UNM IT Research Technologies Advisory Board
Minutes: Wednesday, February 28, 2018
Scholes Hall Roberts Room
1:00 – 2:30pm

Attendees: Barbara McCrady, Shawn Berman, Karl Benedict, Chris Lippitt, Tito Busani, Jon Wheeler, Mark Servilla, Duane Arruti, Grace Faustino, Brian Pietrewicz, Steve Spence, Alesia Torres
Chair: Patrick Bridges
Support: Emily Morelli

Topics

1. Approval of Previous Minutes (January 2017).
   • Approved.

2. IT Governance 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.
   • Grace Faustino suggested that the Information Security and Privacy Council be incorporated into the revised governance information.
   • Action: Emily Morelli will send the current and proposed policies in Word format for comparison.

3. Election or Reconfirmation of Chair (Patrick Bridges)
   • Patrick Bridges was reconfirmed as the Board chair for 2018.
   • Chair Bridges requested assistance, and asked for nominations for an Associate Chair who can assist when he is unavailable to Chair meetings, starting with the March 28 meeting.

4. Review Updated Charter Membership
   • Action: Emily Morelli will review the charter to ensure that Branch Campus and Faculty Senate representatives, two faculty-at-large members, and student government representatives are included in the Charter.
   • Changes to the Charter will be reviewed at the next Board meeting.

5. Data Center Outage Reminder
   • DCIO Pietrewicz reiterated the maintenance plan to shut down power to the Data Center on Memorial Day weekend (May 25-28). There are 200 services out of the data center. UNM IT is communicating high level services through an extensive communications plan.
   • Emily Morelli will distribute the communication plan.
   • There was discussion about the Sponsored Projects Office and deadlines for Cayuse entry that may complicate submission to funding agencies.
   • Action: IT will follow up with OSP and also review Cayuse structure. DCIP Pietrewicz also requested that the Board members disseminate information in their areas through appropriate channels.
• Karl Benedict asked if there will be early outreach to those with co-lo data. DCIP Pietrewicz indicated that there was a stakeholder process and that co-lo entities will be responsible for shutting down their systems before 5 pm on Friday, May 25.

6. FAAR Tool (Steve Spence)
• Steve Spence provided an overview of an upcoming project to automate as much as possible the collection of faculty activity, giving a brief history of previous activity and the current status of options after documenting requirements, needs and options and performing initial analysis. Alesia Torres, IT Applications Director, noted that a custom build in not automatic and that existing solutions and options are explored. Steve also presented a chart of FAAR Reporting Modules.
• Concerns include developing strategies to minimize faculty time in populating a system and understanding initial and long-term costs to ensure stability in support. Dr. Berman indicated that some Schools require different reporting for accreditation and cautioned about double-entry issues if system is not aligned.
• Dr. Spence presented options that will be presented to the Provost and President, noting that the steering committee recommends alignment with the President, Provost and the EVP. Director Torres indicated that IT will update the Board as discussions continue. There was a question about Faculty Senate involvement and Ms. Torres indicated that AP Wood and VP Lopez had indicated they would update the Faculty Senate.

7. HP Funds Use Request (Elaine Rising)
• Elaine Rising requested to disperse approximately $14k in funds from HP that were specified for research technology use. Initially, IT thought the funds would be used in the Science DMZ project, but since they were not needed there, Hussein Al-Azzawi, of CARC, has requested the funds for a project bridging a gap between supercomputers and enterprise storage. The funds would be used to purchase IB cards.
• The Board voted in favor of this use of the HP funds.

8. Intake Process
• The challenge for research intake is that IT may not provide a service as one of their standard services, but another center or unit may, and these have not been identified and catalogued. Grace Faustino is currently working on a research services catalog.
• DCIO Pietrewicz explained the current process for IT Officer requests, and suggested that the process could be expanded. Currently ITOs work with larger IT organization to fulfill localized requests. Concern was expressed that there are areas without ITOs. Ms. Torres suggested that the research request discussion is an opportunity for Grace Faustino to engage TJ Martinez, Customer Support, to discuss what non-standard services are. Currently, IT is taking a best guess for non-standard work.
• Chair Bridges expressed concern that a subcommittee meeting monthly would be ineffective for software purchases, if a researcher has to wait too long. There was a discussion about software purchase requests and how to best identify existing needs, triangulate requests in non-centralized units, and leverage purchases. It was proposed that a subcommittee could review those requests. CIO Arruti explained that IT Finance and Purchasing are embedding a contract specialist in IT to create better visibility and proactivity in purchases. IT is also collaborating with Purchasing on identifying processes to flag software purchases on Pcards. The CLS model was proposed as a possible model to emulate.
• A general discussion about centralization and decentralization arose. Mark Emmons noted that federation is another model to consider.
9. Research Forums Summary
   - Chair Bridges expressed that the summary is a good base to begin determining what FY19 major initiatives should be. The summary is framed as a report of findings, not recommendations, so that the Board and other stakeholders can determine recommendations based on the findings.
   - **Action**: Chair Bridges requested that members disseminate the summary to units, department chairs, research faculty and IT staff in units. Please direct feedback to Emily Morelli at emorelli@unm.edu.
   - **Action**: Grace will distribute a copy of the original survey.
   - Jon Wheeler inquired if he could circulate the summary with the Faculty Senate IT Use Committee. Chair Bridges approved.

10. Miscellaneous
    - **Action**: There will need to be a volunteer substitute chair for the March 28 meeting.

11. Advisory Board Goals for Calendar 2018  (Patrick Bridges)
    - Deferred

**Next Meeting: March 28, 2018  1:00-2:30pm Scholes Hall, Roberts Room**