Information Technology Steering Committee Meeting Agenda

February 1, 2011
D4-16
12:00 Noon

1. Call to order. Discuss any additions or changes to the proposed agenda (1 min)

2. Approval of minutes (1 min)

3. Change in IT Director’s position. Introduction of Mr. Matt Cottler, Director of Customer Relationship Management for the Academic Health Center IT and Ms. Patti Rizzo, Manager of Ancillary Applications for Shands Healthcare. Plan a meeting with Mr. Matt Cottler (5 min)

4. Report from the Manager of Application Support and Development (5 min) - Steve Kostewicz

5. Old Business (25 min)
   - Discuss the “procedure” draft provided by Joshua to ensure that all UFCD equipment is subject to IT review prior to being discarded (action item 6, All)
   - Review the existing action items 1 and 2 and possible re-assignment.

6. New Business (20 min)
   - Discuss the standardization of audio and computer equipment in UFCD classrooms and conference rooms – Dr. Sposetti, Ms. Gail Childs, and Ms. Jennifer Rich.
   - Use of share drive – Joshua Ney.

7. Summary of new action items (2 min)

8. The next IT meeting will be on March 7th, from 12:00 to 1:00 (1 min)


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<tr>
<th>ACTION ITEMS</th>
<th>Assignee</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>1. Update the IT policies.</td>
<td>Ron</td>
<td>X</td>
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<td>2. Draft a plan for the computer/hardware/software refresh/ purchasing policy so that the committee can make a recommendation regarding the centralization of CoD acquisitions. Also draft a plan for handling volume licensing at college, and department levels.</td>
<td>Ron/ Joshua/ Steve</td>
<td>X</td>
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<td>3. Portal security audit to ensure that the UF IT security recommendations are completed (penetration test). Start working beginning of February.</td>
<td>Ron/ Andrew</td>
<td>X</td>
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<td>4. Request to Dr. Sposetti or Jennifer to discuss how we can standardize the classrooms and conference rooms to make them more user-friendly.</td>
<td>Gordan</td>
<td>X</td>
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<td>5. Summarize the process flow to ensure that all UFCD equipment is subject to IT review for deletion of HIPPA and FERPA data, which includes an annual cursory</td>
<td>Joshua</td>
<td>X</td>
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6. Read the summary by Joshua regarding item 5 and provide feedback. | All | X |

7. Respond to FAB regarding the request for student participation in the ITSC. | Gordan | X |

8. Request to FAB that Mr. Cigna share the new Data Classification Policy with its member. | Gordan | X |