Item 1: Information Policy Committee (IPC) Update
A. Student Rules for Responsible Computing
   - Updated the Complaint Procedure to remove law enforcement reference
   - Removed reference to a former document

B. Employee Email Rule
   - Rule passed by IPC and specific best practices will be published in a SAP
   - Rule is in the review process and will probably be presented to IPC again before it is finalized
   - Topics in Rule discussed by IPC:
     o Private email account should not be used for University Business
     o Should indicates strong suggestion
     o Shall indicates requirement
   - Email retention
     o Discussed in rule
     o IPC expects a SAP will come from the ITAC Email Retention Subcommittee's final recommendations
     o Official state records
       ▪ Email is considered transitory
       ▪ Few emails are considered official state records
       ▪ If an email is a state record, the sender of the email is generally the owner
     - Checking email once per work day
       o Considered being more specific about which email to check
       o Decided that since many email systems are used on campus the existing wording was better

C. ITAC discussion regarding email retention
   - What about officially using Gmail?
     o Not contractually acceptable, but tolerated for students and for current test in the Computer Science Department.
   - Back-ups and Open Records Requests
     o Email back-ups are not subject to Open Records Requests
     o They can still be requested for legal proceedings
     o Poll around the room for back-up retention
       ▪ Since 2005
       ▪ 1 year
       ▪ 8 weeks
       ▪ 8 weeks
       ▪ 5 weeks
       ▪ 2 weeks (kept for disaster recovery)
Item 2: Software Reevaluation
A. Clear Recommendations
   • Apple Campus Agreement
   • Adobe Campus Agreement

B. Discussion
   • McAfee not necessary
     o Sophos offers a product with SSN scanning and Anti Virus
   • Convenience of using SELL
     o Convenience is as important as price
     o If SELL can offer at the same or lower price, members would prefer to work with the SELL
   • Non-Software suggestions
     o X86 server agreement as part of Bulk purchasing program
     o Campus backup service

C. ACTION ITEM: Lauri Brender will update the spreadsheet to combine needed elements

Item 3: Shared Services
A. New Data Center
   • This committee would be willing to endorse a new data center
   • This committee offered to conduct necessary studies

B. Email Consolidation
   • CIS Microsoft Exchange Offering in progress
   • ITAC members interested if price point is appealing

C. File System and Sharepoint
   • Members showed interest in a centralized Sharepoint Server
   • Need system for Inter-institution collaboration
     o Guest accounts are available
     o Some research may outlive the guest account time period
     o Renewable guest accounts?
   • Campus-wide Active Directory could solve some problems with Sharepoint
   • Is Sharepoint the right choice?
     o Not ideal, but works
     o Hard to use

D. Printers
   • Many Faculty and Staff members want their own printers
   • Top down mandate is needed for this recommendation
   • Many items faculty print contain confidential information (i.e. class rosters, grade sheets)
   • Combining printers with copiers?
   • David Sweeney may have some helpful numbers
   • ACTION ITEM: Andy Bland will look into UT’s practices for printing
E. Help Desk support
   • Help Desk Central can provide some of these services, but can’t do it all
   • How would this provide cost savings?

F. Document Management Consolidation
   • Steve Williams is chairing a committee to find this solution
     o Considering:
       ▪ LaserFiche
       ▪ ImageNow
       ▪ FileNet

G. Web Content Management System Consolidation
   • Marketing and Communications is not renewing Percussion License
     o After administrative changes, this project was not well supported
   • Should Texas A&M IT manage and support?
     o It would be nice for the people.tamu.edu system to offer a CMS tool
     o This topic is being presented to Dr. Cantrell

H. Energy Saving PC Settings
   • Make it a policy
   • Since departments are not charged for electricity, there is no incentive for energy savings
   • Provide best practices document on the IT Site and present at IT Forum

I. Work Station Replacement Cycle
   • Warranties for new computers may only be 3 years
   • Many machines can last longer than 3 years
   • Reusing monitors could save money
   • Related to IMS and OAL computers, so Texas A&M IT should make this decision

Additional Item: Virtualization Survey
   A. Survey Results
      • Small Sample Size
      • Respondents indicate high expected cost and low expected service quality
   B. Comments
      • Small servers will see big advantages by using this service