Present: Stephen Balfour, Andy Bland, Lauri Brender, Becky Carr, Bill Chollett, Steve Conway, Jim Culver, Fred Fisher, Dave Jennings, Stephanie Leary, Thomas Lyster, Henrik Schmiediche, David Sweeney, Ron Szabo, Rick Young, Pete Marchbanks, Willis Marti, Jeff McCabe, Allison Oslund, Michelle Osterholm, Steve Williams, Alison Winslow

**Item 1: New Members**

A. Welcome
- The committee welcomed two new members:
  - Bill Chollett – University Libraries
  - Rick Young – College of Veterinary Medicine

**Item 2: Project Management**

A. Presentation by Alison Winslow
- Request for nominations to Project Management Advisory Group
- Brief overview of the project management guidelines
- Request for feedback about any IT Project management currently done within departments
- A SAP will require project management reporting and link to more specific guidelines.
- Dr. Cantrell will be sending a memo soon to begin the project management reporting initiative.

B. Discussion
- Major Application Definition:
  - Some ongoing projects can fall into definition.
  - Some inexpensive, simple projects may meet major application definition.
  - Since projects that manage confidential information must report to the project management office, consider having major projects, and confidential information projects.
  - Consider having an exception request option for projects that meet one of the major application criteria, but should not qualify as a major application.
- Levels of reporting
  - Different levels of reporting will be created based on the size and anticipated risk of projects.
- Project Templates
  - The Project Management Office will keep a repository of projects to help all campus members better manage projects.
  - Since CIS manages many projects are templates for PMO reporting currently available?
  - Example templates will be made available to project managers.

C. Action Item:
- Send nominations for the Project Management Advisory Group to ITAC listserv
Item 3: System-Wide Software Licensing

A. Discussion
   • SELL well liked and would be used even without discounts
   • Additional communication could be provided to system members about availability of service.
   • More clarification is desired to distinguish Sell and software sites.
   • SELL has asked to be part of Aggie Buy and is waiting for pilot program to begin

B. Action Items:
   • Send an email to the ITAC listserv with a list of commonly purchased software.
   • Provide any feedback about SELL and Software web site redesign to Michelle or Allison.

Item 4: Sub-Committee Updates

A. Communications
   • Developing an email with beginning of year information
   • Planning to prepare minutes for any requested distribution
   • Providing a summary of each ITAC meeting to ITAC members
   • Reviewing replacement options for Share Point including Howdy Groups

B. Email Retention
   • Charge Statement: to clarify the practical and technical rules, processes, and associated risks related to email for email administrators and users.
   • Evaluating three perspectives
     o User
     o Technical
     o Legal/Risk

C. IT Career Ladder
   • Met with Gib Sawtelle for background on IT career ladder
   • Planning two additional meetings before presenting a report to the ITAC

D. Virtualization
   • Met with CIS representatives to discuss anticipated CIS offering
     o Available by the end of the Spring 2010
     o Exact prices and configurations are not currently available.
     o Anticipated offerings include the following:
       1. ~$600 for 1 CPU
       2. ~$1000 for 2 CPUs
       3. ~$2000 for 4 CPUs

Item 5: IT Forum Planning

A. Details
   • ITAC will give a 30-minute presentation at the IT Forum on January 27 in 601 Rudder at 3 p.m.
   • Michelle Osterholm will create the PowerPoint presentation. Each sub-committee chair should send her their sub-committee’s name, email address and a bulleted list of their goals or focus.

Additional Discussion:
Dr. Pete Marchbanks reminded the committee that CIS is moving to an exchange mail service. This service will soon be opened to the reminder of campus at approximately $10 per month per 2 GB mailbox.