### UNM IT Administrative Technologies Advisory Board

**Minutes: Wednesday, February 21, 2018**

*Scholes Hall, Roberts Room*

1:00-2:30 p.m.

**Attendees:** Terry Babbitt, Dorothy Anderson, Elizabeth Metzger, Rich Wood, Norma Allen, Duane Arruti, Brian Pietrewicz, Alesia Torres, Barbara Pfaff, Tuan Bui, Jeff Gassaway, Kirsten Martinez, Tuan Bui

**Chaired by:** Chris Vallejos

**Support:** Emily Morelli

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| 1. **Review and Approve Previous Minutes** (January 2018)  
- Approved. |
| 2. **IT Governance Draft Policy** (Duane Arruti)  
- The current Policy 2560 refers to governance structures that no longer exist. Revisions include incorporation of the advisory boards and inclusion of the HSC Chief Information Officer. Section 2.2 identifies the role of the HSC CIO. Section 2.3 details cross-coordination between the HSC and Main Campus. The joint Main-HSC operations committee has been reinstated and meets monthly.  
- This revised policy is now with the Policy Office and will be included for comment in the next release of proposed policy changes. CIO Arruti did not have a specific date for release. He confirmed that the policy has not been revised since its 2007 issuance.  
- Acting Provost Wood inquired about the language in section 2.5. CIO Arruti clarified that items requiring campus compliance are addressed with the issuance of standards, rather than guidelines, which are suggested.  
- **Action:** Board members may email edits or additions to CIO Arruti before the March meeting. Any changes will be discussed at the March meeting. |
| 3. **Advisory Board Goals for Calendar 2018** (for Board customization) (Chris Vallejos & Duane Arruti)  
- CIO Arruti and Chair Vallejos presented two goals for consideration, clarifying that the timeline is in relation to the budget cycle:  
  1. Baseline FY19 major initiatives/projects by June 30  
  2. Ensure use of consistent intake and scorecard by July 1 for all new major initiatives/projects  
  i. Requires any subcommittees for scoring to be in place  
  ii. Prioritized major initiatives/projects and any funding requests for FY20 before winter break  
- Acting Provost Wood suggested an additional goal to formulate some proposals for state-wide initiatives for funding consideration by the legislature.  
- Deputy CIO Pietrewicz inquired about equipment refresh and the IT Funding Committee work in conjunction with Board goals and prioritization. CIO Arruti clarified that the Funding Committee has developed a headcount model that, once established, would require any changes to proceed through the advisory board processes. Chair Vallejos stated that Funding Committee priorities should be communicated to the Boards.  
- **Presented Board members voted unanimously to accept these goals, with inclusion of the goal to formulate annual proposals for the legislature.** |
4. Election or Reconfirmation of Chair (Chris Vajellos)
   - Present Board members unanimously voted to reconfirm Chris Vallejos as Chair.

5. Update/Reminder of Data Center Outage (Brian Pietrewicz)
   - DCIO Pietrewicz reiterated that IT is planning to conduct a data center outage on Memorial Day weekend to handle preventive maintenance. IT is also developing a mass communications plan to keep campus informed through several channels.
   - Acting Provost Wood requested that IT specifically request of leadership that they cascade the message down the vertical chain of command.
   - DCIO Pietrewicz indicated that IT will be asking contacts to report to which groups they communicated and IT is also requesting information on groups they should be communicating with as well.
   - The plan includes reiterated messages up until Memorial Day weekend, and updates during the outage. Some channels of communication include: blast emails to several listservs, meeting presentations, MyUNM Banner, IT Alerts, Twitter/Facebook posts, digital signage and Daily Lobo ads, among others.
   - Acting Provost Wood inquired about the extent of impact on any research databases. DCIO Pietrewicz indicated that although it is difficult to tell in some cases, the majority of researchers would not be affected. He reiterated that enterprise services are being moved to the cloud or other places to mitigate impact.
   - Ms. Torres requested that the communication plan be shared with IT Change Management.
   - Action: Emily Morelli will distribute the communication plan to the Board.

Next Meeting: March 21, 2018 1-2:30 pm, Roberts Room