IT Governance Program – Enterprise Applications Committee

Meeting Minutes

April 27, 2021
1:30 – 3:30 p.m.
Zoom

Attendance:

EAC Members				Ex- Officio Members	
	Dr. Debjyoti Banerjee	X	Joshua Kissee (Chair)	X	Ramesh Kannappan
	Lisa Blazer		Carl Ivey	X	Jana McDonald
X	Lauri Brender	X	Chris Reed		Dr. Jeff Risinger
	William Deigaard	X	Michael Ringham		Dr. Jocelyn Widmer
	Laura Dohnalik	X	Daniel Roberts		
	Jacob Donais	X	Dean Poppell		
X	Dr. Juan Garza	X	Mauro Sericano		
X	Jon Griffey	X	Dr. Hank Walker		

ITG Program Support		EAC Guests	
X	Sharon Mainka	X	Thomas Reid
X	Missy Mouton	X	Michael Sardaryzadeh
X	Ethel Vaught	X	Dan Schmiedt
		X	Serge Razafindrakoto
		X	Michael Crocker

Minutes: Scheduled Business

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

- Josh Kissee welcomed the group.
- Sharon Mainka announced it was decided to retire the TTLTC Committee. Work from that committee has been picked up by other groups.
- Sharon Mainka announced a new committee called the Identity, Data and Access Committee is being created and hoped to start next month. That committee is in the process of obtaining members.
- Jon Griffey announced IRPSC and the EAC have decided to charter a taskforce for endpoint backup at the request of Dee through Adam Mikeal. The first meeting of this taskforce took place last week. This group is still open to members if anyone is interested. The scope is investigating the issues, pricing of possible solutions, and making recommendations.
  - Link to the task force charter: https://docs.google.com/document/d/1SZ3d6lSe-2jx0rCjYPdm3jlnB9WuBKAPkjEIhS90J4w/edit?usp=sharing

- o "This task force is formed to investigate potential vendors who may provide endpoint backup solutions, recommend vendors who can meet Texas A&M's requirements for such a solution, and issue a formal recommendation on whether to designate endpoint backup software as an Enterprise IT Service."
  - o The final meeting for current term of ITG Governance is August. These meetings are scheduled through the summer unless there is need to cancel. Some monthly meetings will likely cancel in the summer. The June meeting is scheduled for June 22. Josh asked Jon to be able to present a draft to this committee to be able to review the committee report before everyone becomes less available during the summer.
- Sharon Mainka asked if you did not get your IT Governance Challenge coin and you would like one, please let her know and she will get you one.

Item 2:   **Storage Solutions Recommendation Report**
Description: *Proposal to revisit the Storage Solutions Recommendation Report*

- Sharon Mainka shared this report from GoogleDocs. The recommendation for Google and DropBox will change due to costs. OneDrive and SharePoint are still free from a user standpoint.
- This document will go before the SITC, pending any changes. Sharon needs any changes to this report to be completed two days from now.
- Josh asked for a couple of people to volunteer to meet with him tomorrow via Zoom to go through this document and work on it with him. Sharon Mainka volunteered, as well as Jon Griffey. Juan Garza will try to participate for part of the time as well.

Item 3:   **Bulk Mail Solution Initiative**
Description: *Request to task force to lead the Bulk Mail Solution initiative*

- Serge Razafindrakoto presented this agenda item.
- The bulk mail solution is used to send email notifications about events. The Division of IT, who runs the service, gets a request to send out bulk messages. They then have to validate who is making that request etc.
- Serge is requesting a task force for help with this project. Proposal to start the discovery phase one being solutions/other options, phase 2 would be to look at the costs, phase 3 would be to select and implement a solution.
  1. Discovery
  2. Gather requirements and cost
  3. Selection and implementation
- Josh asked for clarification on the policy help needed. Serge discussed that the task force would need to determine what/if any policy is in place that we don't know about and what policy would then be needed.
- Josh asked, logistically, would like to understand timeline and how many people needed. Potential stakeholders list is long, but also open for recommendations on who may be needed.
- Discussion regarding this going to the SITC or staying within this group. Juan Garza felt this initiative is big enough it should go to the SITC for them to charter this group. That group meets this Thursday. Sharon said while it is a good idea, finding someone to lead the group from the SITC would be a challenge. The SITC would determine the charge, where the subcommittee would reside, and who would be on it.
- Josh deferred this to the committee for that decision.
- The motion was made by Juan Garza and seconded by Jon Griffey for this group to be chartered through the EAC committee as initially requested.
- Josh asked Michael Crocker to explain/outline the scope as a part of the motion. The scope is to address sending emails that are specifically general interest in nature, such as messages/invitations to student organizations etc. that are NOT sent from a specific user of the Maestro tool. This would NOT encompass

messages such as official campus notifications. It would include determining the value of mechanisms on how bulk mail continues and to what capacity it continues. Look at its current state, how to streamline for campus members, and how to allow the university at large to have more control over messages they receive. Currently you receive all or none, but there are other ways to refine the types of messages you receive. Look at the tools, processes and policies currently in place. No official committee has sat down and reviewed these to be in line with current policies. All requests currently go the Division of IT. Should this remain an IT function or should that go through a different group? This is one of the questions for this task force to answer.

- Motion, second, discussion, moved to vote, motion passed unanimously.
- Josh requested 3-5 minutes through Sharon with the SITC on Thursday for himself and Serge to present this to the SITC.

Item 4:   **University-Wide IT Strategic and Tactical Plan**
Description: *Review and discussion on the Strategic and Tactical Plan*

- The link to the document is: https://docs.google.com/document/d/1oLrdJnnmyEElhpX8uExOmJLIf4gVkRgLqLQYvg9YFYU/edit?usp=sharing
- Sharon shared the current document, which is the completed plan with changes that have been made from feedback of previous committees and meetings.
- We now have 5 main objectives and goals under each of those. For clarification, edits are still welcome. This is the version that has incorporated previous edits.
- Discussed a few of the goals for clarification. Sharon requested that everyone make comments/suggestions on the document by May 4. She will then incorporate those into the final document.

Meeting adjourned 2:51 p.m.