

IT Governance Program – Architecture & Infrastructure Committee

Meeting Minutes

December 10, 2020
1:30 – 3:00 p.m.
Zoom

Attendance:

AIC Members		Ex- Officio Members	
X	Andy Bland	X	Andrew Marcontell
X	Francis Dang	X	Suzy Pryor
X	William Deigaard	X	Heath Simon
	Justin Ellison	X	Jeff Skelton
	Robert Lightfoot	X	Rudy Supak
X	Chris Nugent		Kathy Williams
X	Ed Pierson (Chair)		

ITG Program Support	AIC Guests
X Sharon Mainka	
X Missy Mouton	
X Ethel Vaught	

Minutes: Scheduled Business

Item 1: Welcome & Announcements

Description: *General welcome and opportunity for announcements and items of interest relevant to the committee.*

- Ed Pierson welcomed the group.

Item 2: Identify Action Items

Description: *Identify one action item for each of our three new objectives.*

- *Provide clarity (voice of the customer) to aid our customers in understanding what policies and regulations mean to them.*
- *Streamlining processes – recommending tools and techniques to internal and external providers to accelerate the acceptance of current and new processes/technology by our customers.*
- *Provide input to internal teams on ways to enable customers to better utilize the current and new services being offered.*

- Ed began the discussion on this topic.
- Suggested that the group start polling various customer bases and have them prioritize. Discuss and break them down into tasks as to how to tackle these:
 - Telecom being a large topic of discussion.
 - Data classification
 - Building moves
 - Network drops
- Discussed VPAT (<https://it.tamu.edu/policy/it-accessibility/tools/vpats.php>).
 - How to help customers stitch all requirements and needs together, making it a simple procedure.
 - Ed displayed online tool for data classification currently in use for another area (<https://it.tamu.edu/community/tools/data-classification.php#question-1>). Workflow website would be beneficial for all of our needs.
 - Michael Sardaryzadeh volunteered to contact Cynthia Kauder about the draft online accessibility training. He will also contact Product Strategy & Communication about how they produced the online data classification tool.
- Ed will try to write up this information and get it to the group. He would like us to decide what to focus on and get groups to work on each of those items specifically and looking for issues and recommendations on things we would like to see fixed. We should be able to do 2-3 of these per quarter. Then we look at the possibility of a gap analysis. At the next meeting we will map out some of the gap analyses that we can provide.

A sub-committee met to discuss use case scenarios for VoIP off campus. These notes will be distributed at the next meeting.

Adjourned at 2:34 p.m.