MINUTES
IT Advisory Committee Meeting
August 13, 2009
8:30-10:00 AM

Present: Andy Bland, Dr. Becky Carr, John Chivvis, Steven Conway, Jim Culver, Dr. Fred Fisher, Dr. Henrik Schmiediche, David Sweeney, Ron Szabo, Lacey Baze, Allison Oslund, Jeff McCabe, Gibb Sawtelle, Cheryl Cato, Tom Golson

Item 1: Spam Filtering
A. IronPort Spam-Filtering will go live August 17.
   - CIS has seen an increase in spam, so they purchased IronPort, a Cisco product, to try to alleviate the problem. IronPort is the largest anti-spam client available.
   - Provides sender-based scores based on real-time reputation of IP address to determine the likelihood that they are spammers.
   - Emails that have a minus three rating are dropped, but they can override if legitimate senders are being blocked. However, this will override the sender for the entire university.
   - They do not accept messages with viruses no matter what.
   - Should decrease the number of spam emails departments receive.
   - Individuals will receive a digest two times per day showing the spam that they received. They can preview and release the message from their digest if they want. This will not release the spam for the entire university, but will give the sender a better score, thus increasing the likelihood that it will get through the spam filter in the future.
   - If a department wants to be exempt from CIS’ new spam-filtering process, they should contact Help Desk Central.
   - CIS hopes to add the ability for individuals to white list and black list.
   - CIS has already seen improvement in Listserv that is currently using IronPort.
   - Allison Oslund will send message that is being sent to students to ITAC so they can notify their departments, etc.

Item 2: IT Career Ladders
A. Current Career Ladder
   - The career ladder used by HR was created by Texas A&M Information Technology for use within its department and may not address the needs of the entire campus.
   - The lower steps (IT Associate and Senior IT Associate) can be used for a generalist or a specialist. Most college graduates start as a Senior IT Associate. You can cross out or add areas of specialization in job description for these steps.
   - The ladder isn’t based on qualifications, length of employment, or capability, but what the person spends more than 50 percent of their time doing.
   - Gib stressed the importance of maintaining the integrity of the career ladder.
     - Wait 3-6 months before promoting someone to a higher position because the project may go away or the employee may find that they actually do not spend the majority of their time doing work that fits the higher role.
     - Departments should find other ways to attract new employees or reward current ones, and not place employees in ladder steps that are not congruent with their role.
     - For example, you can give new hires a raise after 3-6 months.
     - You can research the salary levels of others with similar job descriptions to justify a higher salary than the ladder provides.
• The current ladder defines enterprise wide as a role that serves the entire University in some way. Some committee members feel that their departments should be considered enterprises, even though they don’t serve the entire University.

B. Salary Structure
- Been around since 2001.
- CIS created a new salary structure in 2007 that was supposed to be implemented by HR, but hasn’t. Gib thinks this will occur on September 1.
- Salary structure should be updated every three years.
- Gib doesn’t list salaries in job postings, but states “pay commensurate with experience.” This helps him place the person at the level based on their job duties.

C. Generalist Ladder
- Gib mentioned the possibility of creating a generalist ladder.
- The committee would like to discuss this further.

Item 3: IT Topics for Fall
A. The committee suggested topics for future meetings.
- Compass- Would like Compass to give an update on their priorities and upcoming implementations. Some members would like to know when feeds will be available that they need to complete their work.
- Discussion on creative ways to recruit IT staff. (Gib said he would lead discussion.)
- Authentication.
- Follow up on shared services report.
- Committee wants to further explore topics that were presented to them. Specifically, they would like advice on these issues, etc.
- Committee would like feedback from Dr. Cantrell sometime in September.

Item 4: Chair Nomination
- The committee voted to keep Dr. Fred Fisher as the chair for the next year.
- Ron Szabo will lead the next ITAC meeting since Fred will be on vacation.