MINUTES
IT Advisory Committee Meeting
August 21, 2008
8:30-10:00 AM

Item 1: Council Interaction with Campus IT community
A. How should the council interact with the IT community?
   - Willis suggested sending out a list of council representatives to the campus IT community, or creating a list of representatives on the IT Forum site.
   - Concerns raised about creating the list:
     o Should all email requests be presented to the council?
       ▪ Consider creating a council list serve for the discussion of email requests.
     o How should requests that are outside of the scope of the council be handled?
       ▪ If a purpose statement is included on the IT Forum site, emails are less likely to be outside of the council’s scope.
     o Should a list on the IT Forum site include emails?
       ▪ If names are listed, emails can be found in the TAMU directory.
   - DECISION: Provide a list of names, email addresses, and department affiliations for each Council member on the itforum.tamu.edu

B. Council Function
   - The council will assist in the development of:
     o IT strategies
     o Long-term planning
     o Priorities
   - The council will be made aware of changes in campus IT, and asked to provide concerns and suggestions.

C. Content for itforum.tamu.edu
   - Should Meeting Minutes or summaries be posted on this site?
   - Many members expressed concerns with posting meeting minutes
ACTION: The members voted to post meeting agendas and decisions on the site.

Item 2: New Name
   - The term “council” is reserved for governing bodies; what should this group be named?
   - The council members suggested the name: IT Advisory Committee
   - Willis agreed to confer with Pierce Cantrell on removing Forum from the title.
ACTION: The members voted to be renamed the IT Advisory Committee with approval from the VP

Item 3: Council Representative to the Information Policy Committee (IPC)
   - Discussed other representation on the IPC
   - Nominees described their backgrounds
MOTION: Fred Fisher moved to elect Henrik Schmiediche, Becky Carr seconded the motion
MOTION CARRIED
Item 4: Presentation by Ron Szabo on Vendor Access Compliance
- Ron presented regarding the importance of IT personnel being active in the contract process with IT vendors, and of Standard Administrative Procedures (SAP) awareness.
- Detailed notes from presentation available on Presentation hand-out

Item 5: More information on Encryption
- Options
  - PGP
    - Meets all the requirements discussed at previous meeting
    - Offers only whole disk encryption
    - Not compatible with Apple computers
    - About $11-13 per computer
  - Utimaco
    - Meets all the requirements discussed at previous meeting
    - Offers several products
    - About $50 per package
- Negotiating
  - Prices
  - Support
- Additional information will be provided after negotiations are complete

Item 6: New security.tamu.edu site
- Allison requested that members look over security.tamu.edu and provide feedback at the next meeting.
- She also mentioned that the vpapit.tamu.edu site has been recently revised.

Item 7: Meeting Planning
- Members decided to meet on second and fourth Thursdays.
- Next meeting tentatively scheduled for September 11
- Willis suggested electing a new chair at the next meeting