MINUTES
IT Advisory Committee Meeting
February 11, 2010
8:30-10:00 AM

Present: Lauri Brender, Becky Carr, Bill Chollett, Jim Culver, Fred Fisher, Juan Garza, Mark Harris, Kirk Hausman, Dave Jennings, Tom Lyster, Stephanie Leary, Jim Rosser, Henrik Schmiediche, David Sweeney, Ron Szabo, Rick Young, Pete Marchbanks, Jeff McCabe, Allison Oslund, Michelle Osterholm

Announcements
A. Fred Fisher presented an update he received from Alison Winslow
   - The ITAC feedback will be reviewed for incorporation in project classification and guideline and template development
   - The PMO is organizing the new advisory group based on ITAC nominations. The group will:
     o Provide input from the areas they represent
     o Guide the PMO’s work

B. Pete Marchbanks presented on the Energy Savings Committee (ESC)
   - An ESC subcommittee is testing power savings in engineering buildings
   - ESC is also conducting survey about power usage during the power outage in December
   - Other note: Hardware for virtual servers going into the machine room this week.

Item 3: Cell Phone Plans
A. Lauri Brender opened the discussion
   - Requesting the ITAC’s feedback on an outline for a position paper
   - The communications sub-committee will write up the position paper
   - Completed position paper will be forwarded to Pierce Cantrell and Terry Pankratz

B. Discussion
   - Updating Form
     o Current form provides definable choices to supervisors, so update prices and keep similar form concept
     o Include option for amount other than form specified options
     o Form should have an option to decline the phone stipend
       ▪ What if someone cannot afford a phone based on the stipend provided?
       ▪ Perhaps declining should be outside of the scope of the form
   - Topics to address
     o Cellular non-voice devices
     o GPS
     o International Roaming
   - Incidental Use
     o Since phones are used only part of the time for the job, should the University pay for entire plan?
     o Should incidental use cover non-work use?

C. Action Item: Email any additional suggestions to Lauri Brender
Item 4: Shared Services – Video Conferencing
A. Pete Marchbanks introduced the Video Conferencing topic
   • Included in shared services savings with hopes of eliminating travel costs

B. Discussion
   • Centra Web Conferencing
     o Centra does not work with Windows 7
     o Vendor is slow to meet customer needs
     o Perhaps a different vendor should be considered
       ▪ Web X
       ▪ Live Meeting
   • Pete Marchbanks will discuss vendor options with Rod Zent
   • Second Life is being used for virtual meeting space as well

Item 5: Updates from Sub-committee Chairs
A. Communications Sub-Committee – Lauri Brender
   • Presented email to be sent to Committee Members Appointers
   • Presented by-law suggested edit
   • Requested input for future ITAC agenda items
     o Email topics to Lauri, Fred or Michelle

B. Email Retention Sub-Committee – David Sweeney
   • Developing best practices
     o Started with the subcommittee’s ideal
   • Meeting with Brooks Moore from General Council
   • Presenting suggestions to Committee soon
   • Discussion
     o Consider file retention for email attachments

C. Identity Management – Ron Szabo
   • Focusing on 2 paths
     o Federation
     o Active Directory services
   • Received detailed diagram from Wally Strzelec about authentication in Open Access Labs
   • Wally Strzelec added as an ex-officio member of the sub-committee

D. IT Career Ladders – Becky Carr
   • Working on final proposals
     o Developed a new career ladder
     o Suggestions will include updating salary ranges more frequently
   • Discussion
     o Need way to recognize employees for good work
       1. Hard to retain employees when you can’t pay them well
       2. Should career ladders be used to increase compensation?
     o Difficulty of transfer among University departments makes upward mobility at Texas A&M more difficult

E. Virtualization – Lauri Brender for Aaron Brender
   • Completed survey, have not analyzed the results