Infrastructure Advisory Group
September 27, 2017
Meeting Notes

Members Present – Steve Hahn, Chair, Steve Barnet, Kevin Cherek, Elizabeth Harris, John Krogman, Richard Kunert, Dawn McCauley, Kristen McRoberts, Jason Pursian, Jeanne Skul, Alan Silver, and Melissa Tran

Others Present – Rafi Lazimy, Brian Rust, Jeff Savoy, Scott Owen, Joe Goss, Russel Dimond, and Jim Thompson

Members Absent – Katy Duren, Steve Krogull, Dundee McNair, Scott Nolin and Bob Turner

<u>August Minutes</u> – Motion by Alan Silver to approve the August minutes, second by Melissa Tran. Minutes unanimously approved.

<u>IT Project Intake Process</u> – Dawn has met with the chairs of the technical advisory groups to discuss the IT project intake process, which starts on October 1, 2017.

Dawn stated that there are IT Project Intake Process orientation sessions on September 28 and 29. When project proposals are submitted, the initial review process will be completed by the TAG chairs, then it will be assigned to the appropriate TAG(s) for review, and if a more detailed review is needed, the proposal will be given to a steering committee with expertise in that area. Steve noted that efficiency in reviewing the proposals is essential.

Three times per year (September 15, January 15 and May 30), Mike Lehman will take the prioritized list of projects that are seeking campus funding to campus leadership for approval.

<u>IT Service Categorization Report Out</u> – Dawn presented the IT Service Inventory Categorization report. This presentation will be given to all the TAG groups with the following objectives:

1. How can we improve/rationalize the campus IT service portfolio?

2. Can we formulate general principles to guide the improvement/rationalization of our service portfolio process?
3. After the IT service portfolio is finalized, a service catalog will be created
4. The IAG is expected to focus on IT infrastructure services and play a central role in addressing the issues with respect to infrastructure.

It is important to note that this is a service inventory, not a software inventory, and that analysis has not been done on the data collected. Analysis will be done by IT Advisory Groups, other IT governance groups, and by stakeholders across the campus.

The group discussed how best to approach their work. (See appended notes.)

Alan will create a Qualtrics survey for each member to identify three areas they would like to explore.

Data Center Contract – John reported that OneNeck has been chosen and will be operational in the next 60 days. A subgroup will be put together as a sounding board to help determine the costs that will be charged for storage and what a convincing price point would be to encourage groups to move their storage to the data center.

Policy Planning Team Representative – Kristen McRoberts has agreed to be the IAG representative on the Policy Planning Team, which will be looking at campus-wide policies with significant implications for IT, in addition to creating, initiating and approving IT policies.