Minutes

CIO Advisory Committee Meeting
The University of Tennessee Health Science Center
A304 General Education Building (GEB)
March 26, 2007

Members Present: Taylor Strickland (CIO), Don Thomason (Chair), Bill Brescia, Gwen Campbell, Len Cleavelin, Joe Cofer (Chattanooga), Elise Moore, Jeanne Hermann-Petrin, Alison Lockett (Knoxville), Tammi Redmond, Rebecca Reynolds, Linda Risby, Stanley Tyler, Matt Grayson for Jennifer Watson

Judy Jefferson Johnson, Meeting Coordinator

Members Absent: Jim Pruett (Secretary), Sheila Champlin, Ryan Hanry (clinical schedule/dental student), Scott Hollis, Dianna Johnson, Rick Kasser, Richard Washington

Call to Order: Chair Thomason called the meeting to order at 8:35 a.m.

Approval of Minutes: Minutes of the February 26, 2007 meeting were approved as amended, clarifying items 1 and 2 regarding the next steps for the IT Priorities under Ongoing Business.

Meeting Materials: Items emailed to Committee members: Agenda; Minutes of February 26, 2007; Round 3 Survey Priorities; CIO’s updated Performance Metrics and Objectives_3/12/07.

Announcement(s): Chair Thomason asked members to recommend a replacement to attend meetings whenever they are unable to do so.

Representative Joe Cofer will be on official travel for the April 23, 2007 meeting. A representative will attend the meeting on his behalf.

CIO Report Updates

- CIO Performance Metrics and Objectives (PMO).
  - Updated PMO’s were forwarded to Committee members prior to the meeting.
  - Objectives were reviewed and discussed at his 3/12/07 performance meeting with Dr. Owen. Committee members did not have questions or comments.
  - Contact Quotas: Chair Thomason requested a copy of this information on behalf of the Committee members. CIO Strickland agreed to have the information forwarded as requested.
  - Chair Thomason thanked CIO Strickland for sharing IT objectives with the Committee and providing an open communication channel between ITS and Campus.

- Web Page Task Force Update.
  - Policies and Procedures Subcommittee drafted the final version of the web policies and procedures which was presented to the Chancellor’s Advisory Cabinet 3/8/07. Status: pending approval. Cabinet members will vote on it at the 4/12/07 meeting.
Design Subcommittee is developing several UTHSC web page redesigns. Focus groups will have an opportunity to review the new designs.

Content Management Software will allow people to update web pages. Hardware and software have been ordered and delivered. Installation should be done today. There will be some training.

GEB Wireless. Cisco engineers surveyed the building; suggestions were made and wiring will be addressed.

Exchange. MAC users attended the Entourage meeting 3/1/07. The primary concern expressed by users—they do not wish to discontinue using IMAP since it would mean upgrading their cell phones that work well with IMAP. CIO Strickland highlighted the positive features of Exchange that include shared calendar and combining voice and email. He also commented to Mac users that ITS is trying to be sensitive to their concerns.

IT Budget Update. CIO Strickland shared that about 90% of expense amounts over a 5 year period were considered for the new ITS budget. Expenses will include some capital costs such as wiring. Installing additional telephone lines and labor cost will be departmental costs.

Questions and Answers
Q. Adobe Professional 8.0 site licenses, how is site licensing pricing determined for the UT campuses, particularly Memphis and Knoxville? Matt Grayson, substitute Library representative for Jennifer Watson, commented that site licenses were not available for purchase at the General Stores and retail boxed copies had to be purchased at a time-sensitive moment.

A. CIO Strickland’s response was Knoxville is used for software licensing. E-software contact information for operating system licenses will be forwarded to the Committee.

Q. Dr. Cofer requested clarification regarding the UTHSC environment as it relates to use of its journal subscriptions by residents at Chattanooga and Knoxville.

A. CIO Strickland replied that the Advisory Committee is now trying to address problems that have existed for years. Vice Chancellor Mike Caudle in Health Affairs was charged with coordinating with all Campus libraries. There are new licensing contracts.

Q. What is the allotted time for server updates? Matt Grayson’s question stemmed from the Library’s concern about the non-responsiveness of its catalog server’s firewall protection when server updates occur. Compromise of its email server is also a concern; a control was requested for it.

A. CIO Strickland responded that the Library should contact him.

Ongoing Business

IT Priorities List:
Chair Thomason discussed the Round 3 priority survey listings by UTHSC mission areas. Advisory Committee members were asked to review the lists with their constituents and make a limited selection from each list for the time being. Members were also asked to decide on which mission areas they plan to be involved in or chair to sketch out solutions for survey items selected.

Old Business:
Listserv Update. ITS has completed the setup of email accounts to faculty and staff of UT Medical Center Knoxville (UTMCK) and UT College of Medicine (COM) Chattanooga. UTHSC mail was quarantined by Knoxville; however, the confusion has since been cleared up.
**New Business:**

**Web Posting of Meeting Minutes:** Chair Thomason surveyed the Committee concerning posting meeting minutes on the web. The unanimous decision was the Information Technology Services (ITS) website.

**Blackboard:** Working groups will utilize Blackboard for discussions re: IT priorities items.

Judy Johnson will coordinate the web site request with Todd Barber and the Blackboard request with Keisha Houston.

**The next meeting will be April 23, 2007, at 8:30A (9:30A EDT), A304 GEB.**

The meeting adjourned at 9:30 A.M.