UNM IT Research Technologies Advisory Board
Minutes: Wednesday, April 26, 2017
Scholes Hall Roberts Room
1:00 – 2:30pm

Attendees: Trish Henning, Ryan Jacobson, David Scott, Mark Emmons, Chris Lippitt, Mary Anne Newhall, Barbara McCrady, Arash Mafi, Tracy Hait, Jonathan Wheeler, Duane Arruti, Brian Pietrewicz, Grave Faustino, Kirsten Martinez.

Chair: Patrick Bridges
Support: Emily Morelli

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| 1. Approval of Prior Meeting Minutes (Feb 2017)  
  • Approved pending final edits. |
| 2. Finance Committee Report  
  • The Finance Committee is tasked with developing a funding model for information technologies on campus. The committee is comprised of representatives from administrative units, research, and academic departments. They are examining the current IT spend from all funding sources and gathering details regarding high-dollar spends. Main areas identified for FY18 are IT positions, software licensing, and end-user device purchasing (computers). The committee made recommendations to the Budget Leadership Team, including moving the ITOs’ budgets, enterprise licensing review, and a coordinated computer purchasing process for FY18. The ITOs are currently developing a process and tiered specs for end-user devices to leverage vendor volume discounts. Moving forward, the committee will develop a sustainable allocation model in preparation for FY19. They will be looking at funding sources, including research and student fees.  
  • For coordinated workstation purchases, ITOs are drafting standards for typical faculty and staff purchasing and will conduct an initial, early coordinated purchase (100-500 machines) in May, seeking a volume discount through Dell. Long-term, UNM will look at centralizing funding for faculty and staff purchases. Research funds are unique and specific, and would require a different process. Ad hoc and customized purchases will still take place. In the future, we will look at competitive bidding from other vendors as well. IT also hopes to realize savings by leveraging efficiencies with common images and support models, as well as analyzing detailed warranty and total-cost information. In terms of Research purchases, we would use an “opt-in” model. There will be more updates as the process evolves. |
| 3. Federal Controlled Unclassified Information (10 minutes) – Ana Andzic Tomlinson  
  • Presentation (attached) on CUI obligations related to government contracts, as detailed in NIST SP 800-171 (NIST 853 assists in interpreting NIST 1717), and implications regarding end-users, business processes, data handling, compliance and cost.  
  • ISTO, IT, and UNM Export Control Offices are resources.  
  • The federal website is updated daily – archives.gov/cui and archives.gov/iso. |
| 4. Committee Charter Discussion (30 minute) – Barbara McCrady  
  • The subcommittee suggested three substantial revisions to the Board charter: 1) revised... |
language to balance standardization with maintaining special needs of research, i.e., ensuring no interference with creativity; 2) revised language recommending Board decision-making by majority vote not consensus, with minority dissenting information reported to the Governance Council; 3) Revision to the scope to reflect that the committee does not have enough representation to consider HSC and Branch campuses.

- There was discussion and revision to the above areas of the charter and further revisions made to reflect consensus of discussion.
- **Action:** the updated version will be distributed for further Board review.

5. Research IT Inventory Update (10 minutes) – Mark Emmons
   - Grace and Mark developed a draft survey regarding research technology use. The survey would be deployed to information technology staff supporting research.
   - There was discussion about categorization being inclusive, the length of the survey, using a pro-active census rather than a survey, focusing on gathering data on more common needs, and including questions to gauge effectiveness.
   - **Action:** Mark requested more help from committee members; please contact Mark to assist in further draft development (Emmons@unm.edu)

6. Research IT Key Services Update (10 minutes) – Jon Wheeler
   - Jon examined existing materials – strategic plan, survey, etc.– to determine if there are trends or needs, and where capacity could be built through centralization. 5 common areas started to emerge across different surveys and reports: 1) grants management; 2) support for innovation and start up research; 3) compliance; 4) time-limited or one-off services (e.g., data enclave) and 5) utility services, such as wireless, storage and back up.
   - Jon asked the group to consider next steps - e.g., conducting focus groups or holding research open houses. Discussion will continue at the next meeting.

**Next Meeting:** May 24, 2017 1:00-2:30pm Scholes Hall, Roberts Room