IT Governance Program – Architecture & Infrastructure Committee

Meeting Minutes

April 18, 2019
1:30 – 3:00 p.m.
Meeting held via WebEx

Attendance:

AIC Members		AIC Members		Ex- Officio Members
X	Erick Beck		Dr. Paul Gratz	Zac Sanders (Parliamentarian)
X	Andy Bland	X	Jennifer Hutchison	Sean Michaelson
X	Cheryl Cato (Chair)	X	David Kratz	Dr. Juan Garza
X	William Deigaard	X	Dr. Donald (Rick) McMullen	Michael Sardaryzadeh
	Victor Delgado	X	Susan Neitsch	
X	Justin Ellison	X	Chris Wiley	

ITG Program Support		AIC Guests	
X	Sharon Mainka	X	Michael Crocker
X	Missy Mouton	X	Greg Jones
	Lea Ann Westmoreland	X	Chris Nugent

Minutes: Scheduled Business

Item 1:   **Welcome & Announcements**
Description: *General Welcome and opportunity for announcements and items of interest relevant to the committee.*

- Cheryl Cato welcomed the group via WebEx.

Item 2:   **Item 2A - BoardEffect Software Presentation**
Description: *Review of the BoardEffect software and discussion about how the committee can use it to meet their objectives.*

- Sharon Mainka gave a quick demonstration from the desktop on BoardEffect and discussed how to use this software.
- Web address: Tamu.boardeffect.com.
    o Select the "IT Governance" button to log in.

- This software will be used for voting and to respond for meeting attendance.
- When agendas are set out for future meetings, Sharon will include a link to BoardEffect and a date to RSVP for the meeting.

Item 2:   **Item 2B - Update from Next Generation Aggie Network subcommittee**
Description: *Update from the Next Generation Aggie Network subcommittee.*

- William Deigaard provided an update from this subcommittee.
- A presentation was delivered at the Speakers Bureau regarding this topic.
- The presentation provided an overview of the project and introduced the IT division to the goals of the Next Generation Aggie Network.
- An acronym name for the Next Generation Aggie Network is still needed.
- The Next steps will be a timeline and a dependency matrix.

Item 3:   **Item 3A- Office 365 Initiative Proposal**
Description: *Office 365 Committee will present their proposal for review and feedback prior to sending it to the EAC committee.*

- Greg Jones provided an update regarding this Proposal.
    - The draft of the report was reviewed.
    - The current funding model statement should not be overstated regarding the way funds are distributed.
    - Suggestions were put forward regarding revisions to the report.
- Once revisions are completed, the report should be sent to Sharon in PDF format and she will distribute the report to EAC before their meeting on the April 23rd.
- Sharon request that all comments and revisions be completed by close of business Friday so she may send the document to the EAC Monday morning.

Item 4:   **Tech Standards Working Group Updates**
Description: *Update from Tech standards working groups.*

- Erik Beck reported with Susan Neitsch. Since the last meeting this group has just reviewed the report and is looking for others to participate in this working group. They are looking for members both inside or outside of the AIC to review the report. Cheryl Cato suggested that this be circulated within the AIC and if a member has someone that needs to view it, they should forward.
- Rick McMullen reported that there is no significant progress to the Cloud Technology group report at this time. Chris Wiley agreed that there is nothing to report.
- Jennifer Hutchinson reported that the Technology password vaults group has been reviewing their report since the last meeting and have added a section on acceptable projects. They have also added some text on not using a web browser at password vault. This is simply a recommendation.
- The Anti-virus standards group did not have an update.
- Discussion ensued regarding a suggestions to develop more standards and the next step in the process for the committee.

- Cheryl responded: The goal is to publish these standards, then the next step depends on that standard, whether it is security related, billing standards related etc. The process is dependent on the type of the standard.
- Question: Is there anything formal when it goes from the AIC to become a standard?
- Cheryl answered yes. Once the working group presents the standard to the AIC committee, the general committee with review the Standard and make sure that it is fully vetted for all prescribers.

General Discussion:

- Question was asked if other committees are using BoardEffect to using this to track their work?
- Sharon Responded: IRPSC was the first committee to pilot the software. They are using it to vote on revisions to SAPs and Controls. It is being rolled out to the other committees.
  - There is an option to include a comment with your vote so that it is put on record.
  - This software can also be used as a document depository, as well as used for historical purposes to see what was voted on previously.
  - The software allows various polling options.

Recap: Everyone needs to review the Office 365 document and get any comments to Sharon by Friday at noon.

- The EAC meets on the April 23rd at GSC 2605 from 1:30-3:00 pm,
- Greg and Matt will attend with Cheryl to present the Office 365 Report, but anyone is welcome to attend and participate in the discussion on this.

Motion made to adjourn and seconded. Adjourned at 2:01pm

Next meeting on May 16, 2019.