MINUTES
IT Advisory Committee Meeting
March 10, 2011
8:30-10:00 AM

In Attendance: Stephen Balfour, Aaron Brender, Lauri Brender, Becky Carr, John Chivvis, Bill Chollett, Steve Conway, Jim Culver, Fred Fisher, Juan Garza, Dave Jennings, Stephanie Leary, Adam Mikeal, Jim Rosser, Henrik Schmiediche, Ron Szabo, Rick Young, Willis Marti, Pete Marchbanks, Jeff McCabe, Michelle Osterholm

Item 1 Announcements
A. The new representative from the College of Architecture is Adam Mikeal.
B. IT Professional Career Ladder
   • Everyone received a survey to complete on the IT Professional Career Ladder.
     o The purpose of the survey is to determine potential candidates for the new career ladder.
     o The current response rate is about 50%.
     o If you haven’t responded yet, please do so.
   • ITAC will also offer support to HR when there is a need for IT expertise in position updates.
     o Becky Carr and Andy Bland will be primary contacts for these requests.
C. Ikon Right-size Contract
   • Ikon Right-size program is offered by Procurement Services.
   • Ricoh Contractors
     o Application that wipes the hard disk is included in the program.
     o HUB participation.
   • Texas A&M, UT and Texas Tech are pooled together.
     o Black and white overages can be covered by other areas
     o Annual rebates established for increased program participation
   • Competitive on Color copy pricing
   • Contact Procurement Services for additional information about the program.
D. AVST Update
   • Audio Visual Surveillance Technology
     o Deployment has expanded as network cameras have become more popular.
     o A new SAP, requires approval for equipment deployment
     o Installation of cameras must be approved by the AVST Committee
     o Goal of AVST must be to watch stuff, not people
   • AVST committee is starting off by familiarizing the committee members with the issues.
     o Taking a tour of the Division of Student Affairs camera deployment
     o Committee includes wide range of opinion including students and UPD.
     o Focusing on new installations at first, not existing ones.
   • How do you request approval
     o Email the following information to AVST@tamu.edu.
       ▪ Location of equipment
       ▪ What you want to do with it
       ▪ Who your contacts are
E. ITIM Reorganized into ITRM
   • Reorganization occurring inside Networking and Information Security
   • Jeff McCabe reports directly to Willis as a policy coordinator.
   • ITIM has been renamed IT Risk Management.
     o Alison Winslow is the Team leader of ITRM.
     o The team is focusing on the following three areas:
ISAAC as a compliance measurement tool
- Project Management
- Policy Initiation

F. Identity Management Subcommittee

- Should we consider dissolving the Identity Management Subcommittee, since it is dormant and not waiting on new information?
  - The purpose of the subcommittee has somewhat diminished
  - Since the subcommittee isn’t active, we can start a new topic.
  - Fred could serve as a liaison with CIS, and if the committee needs to address the issue further the subcommittee could be reformed.

- Around the table
  - Fred Fisher has no objection to dissolving the identity management subcommittee, but doesn’t think it is necessarily a good idea.
  - Juan Garza’s group has some issues to address long-term. If the identity management subcommittee is dissolved, it seems that they will lose the connection of ITAC, the University and CIS.
  - Dave Jennings believes this is a topic that I felt needed to be looked at. We are coming to a point where we will need identity management. If we don’t talk about it here, we will do our own thing.
  - Lauri Brender feels that ITAC should have active working committees. If there is nothing for the Identity Management Subcommittee to do, it would be nice to put our resources where we can actively work
  - Aaron Brender thinks that if a committee wants to remain, it is hard to tell them not to. If there hasn’t been any activity, maybe we need to develop an outline of future activity. If we determine that there is nothing to address, maybe a liaison role is better.
  - Becky Carr indicated that we created guidelines, to keep us from getting into too many things. If we have a committee on hold, it doesn’t seem like a problem to add one. ITAC having a subcommittee will help to push the university toward a goal.
  - Steve Conway doesn’t remember the original charter, but the issue is certainly not resolved. Maybe we can push a little bit to see where things are with CIS.
  - John Chivvis agrees with Becky Carr and Steve Conway.
  - Stephen Balfour’s group wants a single sign-on capability and input into what CIS is doing
  - Jim Culver feels it is important for Identity Management to be applied consistently. This committee should stay strongly plugged into this issue.
  - Stephanie Leary thinks if Cheryl is asking for input, then the subcommittee isn’t as dead as we thought it was.
  - Rick Young would like to keep the subcommittee available to us.
  - Bill Chollett thinks Identity Management is important and would much rather have someone do work he can take advantage of. Do we know how much activity is taking place on campus?

