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

Present: Stephen Balfour, Andy Bland, Lauri Brender, Bill Chollett, Jim Culver, Fred Fisher, Mark Harris, Dave Jennings, Stephanie Leary, Tom Lyster, Henrik Schmiediche, David Sweeney, Ron Szabo, Kevin Davis, Pete Marchbanks, Willis Marti, Michelle Osterholm, Rick Wolf

Item 1: Work Station Upgrade Program
   A. Rick Wolf provided an overview of the procurement process and its benefits
      • Process
         o Procurement Services contacts vendors
         o Vendors provide test models
         o CIS tests systems for requirements and specifications
         o Choose vendors that work best
      • Benefits
         o By consolidating spending, Texas A&M has more power in negotiations
         o Texas A&M is building leverage with the vendors, so value and flexibility should continue to increase
   B. Kevin Davis described the process CIS uses
      • Begin by testing to make sure that machines work with all 200 applications installed on Open Access Lab (OAL) machines.
      • Purchase near the “Gartner Sweet Spot”
         o Gartner suggests purchasing as small increases in processor speed begin to cause significant increases in price
         o Greatest discounts are offered at this level
         o While these are not top of the line machines, they work well on the CIS 3 year cycle, and are donated to other departments on campus for additional use.
      • 80-90% of staff in CIS can use the standard work station
      • Higher End Machines
         o Evaluating the possibility of having two machine levels: Regular workstation and Developer workstation
   C. Discussion:
      • While machines are a good value when at the beginning of the year, by the end of the year, you can buy a better computer for the same price.
      • When to buy
         o OALs like to upgrade computers over winter break
         o Several ITAC member suggested August as a good time for computer delivery
         o Procurement prefers earlier in the fiscal year, due to workload in August
         o With full implementation of the AggieBuy, procurement will have better numbers on when workstations are commonly purchased
      • Monitor Sizes
         o CIS often uses two 19' monitors
         o Other sizes used:
            1. One 24” wide monitor
               (note: needed to avoid right-left scrolling in compass)
            2. Two 22” wide monitors
   D. ACTION ITEM:
      • Send additional feedback to kdavis@tamu.edu or rwolf@tamu.edu
Item 2: Bylaw Amendment Vote
A. Lauri Brender presented the changes to the bylaws
   • Created 2 sections: Committee Approval and Amendments to the Bylaws
   • Removed the concept of Quorum: all votes will require percentage of full ITAC membership
   • Amendments to bylaws will require a 2/3 vote

B. Discussion
   • How to handle voting in practice
   • Decided that the ITAC Chair should set procedures for voting
   • This will be added to the ITAC Chair duties listed in the bylaws

C. DECISION:
   • Bylaws were approved with suggested changes

Item 3: Information Policy Committee Update
A. Software
   • Reviewed updates to the System Regulation on Licensed Commercial Software
     o Updated to no longer require a University Rule
   • Should we keep the rule 21.99.10.M1?
     o Suggestion to create a SAP
     o Since rules can describe penalties, some members suggested keeping it as a rule

B. Email Retention
   • IPC reviewed the email retention recommendations and made suggestions about how to present them:
     o Include in Information Security Awareness Training
     o Present the recommendations as a guide on one of Texas A&M IT’s sites
   • Suggested making the document understandable for all Texas A&M employees and showing clearly the risks presented by retaining too much email
   • ITAC Discussion:
     o David Sweeney has begun using the email retention recommendations
       1. He is writing up the experience and will share his findings with the ITAC
     o Willis Marti suggested that the ITAC work on a document to include with Security Awareness training and on the Security web site
     o The Email Retention Subcommittee will work on this document with Willis Marti and Michelle Osterholm

Item 4: Updates from Subcommittee Chairs
A. Communications
   • Working on Howdy Groups to temporarily replace Sharepoint; Updates in Sharepoint and Identity Management may make Sharepoint a viable solution soon.
   • Considering a Galveston Meeting
Additional Discussion

A. Update from Dr. Marchbanks
   • Virtualization and Exchange hardware is on-campus
   • Planning to meet with Lauri Brender and Dan Galvin to discuss software purchasing problems

B. Chair Elections
   • According to bylaws chair elections should take place in April
   • ACTION ITEM: Contact Lauri Brender with chair nominations