MINUTES
IT Advisory Committee Meeting
December 11, 2008
8:30-10:00 AM


**Item 1: Survey Discussion with Dr. Jim Dyer**
A. Purpose of portable device survey was explained
B. Survey timeline according to Jim Dyer
   - Before Christmas- Strategize
     - Conduct focus groups to help draft survey
     - Research other similar surveys
     - Identify respondents
     - Willis will send list of knowledge workers to Stephen
     - Web site can pull faculty names, GANTs, and GARs
   - January
     - PPRI will present a draft of the survey at the January 22 meeting
   - February
     - Survey sent by email to 800 targeted individuals, need 400 respondents
     - Reminder email sent to those who have not completed survey
     - Telephone remaining targets up to five times, or until they say no or take survey
   - March
     - Receive results
     - Write report
C. Sub-committee was formed to advise surveyors
   - Chair- Dr. Stephen Balfour
   - Members- John Chivvis, David Sweeney, Willis Marti (*ex-oficio member*)
D. Other notes
   - Want to exclude non-knowledge workers from the survey
   - Survey will be anonymous
   - Estimate for survey is $7,000, Jim will send breakdown to Willis

**Item 2: IT Training Preferred Vendor RFP**
A. Explanation
   - By choosing two or three preferred vendors for IT training, Texas A&M can receive bulk discounts
   - Departments would be allowed to use whoever they want for training, but may receive deeper discounts when using “preferred vendors”
   - This training would be good for lower to mid-level IT training
   - The committee has no problem with asking for an RFP, but would like to be more involved with selecting the vendors later

**Item 3: Video Surveillance SAP**
A. The SAP has been approved after a few minor changes.
B. Recommendations for individuals to serve on the review board
   - Individuals should not be technically savvy people
   - The review board has no defined size limit and will convene next semester
• The review board will look at the effects of IT decisions on the campus community as a whole
• Individuals don’t have to agree with the implementation of the security cameras
• Send recommendations to Willis

**Item 4: Project Update**

A. **Encryption package update**
   • 2 vendors are currently putting a package together that will be presented before the holidays
     ▪ Package will cover file encryption, email, and PDA training
     ▪ CIS will buy licenses and then sell them

B. **CAS 3 deployment**
   • CAS 3 deployment will begin in March, but will run parallel to CAS 2 until the end of the month.
   • Issues
     ▪ CAS 3 is not fully compatible with CAS 2, so users may have to log in again when they switch between applications that use one or the other. Cheryl’s team is working on a list of FAQs.
     ▪ CAS 3 will directly access LDAP. There will be more control over sources of passwords and users will be able to log in with their UIN or NetID.
   • The Burton group will conduct a two-day workshop in February to explain the concepts and get feedback. Twenty stakeholders will be invited to attend.

C. **Off-site location for**
   • VPAPIT has been looking at off-site disaster recovery locations for life support functions, as well as a real off-site computing facility
     ▪ The life support site will provide essential functions and will be located in a 200 square foot facility in Dallas.
     ▪ The off-site computing facility project has been put on hold due to the economy. Another option is to partner with another branch, which may be pursued later. Laredo seems to be the best site.

**Item 5: Status report from New IT Professional Employee Orientation Sub-committee**

B. **Committee report presented**
   • Suggestions should be sent to Ron regarding the report.
   • The committee will approve the report at the January meeting.
   • Any questions about alignment issues should be directed to Jeff.