MINUTES
IT Advisory Committee Meeting
8:30-10:00 AM

In Attendance: Andy Bland, Adam Mikeal, John Norton, Becky Carr, Stephen Balfour, Bill Chollett, Henrik Schmiediche, Aaron Brender, Mark Harris, Khalid Sarwar Warraich, Stephanie Leary, Michael Leary, Juan Garza, David Sweeney, Ron Szabo, Jeff McCain, Allison Oslund, Jim Rosser, Jim Boaz, Michelle Osterholm

Item 1 Announcements
A. Michelle Osterholm announced that certificates have extended to a one year trial and certificates are by default are good for 2 years.
B. Filex now allows for files to be stored for thirty days
C. Becky Carr announced that sub-committee reports will be discussed in the next meeting (September 8). Send these reports to her bcarr@tamu.edu.

Item 2 Retreat Review
A. Ron - A summary of the retreat will be drafted to give to the committee
B. Ron - Discussed finalizing mission statement. Eliminating the last line which states “ITAC will offer guidance on presentation topics for the IT Forum.” Committee agreed to table the item until a summary of the items discussed at the retreat were drafted.
C. Three major goals were discussed at the retreat to see if they were relevant. These included:
   a. Maturing IT Organization
      i. Ron - People need to realize that ITAC is a part of our full time job, increase participation, have in job description
   b. Improving influence on how IT policies are changed and implemented
      i. Discussed ITAC’s role with IPC
         1. Stephen Balfour-ITAC should inform and provide data to IPC not be a “2nd IPC”
         2. Henrik mentioned that he receives information in a short timeframe and sends it to committee as soon as he gets it.
      ii. Henrik stated that it seems that IPC is auditor driven
         1. Stephen Balfour-Management approval/sign-off is missing and what is needed to help when auditors are checking for mistakes
      iii. Adam mentioned having issues with getting management approval
         1. David asked how many people had this problem and did not have a seat at the table with executive management.
         2. Ron took a poll on how many people had a seat at the table with executive management. Less than 50% of the committee did.
   c. Communication inside and outside of ITAC
      i. Ron - Organization maturity person to come and talk to group

Item 3 Skype
A. Ron suggested having a formalized Skype policy for the University
   a. A position paper was handed out by Ron
B. Ron - Willis asked if ITAC could come up with procedure for using Skype
   a. Adam Mikeal-Why focus just on Skype
   b. Becky Carr-Have more general title based off what the function is
   c. Mark Harris-Brought up the issue of Skype and having video surveillance
   d. Adam Mikeal-Get more direction from Willis before moving forward with formalized policy
   e. Michael Leary-Fred suggested having someone from Cisco WebEx come and talk to the committee.
      This may help with some of the Skype issues.
      i. Committee is interested in learning more about this
      ii. Michelle - Get someone involved with Centra to sit in on discussion
Item 5: Open Discussion
  A. The committee ran out of time for an open discussion