Item 1: Bylaw Amendment Vote

A. Discussion

- Concerns about changes in Membership clause.
- After discussion, Lauri Brender changing first set of proposed changes item (2) to read “actively participating in a sub-committee (or similar wording)” and changing second set of proposed changes to read “ITAC comprises representatives …”
- Discussion regarding changing quorum definition. Lauri Brender and team will research and bring back to committee.
- Lauri Brender made a motion to pass the Bylaw Amendment; Ron Szabo seconded. Motion passed unanimously.

Item 2: Email Retention Recommendations

A. David Sweeney presented on the recommendations by the email retention subcommittee

- Email retention reviewed numerous times by General Counsel.
- Email recommendations were discussed in the February 19, 2010 IPC meeting.
  - Users looking to IT Administrators for guidance.
  - IT Administrators need guidance. Records retention is not an IT function; thus the need for guidance.
- Concerns about TPIA requests increasing. From the legal and risk perspective, if a user can access mail, it’s covered under TPIA. If home systems are used for mail, the university can request the mail and user will suffer consequences if not produced.
- The recommendation of the email retention subcommittee is that these should be reviewed as a SAP.
- An email retention SAP would give a clear message to users that retention is a shared responsibility between users and IT.
- Discussion on sending the recommendations around for six months to a year for familiarization and delay sending to IPC until a later time as they might go through IPC easier and superiors might reinforce easier.
- David Sweeney suggests voting on whether to send the recommendations to IPC. ITAC will represent the IT community and IPC will represent everyone else.
- Motion by David Sweeney to forward the email retention recommendations to IPC. Jim Culver seconded. Vote received sixteen approving, two opposing. Motion passes to forward to IPC.

Item 3: Software Spreadsheet Review

A. Discussion of Spreadsheet

- Adobe is the preferred software to acquire from SELL.
- Per Pete Marchbanks, if SELL can’t offer to university departments for less than SHI, it may not be worth the effort to consider.
- Consensus was that departments would rather pay 5% to 10% more and get from SELL than SHI.
• Per Pete Marchbanks, FMO would want him to charge 13%. He will research and report back to ITAC.

Item 4: Updates from Sub-committee Chairs

A. Communications
   • Trying out using Howdy groups in place of Sharepoint.
   • Last call for any input on cell phones.
   • An expanded agenda (notes added to agenda items after meeting for quick reference) will be tried.

B. E-mail Retention Subcommittee will be working on scope of e-discovery.

C. FAMIS Improvements – Nothing to report.

D. Identity Management – Nothing to report.

E. IT Career Ladder – Nothing to report.

F. Virtualization
   • Only about 15-16 survey results received.
   • Not enough data at this time; suggested proceeding to the next step or shifting to another area.
   • John Chivvis would like to follow the progress of virtualization through Pete Marchbank’s endeavors.