any person on any subject. In addition, persons other than presidents or agency heads who desire to appear before a committee of the Forum may petition the Chair of the committee.

IV. DUTIES OF THE FORUM AND ITS COMMITTEES

The Information Technology Management Forum (ITMF) is a representative and advisory group with a commitment to making the IT environment at UGA responsive, effective and innovative. ITMF will strive to increase the efficiency of IT operations, integrate IT services across campus and align IT with the strategic goals of the University. To accomplish these goals ITMF will help shape IT policies and standards, identify common priorities and facilitate collaboration among IT units.

In addition to serving as advisors and authorities on IT management and leadership, ITMF members will propose projects of broad interest and the voting members will prioritize them by reaching consensus. ITMF will keep ITAC informed about its activities to avoid overlap between committees and duplication of effort within the IT advisory model. Suggested projects will be solicited on an as needed basis. ITMF will collaborate with groups such as UGANET on projects of mutual interest. ITMF will consider projects proposed by EITS, ITAC or other campus entities. At the discretion of the Chair, projects or project components may be assigned to the group at large or delegated to a subcommittee.
ITMF may form standing and ad hoc committees. Committees must be recognized by the Chair prior to assembling and the objectives, scope and deliverables of the committee must be approved by the Chair or a majority of ITMF members. Committees will meet on an as needed basis, and committee chairs will facilitate committee meetings. Committees will report to the group at large when updates are available.

Committees with an institutional charge will involve individuals outside of ITMF to get buy-in and build consensus. It is the responsibility of the committee chair to get stakeholders involved as advisors or participants. ITMF at large may recommend individuals or entities that should participate in standing or ad hoc committees based on scope or purpose.

V. AMENDMENT

The Bylaws Committee will be responsible for revising and maintaining the Bylaws. The Bylaws Committee reserves the authority to improve clarity or fix grammatical errors without consulting ITMF at large. Pre-reading guidelines apply to proposed revisions of the Bylaws. Bylaws may be amended or repealed by a majority vote of the Forum during any regular meeting. The Vice-Chair will ensure that approved revisions of the Bylaws are posted to the web site, http://www.uga.edu/itmf/.

VI. OPERATING PRINCIPLES

ITMF will utilize parliamentary procedure and Robert's Rules of Order to conduct official business.

ITMF Bylaws Committee utilized the University System of Georgia Bylaws of the Board of Regents as a framework. Our document includes paraphrasing and extractions from: http://www.usg.edu/admin/humres/bylaws/bylaws.html.

Modified: 2/25/08.