

ITS Information Technology Services

Senior Management

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Date	Topic	Presenter/Sponsor	Discussion	Action
08-09	Agenda	presenter sponsor	Presentation	Follow-up actions
3/3	ITG Org Chart	Jim	Discussion - Jim showed the new ITG org chart. Although a classifications review is needed in the new unit, there is no resource to any "expected" increases.	Action: Jim will name a point person each for service management and liaison for service catalog, he will apprise staff of the dire financial situation and how it precludes raises.
3/25	Office of Research Project Proposal	Pat	Approved to move to charter phase; system owner is Office of Research - we will partner to help them; Bruce Margon offered to contribute funding to develop and to maintain the system	Action: add a clarifying note about security requirements for the vendor
4/9	Instructional Support Work Group	Jim	Discuss - Jim, Heather Meitz-Egli and Bruce Horn gave an informative talk about their report. Mary has not distributed the written reports.	Action: report and discussion will be considered in the ITS structure
4/16	Storage Proposal	Doug	Hold on approval until dollars can be identified. Data Center is out of space on NAS and VM is at capacity and no replacement funds exist presently.	Action: Doug and Magge will bring this to budget group
4/30	Communications workgroup	Lisa Bono, Mary	Discussed group recommendations regarding internal and external strategic and operational communication. Recommendations included a consistent set of talking points, an "elevator speech" to serve as an authoritative source of the "ITS position. For example, the web site's list of projects and status. Other suggestions include ITS-coord as new name for Coord list, update membership to list (overhaul); sending communication directly from Lisa to DLS, tools for communication such as a checklist template - on line for content with Lisa as channel; demystify process - Lisa as point, tools available - use email, phone, etc.; establish qtrly newsletter - a web page; wait on template until we have the new campus web format; real-time status like IT request real time messages.	Action: Lisa to get on DL agenda, approved to work with Stephen (and Terry) on coord list overhaul
4/30	ITS Policies - take 2	Janine	Consent for Policy Violation Sanctions information and PII storage and transmission policies for ITS employees	Action: Janine will work with the communications manager who will send a message informing the division.