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MINUTES
Information Technology Advisory Committee
November 18, 2008

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Attendees: Bill Abplanalp, John Albano, Jeff Aspelmeier, Charley Cosmato, Monta Elkins, Steve Helm, Maung Htay, Danny Kemp, Wendy Lowe, Ted McKosky, Ed Oakes, Sean Ramsey, Rick Rogers, Rebecca Scheckler, Dennie Templeton

Absent: Amber Alcarez, Patrick Critzer, Jerry Kopf, Randa McDonald

The Information Technology Advisory Committee was called to order by Ted McKosky, Chair, at 10:00 am on November 18, 2008. Mr. McKosky asked for approval of the October 21, 2008 minutes. There was a friendly motion to correct the spelling of Maung Htay's name. Ed Oakes motioned to approve, Bill Abplanalp seconded, motion carried.

Rebecca Scheckler asked about a replacement for FrontPage. John Albano stated that a clear decision hasn't been made at this time but they are considering Dreamweaver and Contribute.

Danny Kemp discussed the status of the RU web site. He stated that it is early in the process of identifying a firm that can assist in the redesign and that it could be up to two months before a decision is made. Mr. Kemp said that it could be 9-12 months before the first layer of the site would be complete. An advisory committee will be formed in the near future.

John Albano stated that the subcommittee along with Lena Bussey, Don Hall and Lisa McDaniel had met and discussed the current problems with Lenovo, what we want for this year, and reviewed different vendors for our student computer recommendations. The subcommittee will meet again before the holidays and are targeting issuing an RFP by the first week of January.

Steve Helm asked if something could be done to enhance download speeds of large files from peer to peer networks as this is the way he currently receives some of his software upgrades. Ed Oakes asked Steve to send him links for testing.

Danny Kemp announced that he had taken the IT Strategic Plan to Cabinet and it was approved, and subsequently approved by the Board of Visitors at their last meeting. The Plan will be posted on the Division of Information Technology website and will need to be updated yearly.

Ed Oakes reported on student/alumni email options. Benefits of outsourcing student email and the cost savings to RU were discussed. Google and Microsoft are the top two outsourcing options. Ed Oakes gave a brief update on the benefits to RU and the students which include file storage. Danny made a motion to create a subcommittee to look at the feasibility of outsourcing of student/ alumni email, seconded by Ed Oakes, motion

passed. Ed Oakes, Bill Abplanalp, Sean Ramsey, Steve Helm, Wendy Lowe, John Albano and Kenny Davis will make up the subcommittee.

Ed Oakes stated that he would like to schedule specific times where maintenance could be done on servers. He said that currently when patches are loaded on servers they are being rebooted between 4-7am. The maintenance window of Monday-Thursday between 4-7am was proposed. If anything needs to be brought down for a short period of time, it will be done during this window without having to notify the entire campus. He suggested that major maintenance could be done on the fourth Sunday of the month between 4am and noon. Rebecca Scheckler asked for website notification when this is going to be done. Ed said that could be done and also said that the Technology Support Center 7500 number will have updates on the status line. Ed will work on a status page website for notification and will present a definition of the maintenance process at our next meeting.

Ed distributed a draft policy to support VITA guidelines for Data Storage and Media Protection. Bill Abplanalp clarified that these definitions are Radford University's. Sean Ramsey motioned to accept the policy, Monta Elkins seconded, Rebecca Scheckler made a motion to table the discussion until the next ITAC meeting. The motion was tabled.

Ed stated that we do not currently require users to change passwords on a regular basis except for the IFAS/IRIS systems. VITA's latest guidelines specify that passwords should be changed every forty-two days. He would like input on suggestions for a new password policy requiring users to change passwords on a regular basis

Ted McKosky asked the committee to send their schedules to Linda Kipps so that a meeting time can be established for next semester.

A motion was made and seconded to adjourn.

Respectfully submitted,

Linda W. Kipps