- From Dr. Marchbanks
  - So far all of the infrastructure on the identity management initiative has been paid for centrally by Dr. Cantrell.
  - Any change to that would be added to the technology fee (currently charged on phone lines)
  - We are dedicating a lot of resources to working on Identity Management
  - ITAC will be well served by having a subcommittee actively working on this.
  - It would be very difficult for any individual college or division to dedicate the resources CIS is dedicating to this topic.
Jim Rosser expressed that Identity Management is important to everyone. ITAC need to manage our portfolio. Is this subcommittee adding value of some kind to the ITAC portfolio? Do we need to reexamine charter?

- Discussion:
  - Why does Texas A&M need identity management?
    - There is no single place where we can validate who is affiliated with Texas A&M University or the system and what their role is.
    - There is no way to centrally provision or deprovision people.
    - Part of the difficulty is that we need to include system members.
  - This subcommittee should stay active and proactive.
    - Juan Garza added to the Subcommittee.
  - Subcommittees should feel free to bring discussion to the full committee.
    - If you need input, feel free to bring to the table.
  - This subcommittee will try to have a more informative updates in the future.
  - Should Identity Management be discussed at IT Forum?
    - Fred will talk to Cheryl.

G. ITAC Retreat:
- A few dates at the end of July have been proposed. July 21-22 or 28-29.
- Any preferences?
  - 21-22 is preferred date
- Rough schedule: drive down Thursday morning, have meetings on Thursday afternoon and Friday.

Item 2 Subcommittee Updates
A. Business Continuity
- Hasn’t met yet.
B. Communications
- The subcommittee is creating an informational presentation on the purpose and functions of ITAC, reviewing the contents of the email retention, to post on the Security (http://security.tamu.edu) website, and planning the ITAC retreat.
C. IT Audits
- Jeff McCabe and Willis Marti have an agreement to meet with Internal Audit
- Based on this meeting, we will set a draft charter for the ITAC subcommittee.
- The subcommittee will work with internal audit to get a documented set of standards.
D. Passwords
- There is a lot of information for specific organizations regarding passwords, but finding an industry standard is impossible.
- There is good precedent for what we want to do, but no clear industry standard.
- So this subcommittee will create a document, stating recommendations and the precedent that supports it.

Item 3: IPC
A. Any updates?
B. Nothing new.
C. Web Accessibility is the main topic before IPC.
  - What we are required to do, and what can be done
Item 4: Vision 2020 Mid-term Review
A. Stephen Balfour is working on the Vision 2020 Mid-term task force.
   - Members of IT and the Library are being asked to review imperative 7: Increasing Access to Knowledge.
     o Updating language to reflect progress in IT.
   - Stephen will send imperative 7 to the list, and welcomes feedback.

Item 5: Providing Student Laptops
A. The College of Engineering is considering the idea of providing laptops to each incoming student.
   - Discussed initially in a shared services meeting for Engineering.
   - Many schools have successfully started this type of program.
   - Is there any consideration of a university-wide program?
   - If you don't do university-wide, how do you handle change of major?
B. Funding this program would be a significant percentage of student fees.
C. Discussion:
   - Financial Aid issues: University purchased laptops must be included as part of total student financial aid.
     o If a student has 20,000 cost of attendance, the $1000 for the laptop counts as a benefit, unless fees cover the cost of the laptop.
   - As a parent:
     o My students already have laptops.
     o They don’t carry them to class, and I don’t want to pay additional fees for a second laptop.
     o Laptops are too heavy, unless can replace Text book.
   - Bush School experience:
     o Bush School is considering ending its laptop program. Even for this small school, the program costs $100,000 per year.
     o Experienced problem of laptops being purchased and not used.
   - Other Considerations:
     o Student preferences and requirements are so varied, there’s no way to standardize on a single laptop.
     o Machine are obsolete by the 4th year of the program.
     o Laptops may be overshadowed by eBook Readers, Tablets and smartphones.
     o Requiring Laptops may be a better route than providing them.
     o Demand for electrical outlets and the cost of electricity will significantly increase if students carry computers with them.
   - This may be a question for purchasing.
     o Could they negotiate a deal for incoming students?
     o Include information about the program in the incoming student materials.