**ITAC Meeting Minutes**

**Date:** Friday, October 21, 2016

**Time:** 1:00 p.m.

**Location:** CL 1009

In attendance:

April Munson, Jake McNeill, Kirk Inman, Michelle Girage, Eduardo Farfan, Heather Abbott-Lyon, Alison Hedrick, Cara Lee Smith, Dale Suffridge, Lectra Lawhorne, Tom Boyle, John Isenhour, Jim Herbert, Stephen Gay, Christina Coronado, Luetta Hassis, Cheryl Hassman, Jonathan Higgins, Veronica Trammell, Lori Meadows

Meeting Called to Order at 1:00 p.m. by April Munson

**Agenda**

1. **Welcome by April Munson**
2. **Charge by Lectra Lawhorne**
   1. Direction of ITAC
      1. Wants the committee to continue to evolve as the standing committee for the CIO to seek advice from the community.
      2. Wants the committee to provide the CIO with feedback and input, as a forum for two-way conversation.
   2. Direction of UITS
      1. Post consolidation, UITS is beginning to regroup and draft a new UITS Strategic Plan.
      2. The strategic plan will be written with input from ITAC members, who will act as conduits between UITS and their units. (Units 🡨🡪 ITAC Members🡨🡪 UITS)
   3. Top Priorities for UITS
      1. Drafting the Strategic Plan
      2. Reworking the Budget
         1. Queuing model
         2. Student Technology Fee
      3. Information Security & Compliance
         1. Focus on Risk Profile
      4. Improving Efficiency and Effectiveness
         1. Continuously reorganizing UITS
      5. UITS Roadmap
         1. Document management system
         2. eSig
         3. Improve VPN
         4. Dual-factor authentication
   4. UITS/ITAC Action Items
      1. Revisit ITAC bylaws to redefine the committee’s purpose and strategy, considering the shifting structure of the CIO/COO/CBO office(s)
      2. See support from President Olens and make him aware of this group
      3. Connect with the SGA IT Committee
3. **Election of Officers**
   1. April Munson opened the floor for officer nominations
      1. Nominations for Secretary:
         1. Cara Smith self-nominated for second term
         2. No other nominations
      2. Nominations for Vice Chair:
         1. Eduardo Farfan self-nominated for second term
         2. No other nominations
      3. Nominations Chair:
         1. April Munson nominated for second term
         2. No other nominations
   2. No quorum – Officer Elections will be done electronically
4. **Discussion of Voting Change for Committee Members Representing the Library**
   1. This would require a bylaw change
   2. Structural changes within the CIO/COO/CBO Office(s) might necessitate changes to voting members in bylaws
5. **IT Issues on Marietta Campus**
   1. How can IT issues in the Engineering Building (Q Building) be addressed
      1. Computer slowness
      2. Safety issues (exposed wires)
   2. UITS needs a list of specific spaces where problems occur – especially where there are safety concerns.
      1. Safety issues are a priority to be fixed immediately.
      2. Problems with slowness or equipment failure could be lifecycle issues, which are addressed on a schedule.
6. **General Discussion**
   1. Question/Answer 1 –
      1. Eduardo Farfan: Is it true that can download any program on a university computer?
      2. Lectra Lawhorne: Yes, we try to balance security with academic freedom.
   2. Question/Answer 2 –
      1. April Munson: What questions should we be posing to our units to elicit feedback about UITS?
      2. Lectra Lawhorne: Ask them where the gaps are. Find out if Service is meeting their needs.
   3. Question/Answer 3 –
      1. Do we have a full catalog/portfolio of IT services and software?
      2. Yes, look at the documentation center. (https://apps.kennesaw.edu/portal/prod/app\_uni\_cdoc\_publ/documents/)
   4. Additionally, UITS is working on centralizing budgeting for enterprise systems so that individual departments so not have to worry about adding licenses or paying for other additional costs.
   5. Question/Answer 4 –
      1. How do we identify gaps not addressed by IT?
      2. UITS could provide a collection of specific questions to prompt discussion.
   6. Question/Answer 4 –
      1. Where do we go for questions about research computing?
      2. Tom Boyle is the best resource.
   7. Round of introductions of UITS staff and committee members.

Meeting Called to Adjourn at 2:03 p.m. by April Munson

**Upcoming ITAC Meetings**

November 18, 2016

December – No Meeting